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 NurseAllocation:
- 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:



Employee ESS Logon



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





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

Schedule						
Availability Sch	edule Exchange					
荐			December 2022		TODA	Y 📅 < >
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12 8:00 - 17:00 Surgery Nurse	13 8:00 - 18:00 Doctor	14 8:00 - 18:00 Practice Manager	15 8:00 - 17:00 Surgery/Room Nurse	16	1



PAYCOM – HOW TO VIEW PUBLISHED EMPLOYEE SCHEDULE 2 LAST UPDATED: DECEMBER 2022



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



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





PAYCOM – HOW TO VIEW PUBLISHED EMPLOYEE SCHEDULE 3 LAST UPDATED: DECEMBER 2022



The Time Management screen will open, click on Schedule Calendar





PAYCOM – HOW TO VIEW PUBLISHED EMPLOYEE SCHEDULE 4 LAST UPDATED: DECEMBER 2022



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

8:32	ul 🗢 🗩					
MON 12/12						
All-Day						
Mon 8:00 - 17:00 12/12 Surgery Nurse	Ð					
TUE 12/13						
All-Day						
Tue 8:00 - 18:00 12/13 Doctor	0					
WED 12/14						
O All-Day						
Wed 8:00 - 18:00 12/14 Practice Manager	S					
THU 12/15						
🐼 All-Day						
Thu 8:00 - 17:00 12/15 Surgery/Room Nurse	S					
FRI 12/16						
K Anne C C	gs Account					





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