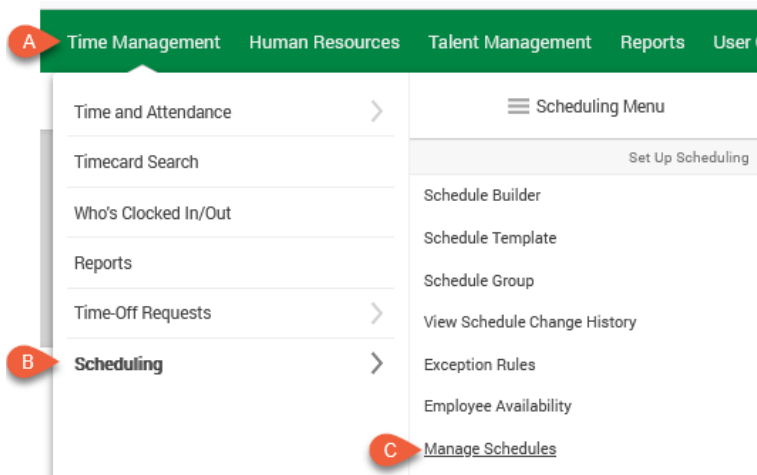# PAYCOM – ASSIGNING SHIFTS AND PUBLISHING THE CALENDAR

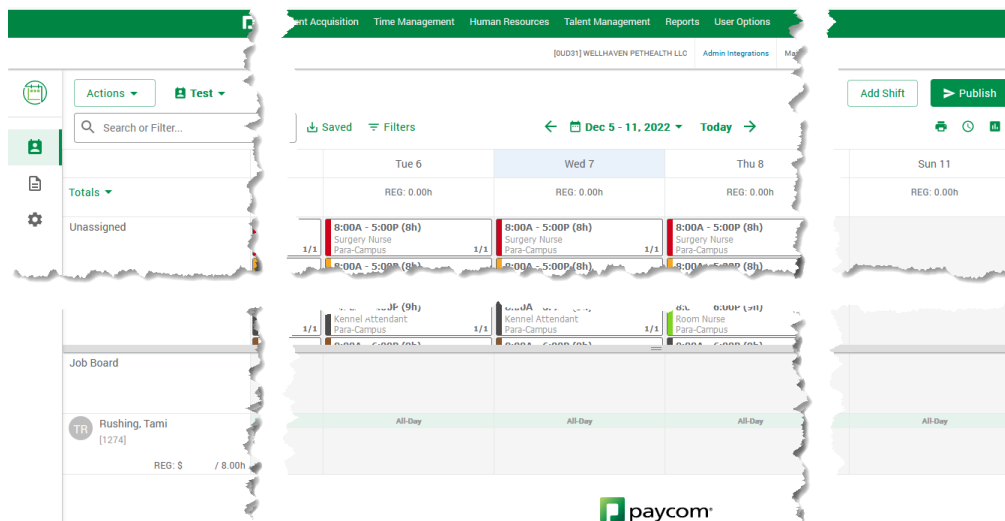**1**

From the main menu of Paycom
- A. Hover over Time Management
- B. Hover over Scheduling
- C. Left click on Manage Schedules

2

The Schedules page will open

3

The Schedule has key pieces to look at (each section will be looked at closer):

1. Dates – This is the date range you are currently looking at. You use this area to navigate to different dates
2. Unassigned – This contains all the shifts that have been created for each day of the week, that have not bee assigned to an employee
**Remember You can only assign shifts within a column (i.e. Tuesday) to that day
3. Job Board & Employees – This area is where you drag and drop shifts to in order to make your schedule for the week
4. Totals icon – Click on this to see the total hours scheduled for the timeframe you are looking at. This is where you will look to verify you have not gone over in you allotted Para hours for the week.
5. Print icon – This is how you can print the schedule you have created
6. Publish – This is how you finalize the schedule and "send it" to you employees

4 Dates – to navigate dates you can use
1. The arrows, forward or backwards
2. Click on the dropdown arrow to open a 2-month calendar window where you can select your date range
3. Today is just as it says, take it back to today's date

⬇ Saved   ⩯ Filters   ← 📅 **Dec 19 - 25, 2022** ▾   **Today** →

DECEMBER ▾		2022 ▾	

←   →

December 2022   **January 2023**

S	M	T	W	T	F	S		S	M	T	W	T	F	S
27	28	29	30	1	2	3		1	2	3	4	5	6	7
4	5	6	7	8	9	10		8	9	10	11	12	13	14
11	12	13	14	15	16	17		15	16	17	18	19	20	21
18	19	20	21	22	23	24		22	23	24	25	26	27	28
25	26	27	28	29	30	31		29	30	31	1	2	3	4

Thu 22

REG: 0.00

A - 6:00P (9h)
otion
Campus
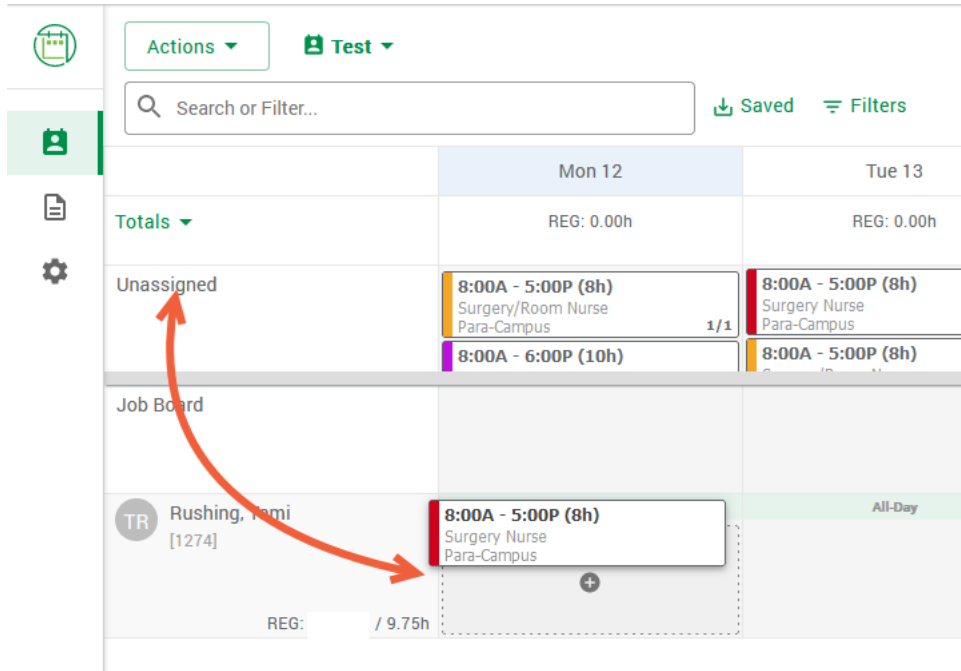
A - 6:00P (9h)
Nurse
Campus

A - 6:00P (9h)
el Attendant
Campus

A - 6:00P (9h)
Practice Manager

5 At the heart of the schedules are the Unassigned/Job Board/Employee areas. This is where all the shifts that have been created and can be assigned to employees can be found. To assign a shift you left click & hold on the shift, drag to the employee you want to assign it to and let go.
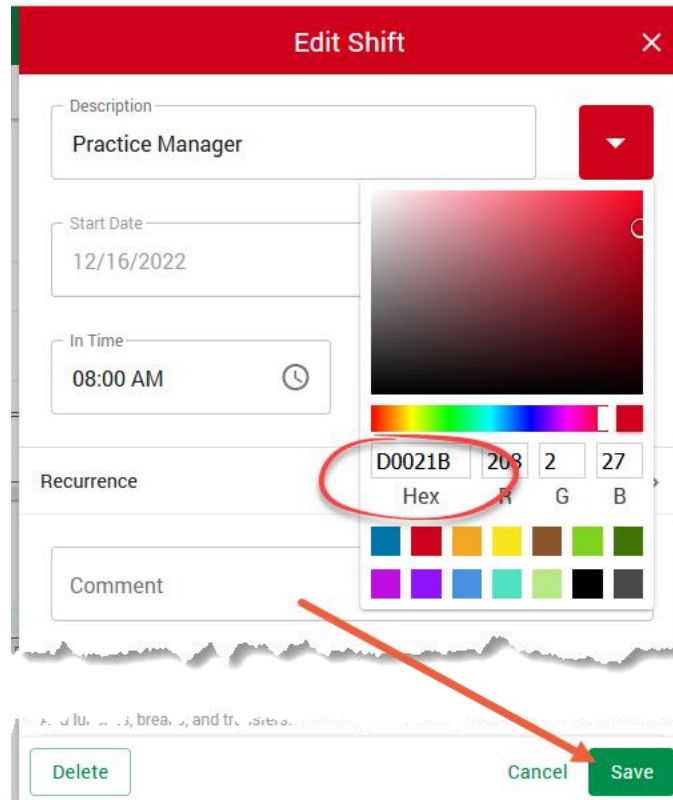

6 When you are assigning the Practice Manager shift remember to change the color (based on the skilled role you are working that day) of the shift before you assign the shift.
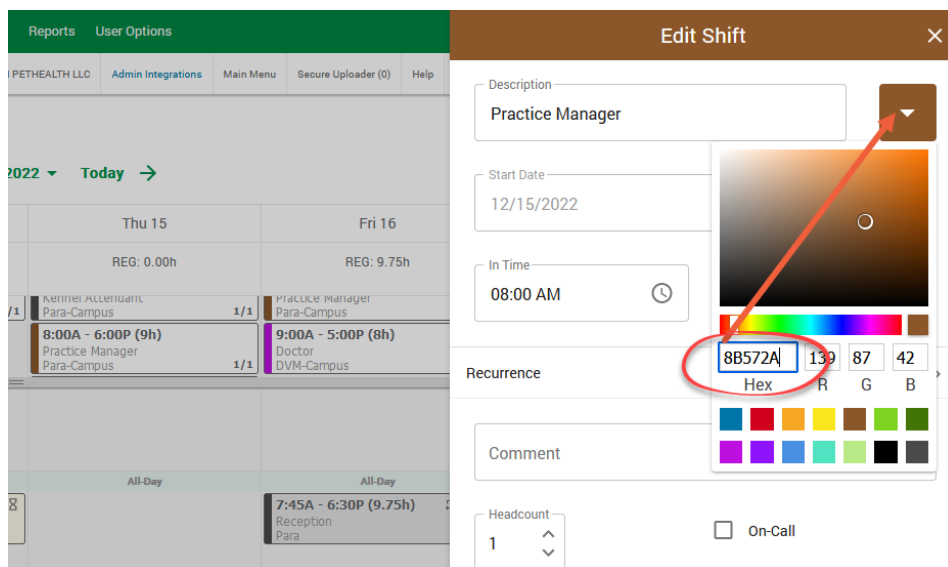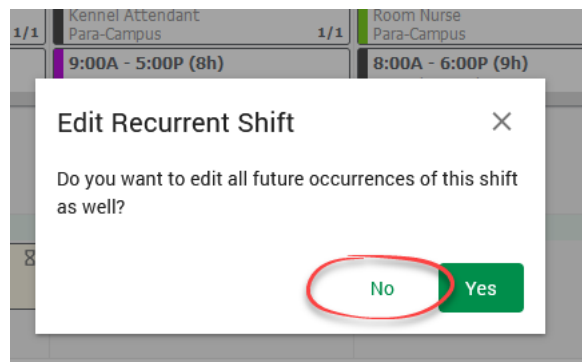
7   Once you have changed the color of the shift, left click on Save
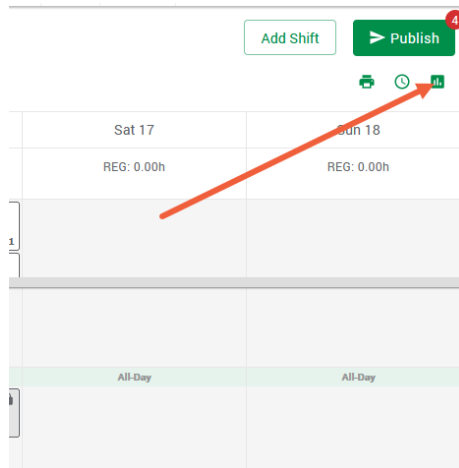

8   When you click Save, you may get a popup asking to change all future occurrences. Left click on No
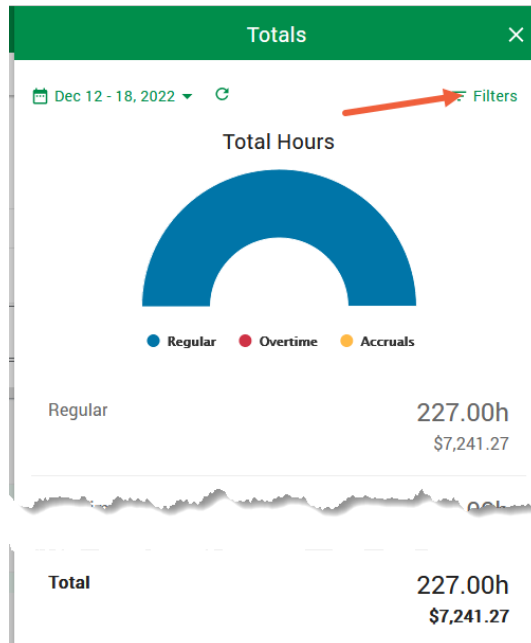
9 Before you finalize the schedule, make sure you verify that you have not gone over your allotted Para hours for the week. Left click on the Totals icon in the upper right corner.

10 The totals window will open and show you the total hours scheduled, including DVM hours. To see only Para hours, left click on Filters icon in the upper right corner of the window

11 Left click on EE Position Titles to open

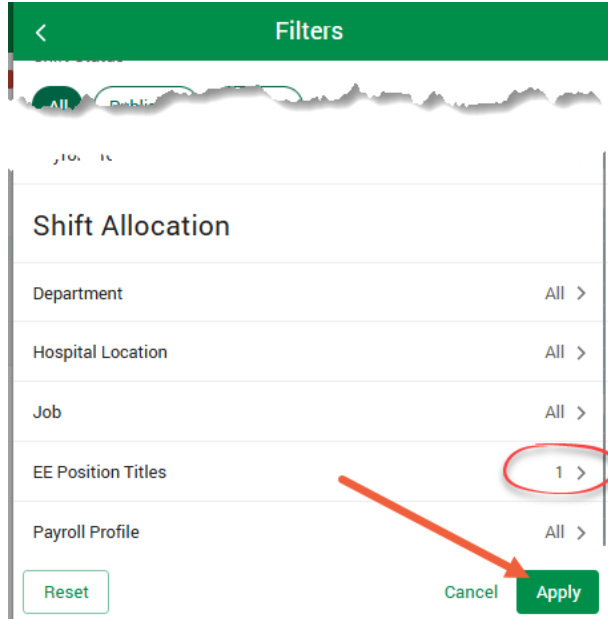**12** Left click the box to choose Para and then left click on Select to save the selection
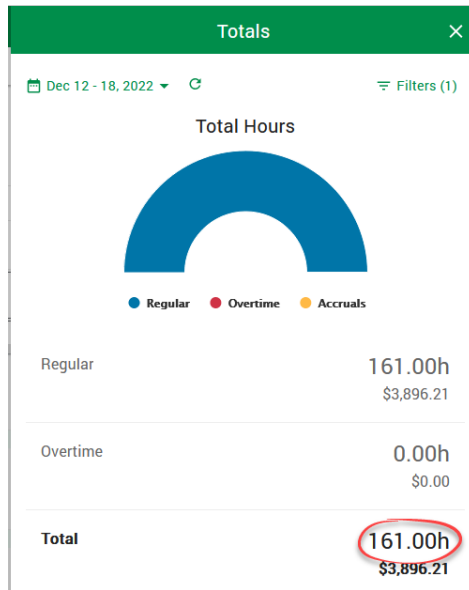
13 The window will close and you will see you have one option selected. Left click on Apply
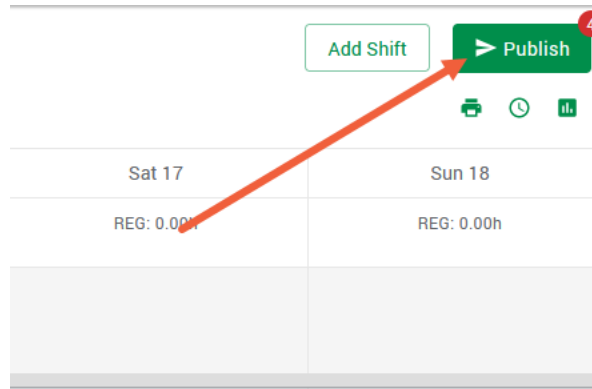

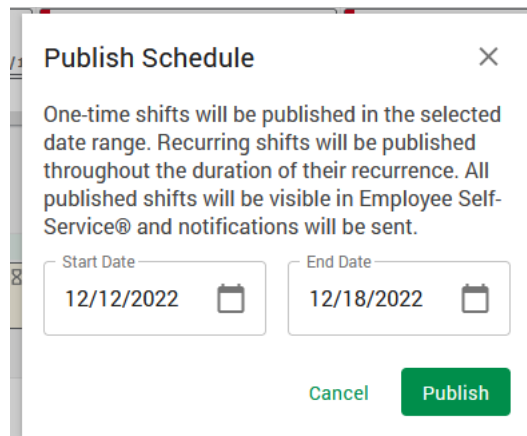**14** Now you will see the total number of Para hours scheduled for the week

15

If you are under your allotted Para hours for the week, you can Publish the schedule. To do so, left click on Publish in the upper right-hand corner.
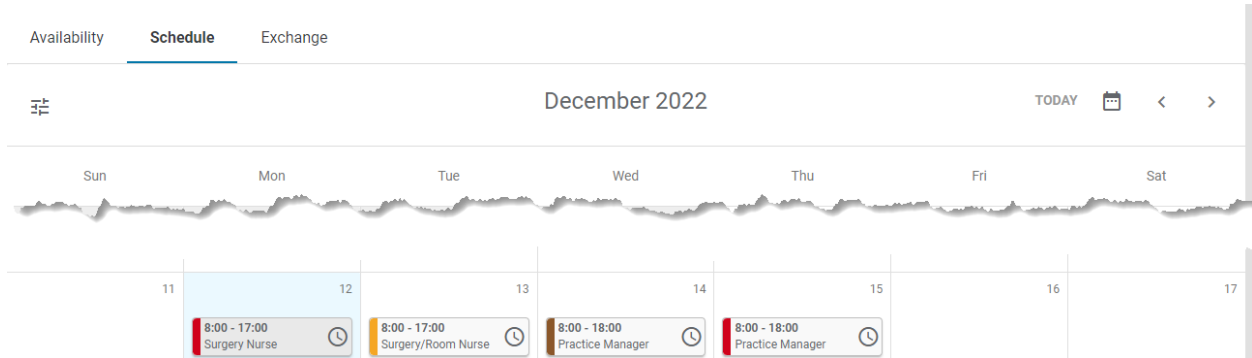

16

The Publish Schedule window will open. Select the time frame you wish to publish, then left click on Publish.

17 Once you have published the schedule, your employees will be able to see their schedule in their ESS portal. The employees will also get emails with their assigned shifts.

Availability   **Schedule**   Exchange

| December 2022 | | | | | TODAY | < | > |

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |

| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | 8:00 - 17:00 Surgery Nurse | 8:00 - 17:00 Surgery/Room Nurse | 8:00 - 18:00 Practice Manager | 8:00 - 18:00 Practice Manager | | |

Schedule

One Time Schedule

Your schedule for 12/12/2022 to 12/18/2022 has been completed/updated. You can view your schedule below or for a more detailed view review your schedule in ESS.

- Date and Time: Monday, December 12 from 8:00am to 5:00pm
- Shift: Surgery Nurse
- Allocation:

- Date and Time: Tuesday, December 13 from 8:00am to 5:00pm
- Shift: Surgery/Room Nurse
- Allocation:

- Date and Time: Wednesday, December 14 from 8:00am to 6:00pm
- Shift: Practice Manager
- Allocation

- Date and Time: Thursday, December 15 from 8:00am to 6:00pm
- Shift: Practice Manager
- Allocation: