



A few reminders following the Sling team schedule training

- Once your 15-day trial of the Premium version of Sling ends the Free version of Sling has all the features you will need
- If you are having issues with any of the settings when you are trying to set up Sling, try deleting your browsing history data (Ctrl+Shift+Delete)
 - Check all three boxes (browsing history/cookies/cache)
 - Set time range to “All time”
- Make sure you turned off the ability for the team to be able to use the “Time Off Requests” features
 - **All time off requests must still be managed through Paycom**
- When editing your employees the only “tabs” you should add information to or even edit are the Personal and Work tabs
 - NEVER enter salary/wage information into Sling
- Remember to invite your Regional Operation Manager as “Admin” to your list of employees
 - You can edit their work tab and toggle on “Hide from the schedule”
- Remember to refer to your hospital budget “Average Para Hours / DVMD” when forecasting your necessary Para hours
- Remember the requirement of having your schedules set in advance
 - DVM schedules must be out at least three months
 - Para schedules should be out at least four weeks
- Relief Doctor set-up and scheduling
 - Make sure to keep this resource generic
 - Do not add this resource to the schedule until you actually have someone scheduled
 - **refer to: Schedule Overview & Creating Shifts – pages 7-13