

# PAYCOM – CREATING A SHIFT

Shifts are individual building blocks that will be used to create your schedule.

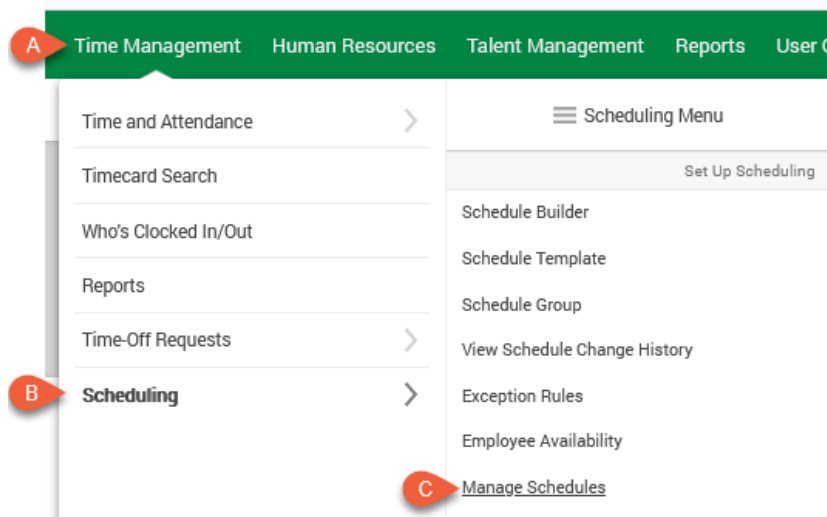
A shift needs to be created “one time” for every day (M, T, W, etc.) as well as every role (Doctor, Reception, Rooms Nurse, etc.) for each day.

Once the shifts are created you will be able to assign them to your team members.

1

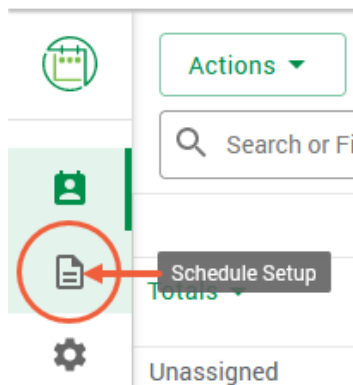
From the main menu of Paycom

- A. Hover over Time Management
- B. Hover over Scheduling
- C. Left click on Manage Schedules



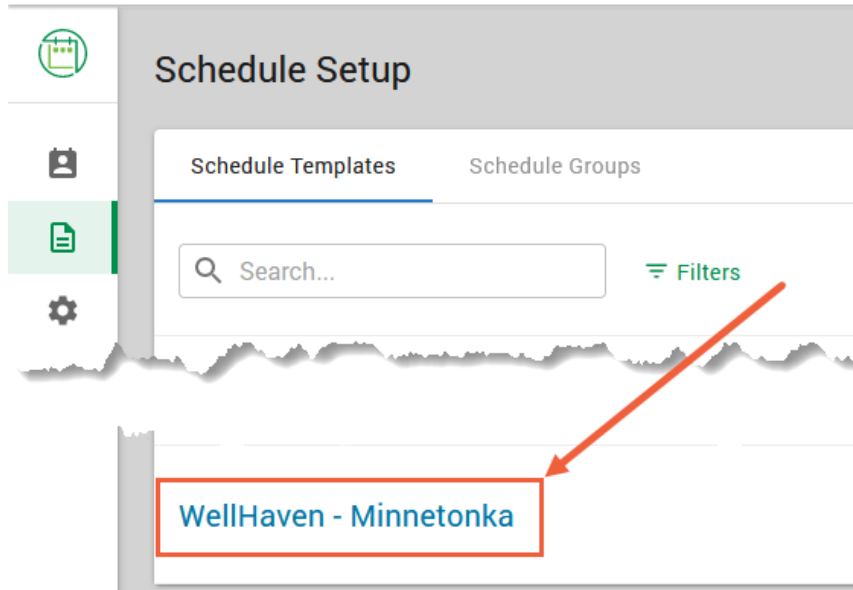
2

On the left side of the screen, left click on Schedule Setup



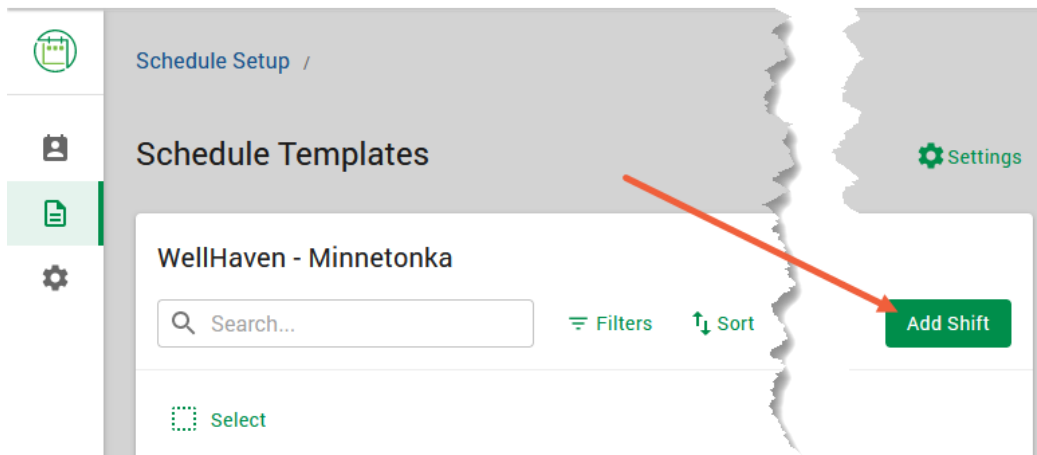
3

You will see the schedule templates you have access to. Left click on the name of your clinic



4

On the right side of the screen, left click on Add Shift





The Add Shift window will open

### Add Shift ×

Description ▾

Start Date  
12/05/2022 📅

In Time 🕒 08:00 AM      Out Time 🕒 05:00 PM

---

Recurrence Never >

Comment 💬

Headcount 1 ⬆️ ⬆️       On-Call

**Allocation** [Edit](#)  
No overrides set. Home allocation will be used.

**Punches** ?  
Add lunches, breaks, and transfers.  
[Add Punch](#)

---

Cancel Save



6

Description: This is the name of the role you are going to schedule. Left click in the box and type the name

**\*\*For consistency on reporting please use the following “shift role” descriptions**

- a. Doctor
- b. Practice Manager
- c. Reception
- d. Room Nurse
- e. Surgery Nurse
- f. Surgery/Room Nurse
- g. Float
- h. Kennel Attendant
- i. Training

Add Shift×

Description

▼

Start Date

12/05/2022

📅



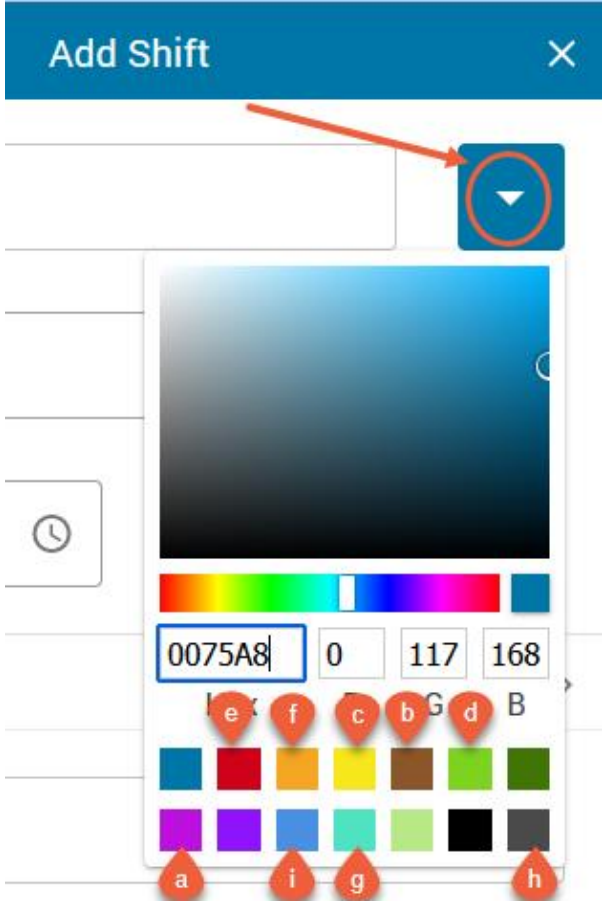
# 7

Color of Shift: This allows a visual “at a glance” when looking at the schedule of what “skilled role” each team member is covering.

Left click on the drop-down arrow to open the color options. Select the defined color and then click on the drop-down arrow to close the color options window.

**\*\*For consistency use the following “shift colors”**

- a. Doctor – purple (Hex: BD10E0)
- b. Practice Manager – brown (Hex: 8B572A)  
When you are assigning the shifts for the week change the color for the “skilled role” you will be in for the day (i.e. reception, room nurse, surgery, etc.) before you assign the shift. If not in role (admin time) the shift color can stay brown
- \*\*please remember these hours are part of the total para hours allotted for the week**
- c. Reception – yellow (Hex: F8E71C)
- d. Room Nurse – green (Hex: 7ED321)
- e. Surgery Nurse – red (Hex: D0021B)
- f. Surgery/Room Nurse – orange (Hex: F5A623)
- g. Float – teal (Hex: 50E3C2)
- h. Kennel Attendant – grey (Hex: 4A4A4A)
- i. Training – light blue (Hex: 4A90E2)



8

In Time & Out Time: This is the start and end of the shift. Use military time (24-hour clock) in this section, once you tab out of this field it does convert to an AM/PM time.

The screenshot shows the 'Add Shift' form with the following fields: Description: Kennel Attendant; Start Date: 11/16/2022; In Time: 08:00 AM; Out Time: 1800. The In Time and Out Time fields are highlighted with red circles, and a dashed red arrow points from the Out Time field back to the In Time field.

9

Recurrence: Left click on Never and then select Weekly then select the day of the week for the shift to occur

The screenshot shows the 'Add Shift' form with the following fields: Description: Kennel Attendant; Start Date: 11/16/2022; In Time: 08:00 AM; Out Time: 06:00 PM; Recurrence: Never. The Recurrence field is highlighted with a red circle, and a red arrow points from it to the right.



10

The Repeat window will open

1. Select Weekly
2. Repeat every: this defaults to 1 week and is the normal selection
3. Day of the Week: select what day this shift is for
4. End Occurrence: This defaults to Never and should not be changed
5. Assignments: This defaults to One-Time Assignments and should not be changed



11

Allocation: This is required to designate if the shift is to be assigned to a doctor or para staff. To open the window, left click on Edit

12

The Edit Allocation window will open.

- a) Left click on Hospital Location. Type the name of your location in the box and then left click on it to select it
- b) Left click in EE Position Titles box. For all Doctor shifts, type DVM and select it. For all other shifts, type Para (this includes the PM shifts) and select it.
- c) Lastly left click on Update to save these changes





13

Punches: This is where you will add a lunch break  
**\*\*This is for all shifts except Doctor shifts**

Create Shift

Description  
Kennel Attendant

Allocation [Edit](#)

Para

Punches [?](#)  
Add lunches, breaks, and transfers.  
[Add Punch](#)

14

Lunch breaks (i.e. ½ hour or 1 hour) must be built into the schedule to ensure that the total hours worked are reflected accurately. You will enter specific times (i.e. 12pm-1pm). Please note that if you manage lunch breaks based on patient flow/load then ensure this is communicated to your team that this is just a place holder for a “lunch break”.

- Select the Lunch radio button
- Enter the start time – use military time (24-hour clock) when entering times
- Enter the end time – use military time (24-hour clock) when entering times
- Left click on the up arrow to close this window

Punches [?](#)  
Add lunches, breaks, and transfers.

Lunch

Lunch  Break  Transfer

Start Time 12:00 PM End Time 1300

Comment

Allocation [Edit](#)  
No overrides set. Home allocation will be used.



15

Once everything is completed, left click on Save

### Add Shift ✕

Description  ▼

Start Date  📅

In Time  🕒      Out Time  🕒

---

Recurrence Never >

---

Comment  💬

Headcount  ▲ ▼       On-Call

**Allocation** [Edit](#)

Minnetonka ✕ Para ✕

**Punches** ?

Add lunches, breaks, and transfers.

🍴 Lunch      12:00 PM → 1:00 PM      ▼

[Add Punch](#)

---

Cancel Save

