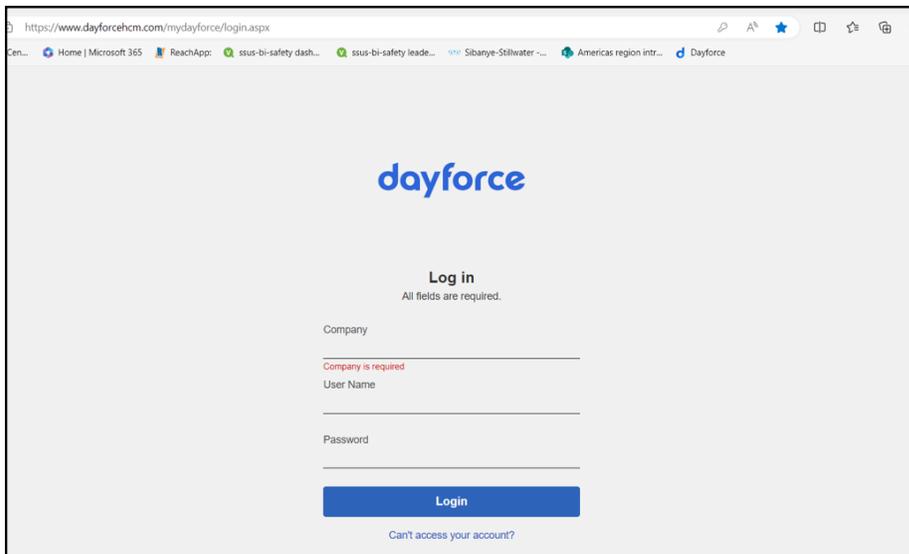


The preferred Internet browser for Dayforce is Microsoft Edge

For employees accessing on their personal computers



Visit website www.dayforcehcm.com

In the "Company" field enter: sibanyeuspgm

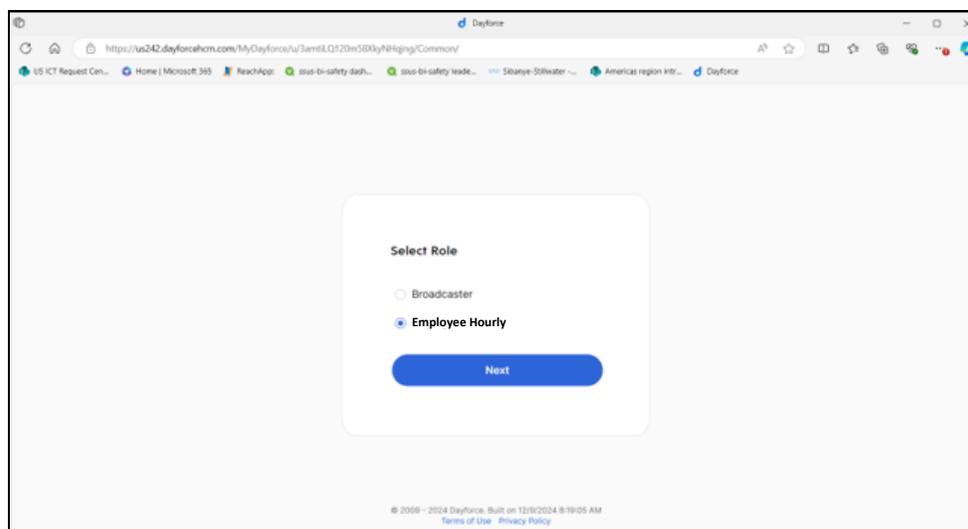
Username: firstinitial.lastname (like j.smith or j.smith2)

Password: Sibanyestillwater(LAST4SSN)

Setting Your Personal Password

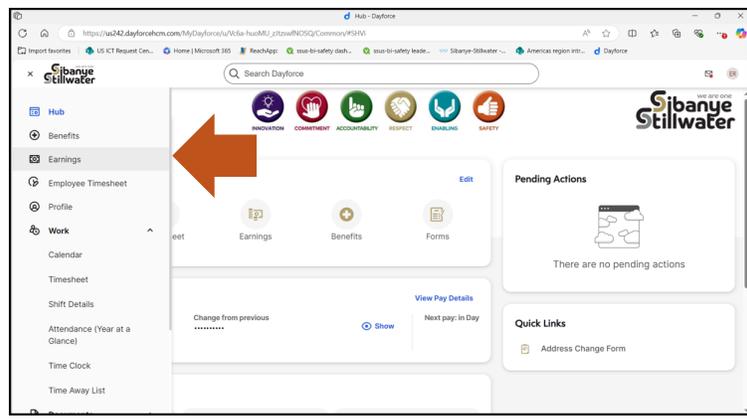
You will need to set a new personal password for your Dayforce account. If you have already set up your mobile app, then you will use the same personal password to access your desktop app. If you are setting up your desktop app first, then select a new personal password that is at least 16 characters long and meets the following requirements:

- Must not contain the user's account username or full name.
- Must contain at least one uppercase letter, one lowercase letter, one number, and one symbol.

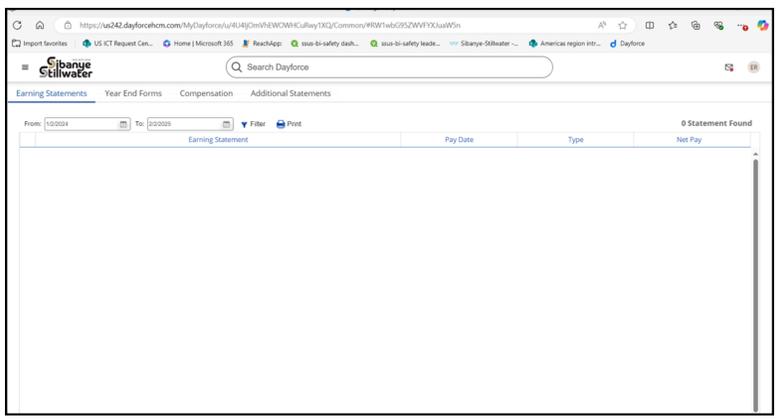


The next screen will prompt you to select a role. Please select "Employee Hourly" and click "Next".

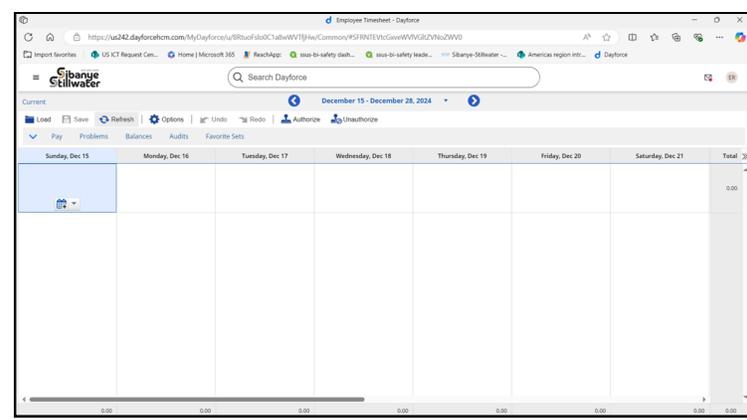
ACCESS YOUR PAY STUBS, W-2, SCHEDULES & ATTENDANCE SIGN UP FOR EMERGENCY MESSAGES



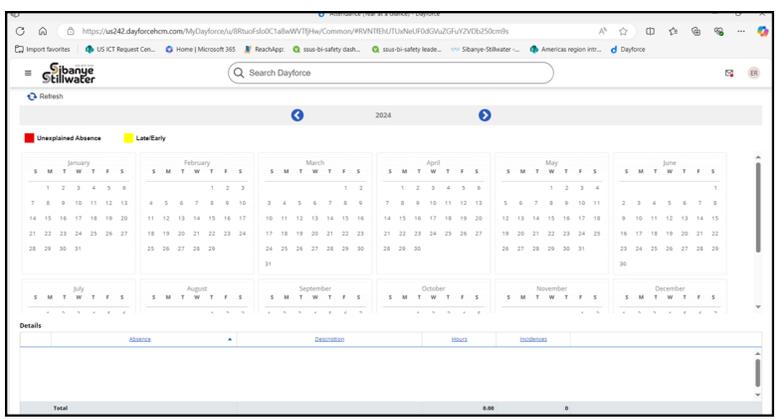
To access your **pay stubs**, select the “Earnings” icon from your “Favorites” or by clicking the three bars at the top left-hand corner of the homepage and selecting “Earnings” from the drop-down menu.



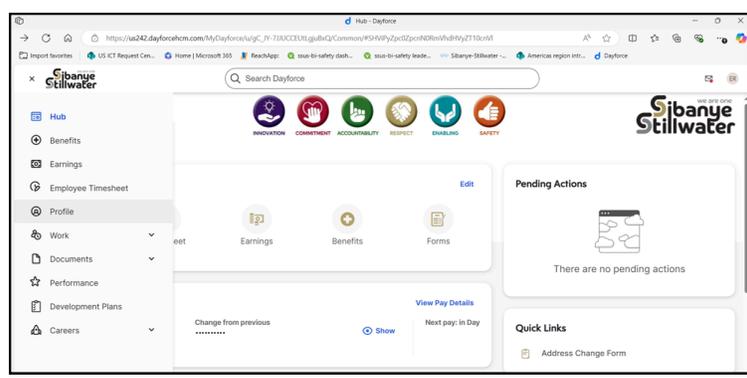
Beginning January 2025, your 2025 pay stubs will be available on the “Earnings Statements” tab. In the future, W-2 forms will be available in the “Year End Forms” tab. Please note: You will still access your 2024 W-2 through My EStub. You will be able to access your 2024 paystubs in My EStub through June 30, 2025.



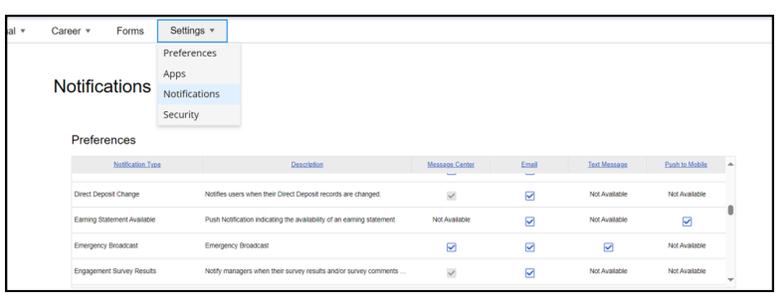
The “Attendance” page allows you to view your time away from work – both taken and scheduled – including vacation, sick time, FMLA, STD, LTD, Workers Comp and Emergency Leave.



The “Timesheet” page easily allows you to view your clock-ins and clock-outs, and the number of hours you have worked.



The company is now able to send you emergency messages - shift cancelations, late Coach transportation and other urgent matters - to your Dayforce mobile app and via text. You are currently opted in using the mobile number listed in your “Profile”.



To opt-out of text messages, click the three bars located on the top left-hand corner of the Dayforce homepage. From the drop-down menu, select “Profile” then select “Settings”. From the drop-down menu, select “Notifications”. In the “Preferences” box, scroll down to “Emergency Broadcast”. Unselect “Text Messages”.

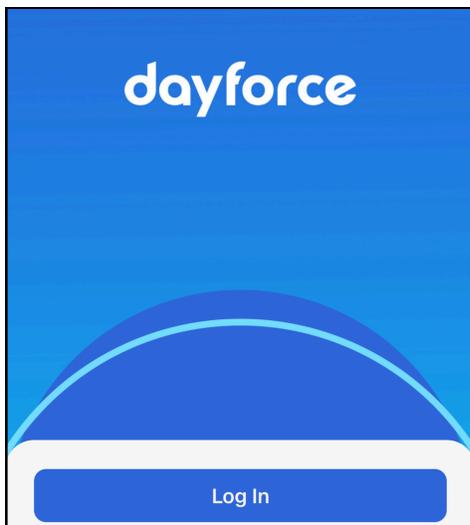


HOW TO ACCESS THE DAYFORCE MOBILE APP

Employees can access the Dayforce mobile app for Apple and Android phones. Your login credentials will be the same on the app as for the desktop web application.



For Apple iPhone users, search for the Dayforce App in your Apple app store. For Android phone users, search for the app in the Play Store. Click “Get” to download the app on your mobile device.



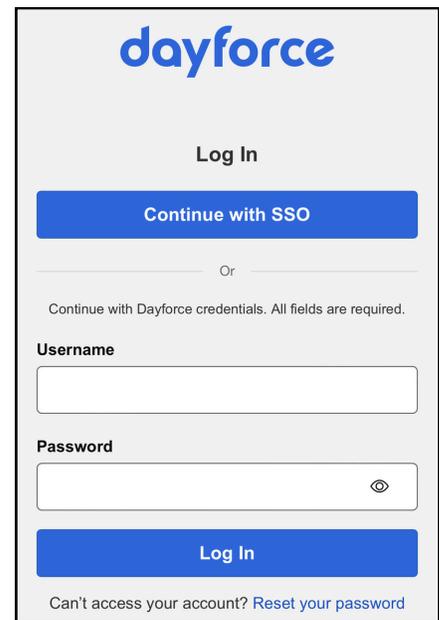
Once the app is downloaded, click on the “Log In” button on the screen.

What’s your Company ID?

Your Company ID is unique to your workplace. It may have been given to you in a first-time access email. If not, please inquire with your HR administrator.

Company ID
Enter your Company ID

Enter the Sibanye-Stillwater Company ID (sibanyeuspgm) and click the “Continue” button at the bottom of the screen.

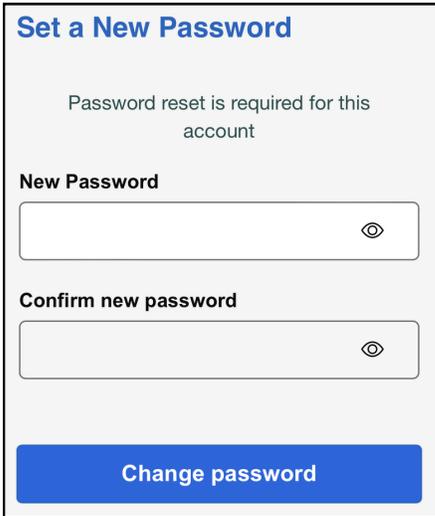


Sign in using the Username and Password fields as displayed in the following examples:

- Username: firstinitial.lastname (like j.smith or j.smith2)
- Password: Sibanyestillwater(LAST4SSN)

Click the blue “Log In” button.

HOW TO ACCESS THE DAYFORCE MOBILE APP, cont.



Set a New Password

Password reset is required for this account

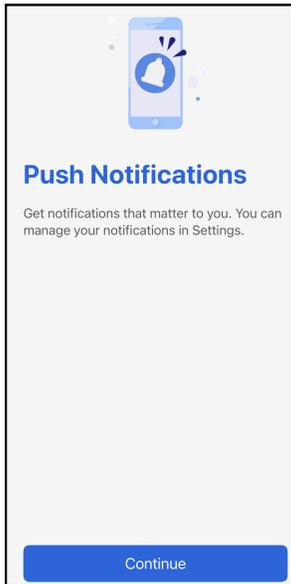
New Password

Confirm new password

Change password

If you are setting up your mobile Dayforce app before the desktop app, you will be asked to set a new personal password that is at least 16 characters long and meets the following requirements:

- Must not contain the user’s account username or full name.
- Must contain at least one uppercase letter, one lowercase letter, one number, and one symbol.

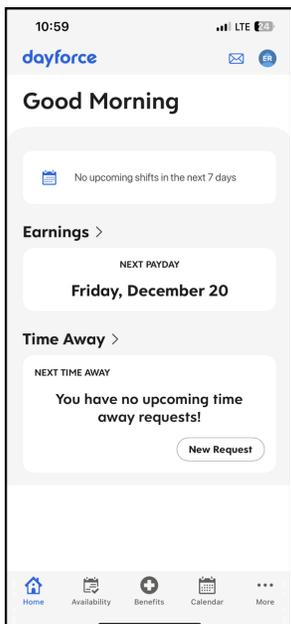


Push Notifications

Get notifications that matter to you. You can manage your notifications in Settings.

Continue

If you would like to receive notifications to the Dayforce app, including the emergency broadcast alerts from the company, click “Continue”.



10:59 LTE

dayforce

Good Morning

No upcoming shifts in the next 7 days

Earnings >

NEXT PAYDAY
Friday, December 20

Time Away >

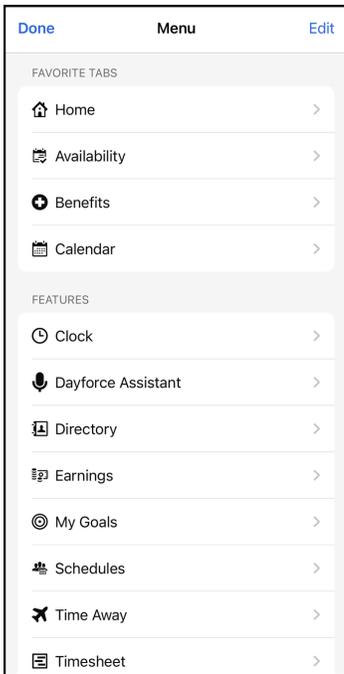
NEXT TIME AWAY
You have no upcoming time away requests!

New Request

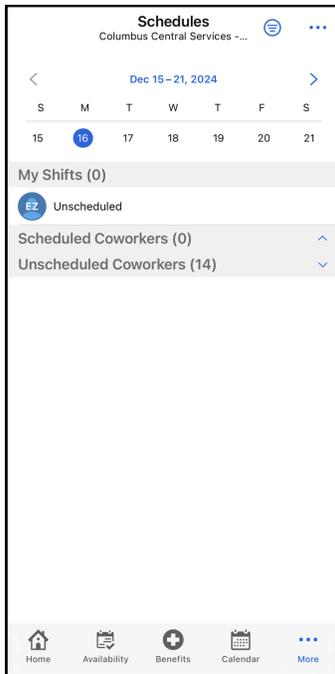
Home Availability Benefits Calendar More

Congratulations! You have successfully accessed your Dayforce mobile app. On the following page we have outlined a few of the Dayforce mobile app features, including how to access your **Earnings**, **Time Away** and **Benefits** information.

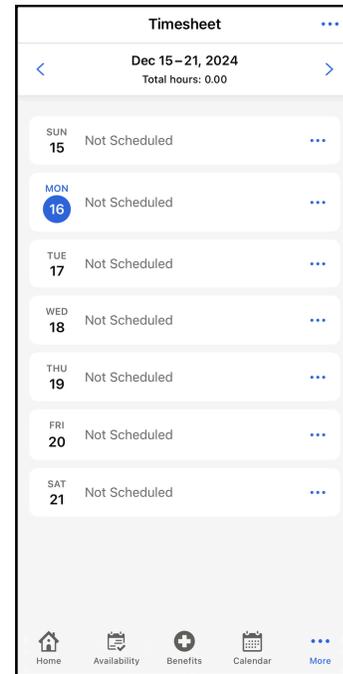
DAYFORCE MOBILE APP MENU & TIMESHEETS



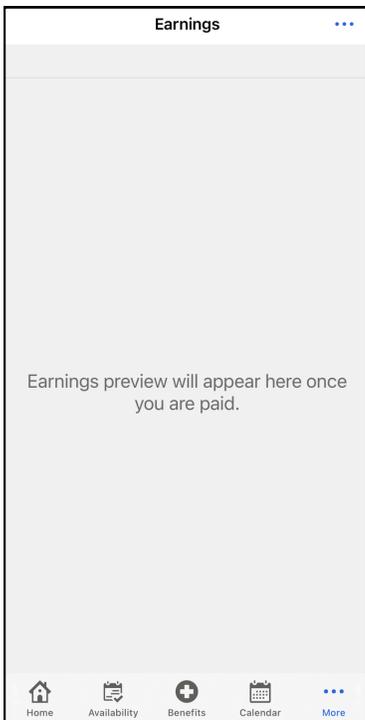
The Dayforce **Menu** screen allows you to access all of your mobile app features.



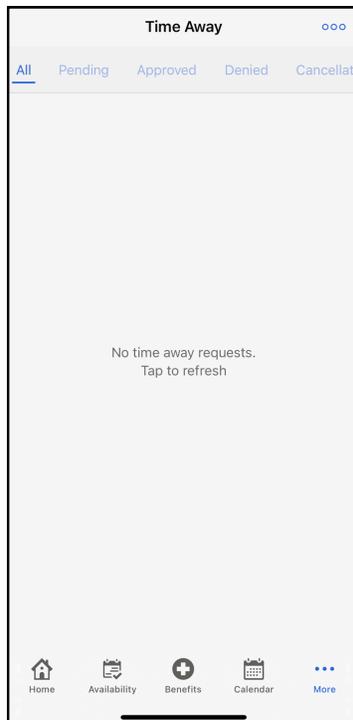
View your **Schedules**.



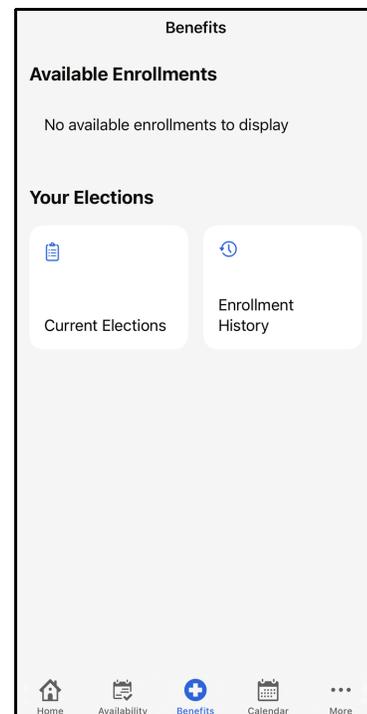
Easily access your **Timesheet**.



In the **Earnings** section, view your **Pay Stubs** and **Payment History**.



View your scheduled and actual **Time Away** from work, including your Vacation, Sick Time, FMLA, STD, LTD, Emergency Leave and Workers Comp.



In the **Benefits** section, view your **Current Elections** and **Enrollment History**.

IMPORTANT CONTACTS

We know you may have questions as we continue our transition to Dayforce. The below listing of key contact information is available in the Directory on the Dayforce desktop and mobile apps.



For questions about the **Dayforce** system, please contact ColHRFrontDesk@sibanyestillwater.com



For questions about **payroll**, please contact usptpayroll@sibanyestillwater.com



For questions about the **timeclocks** and **employee self-service** features, please contact Cheryl Kennedy



For questions about **reporting** and **system analytics**, please contact Amanda Powell



For **site HR**, please contact Brandi Pierce, Angie Roberts (EBO), Susan Anderson (MET), Joyce Lee (SWO) or Christina Waters (SWO)



For **Benefits and Leave** questions, please contact Shannon Arthur, Dani McGowan, Chelsie Yates or Jodi Wantulok



For questions about **training** and **development**, please contact Chase Brownlee



For questions about **recruitment** and **onboarding**, please contact Lowell Burris, Emily Lewis or Kimmi Muguira



For questions about **employee communications**, please contact Emily Ziporin



If you have questions about **Emergency Broadcast** messages, please contact:

- Emily Ziporin, Internal Communications Specialist
- Brandi Pierce, Human Resources Manager