

PAYCOM – HOW TO VIEW PUBLISHED EMPLOYEE SCHEDULE

Email to employee once shifts are published



Once a schedule is published, an email will be sent to the employee with all assigned shifts

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:

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

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

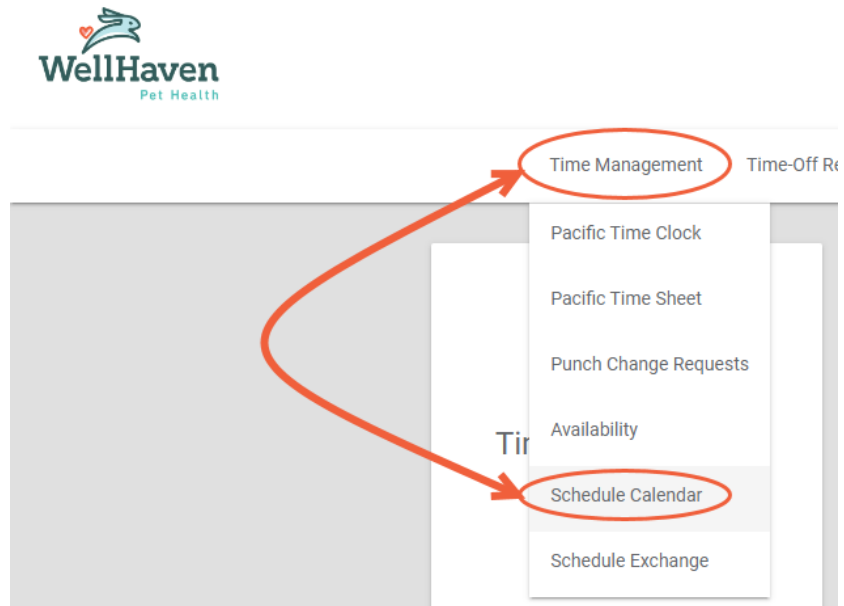
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- Date and Time: Thursday, December 15 from 8:00am to 6:00pm
 - Shift: Practice Manager
 - Allocation:



Employee ESS Logon

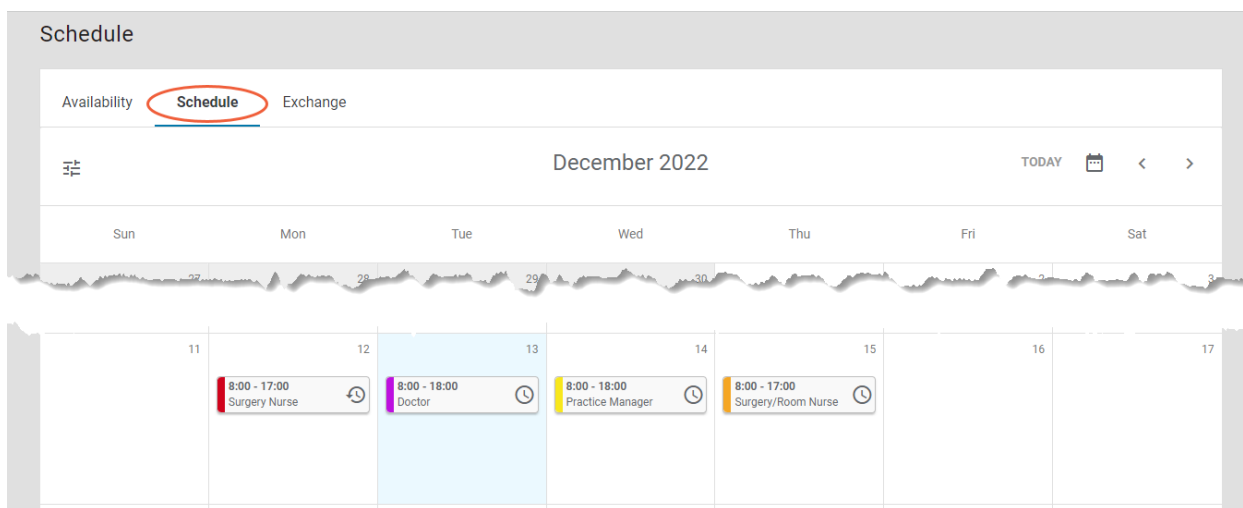
2

To see the schedule from your ESS logon, hover over Time Management and then left click on Schedule Calendar



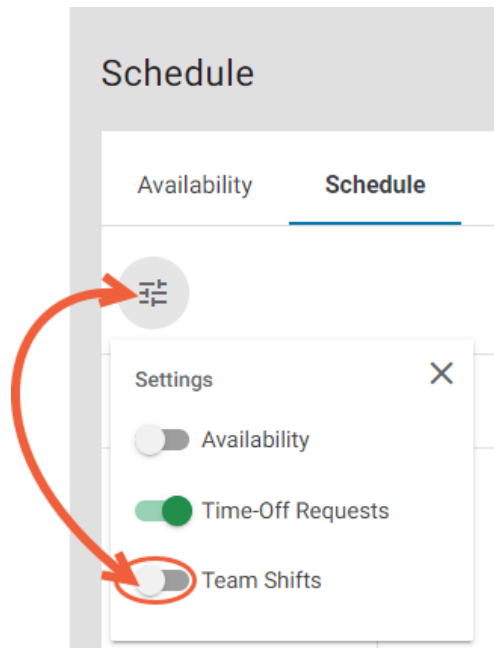
3

The schedule will open and you will be able to see all published shifts assigned to you



4

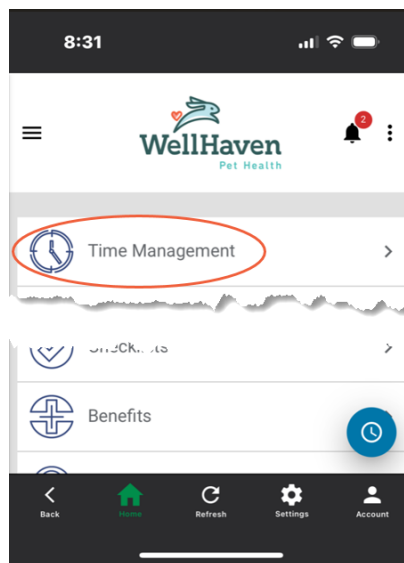
You are also able to see your entire team's schedule if you choose. Left click on the settings icon and then you can toggle on/off Team Shifts



Paycom App

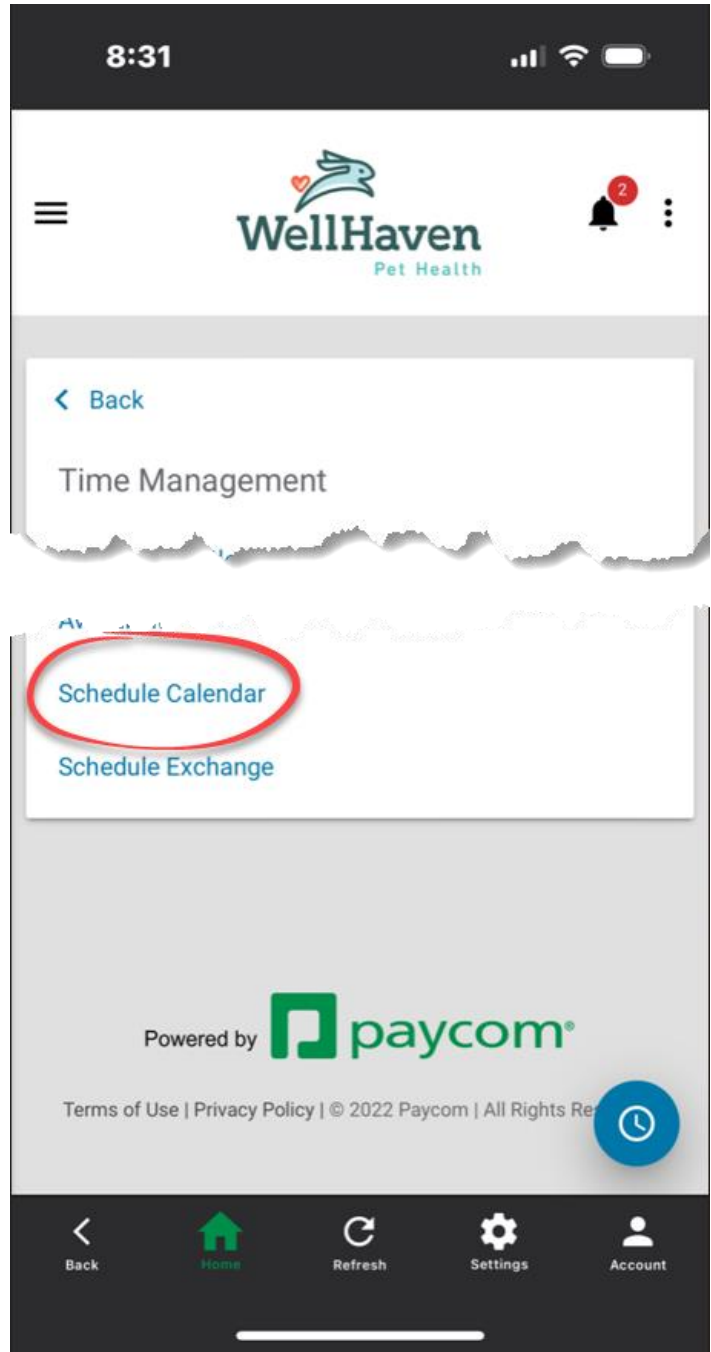
5

Log in to your Paycom app and then click on Time Management



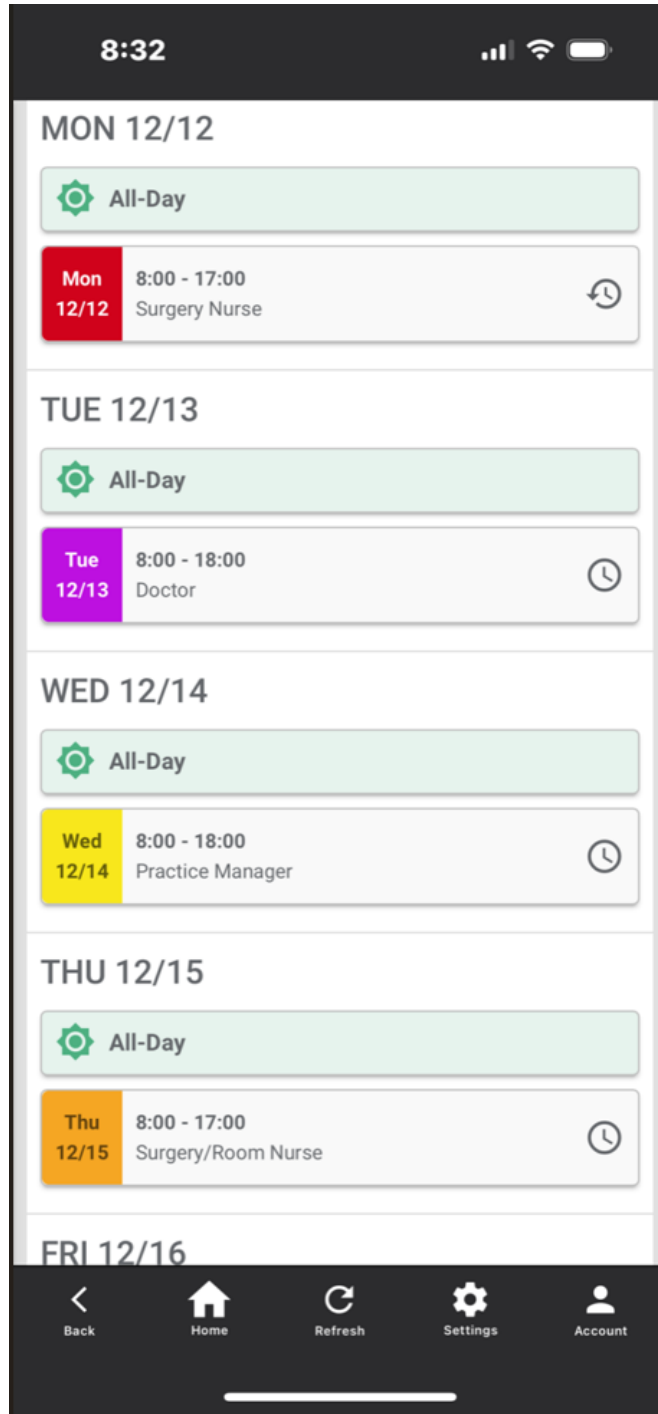
6

The Time Management screen will open, click on Schedule Calendar



7

Your schedule will open and you can scroll through the assigned dates.



8

You are also able to see your entire team’s schedule if you choose. Select the settings icon and then you can toggle on/off Team Shifts

