



SCHEDULING

With Paycom Scheduling, employees and managers can expect:

- One system for scheduling, time-off and time keeping
- Automated notifications
- 24/7 access through Paycom.com or Paycom app





Create/Publish Schedules

paycom Employees Payroll Talent Acquisition **Time Management** Human Resources Talent Management Reports Launch User Options

Welcome, CORINA ROLKO (Corinarolko)

Employees

- Add New Employee
- Make Employee Change

Talent Acquisition

- Applicant Tracking
- Candidate Tracker

Human Resources

- Affordable Care Act
- Documents and Check

Reports

- Report Center
- Analytics

Time Management Menu

- Time and Attendance
- Timecard Search
- Who's Clock In/Out
- Reports
- Time-Off Requests
- Scheduling**

Scheduling Menu

- Set Up Scheduling
- Schedule Builder
- Schedule Template
- Schedule Group
- View Schedule Change History
- Exception Rules
- Employee Availability
- Manage Schedules**
- Import User
- Schedule Rounding Rules
- Schedule Rounding
- View Scheduling
- Schedule Dashboard
- Edit Exception/Tardy Points
- Scheduling Notification Center

User Options

- User Options
- User Access and Security

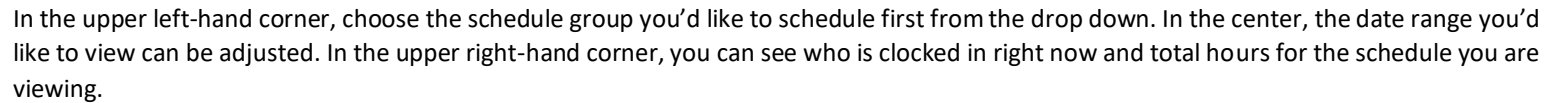
Notification Center 16

Today's Changes

Actions **STNA 1ST SHIFT** + Create Shift Publish

Search or Filter... Saved Filters APR 4 - 10, 2022 TODAY Clocked In Totals

	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9	Sun 10
Totals	REG: 42.50h	REG: 33.50h	REG: 34.00h	REG: 34.00h	REG: 22.50h OT: 2.50h	REG: 0.00h	REG: 8.50h
Unassigned	6:00A - 12:00P (5.5h) 6am - 12pm 1/1	6:00A - 12:00P (5.5h) 6am - 12pm 1/1	6:00A - 12:00P (5.5h) 6am - 12pm 1/1	6:00A - 12:00P (5.5h) 6am - 12pm 1/1	6:00A - 12:00P (5.5h) 6am - 12pm 1/1	6:00A - 12:00P (5.5h) 6am - 12pm 1/1	6:00A - 12:00P (5.5h) 6am - 12pm 1/1
	6:00A - 2:30P (8.5h) 6A-2:30P 14/18	6:00A - 2:30P (8.5h) 6A-2:30P 16/18	6:00A - 2:30P (8.5h) 6A-2:30P 14/18	6:00A - 2:30P (8.5h) 6A-2:30P 15/18	6:00A - 2:30P (8.5h) 6A-2:30P 17/18	6:00A - 2:30P (8.5h) 6A-2:30P 18/18	6:00A - 2:30P (8.5h) 6A-2:30P 17/18
Job Board	6:00A - 2:30P (8.5h) 6A-2:30P		6:00A - 2:30P (8.5h) 6A-2:30P		6:00A - 2:30P (8.5h) 6A-2:30P		
Black, Tiffany [A001]	All-Day	All-Day	All-Day	All-Day	All-Day	All-Day	All-Day
	2:30P - 11:00P (8.5h) 2:30P-11P						
REG: \$159.38 / 8.50h							
Calhoun, Michelle [A023]	All-Day	All-Day	All-Day	All-Day	All-Day	All-Day	All-Day
	6:00A - 2:30P (8.5h) 6A-2:30P	2:30P - 11:00P (8.5h) 2:30P-11P	6:00A - 2:30P (8.5h) 6A-2:30P		2:30P - 11:00P (8.5h) 2:30P-11P		
REG: \$510.00 / 34.00h							
Delaney, Brad [A024]	All-Day	All-Day	All-Day	All-Day	All-Day	All-Day	All-Day
				6:00A - 2:30P (8.5h) 6A-2:30P			
REG: \$178.50 / 8.50h							



When you are ready to publish, click on “Publish” in the upper right-hand corner. Once the schedule is published, the EE can see it and the shift turns white.



Additional Information

Temporary Shift Additions or Changes

If you need to edit the time of a shift, click directly on the shift. An “Edit Shift” pop up will appear on the right-hand side. There you can make changes and click “Save.”

The screenshot displays the Paycom interface for managing shifts. The main area shows a calendar view for the week of September 23-29, 2021. A red arrow points to a shift box for '2:30P - 11:00P (8.5h)' on Friday, September 24th. An 'Edit Shift' pop-up is open on the right side of the screen.

Edit Shift Pop-up Details:

- Description:** 2:30P-11P
- Start Date:** 09/27/2021
- In Time:** 02:30 PM
- Out Time:** 10:00 PM
- Comment:** (empty text box)
- ☐ On-Call
- Allocation:** EDIT (No overrides set. Home allocation will be used.)
- Punches:** ADD PUNCH (Add lunches, breaks, and transfers)
- Buttons:** Cancel, Save

Shift Schedule Table:

	Thu 23	Fri 24	Sat 25	Sun 26	Mon 27
Unassigned	2:30P - 11:00P (8.5h) 2:30P-11P	2:30P - 11:00P (8.5h) 2:30P-11P	2:30P - 11:00P (8.5h) 2:30P-11P	2:30P - 11:00P (8.5h) 2:30P-11P	2:30P - 11:00P (8.5h) 2:30P-11P
REG: \$0.00 / 0.00h					
MC Calhoun, Michelle [A023]	All-Day	All-Day	All-Day	All-Day	All-Day
REG: \$382.50 / 25.50h					
BD Delaney, Brad [A024]	All-Day	2:30P - 11:00P (8.5h) 2:30P-11P	All-Day	2:30P - 11:00P (8.5h) 2:30P-11P	All-Day
REG: \$0.00 / 0.00h					
FD Dodson, Frank [A049]	All-Day	All-Day	All-Day	All-Day	All-Day
REG: \$0.00 / 0.00h					
WE Edgeman, Will [A011]	All-Day	All-Day	All-Day	All-Day	All-Day
REG: \$0.00 / 0.00h					
KE Edwards, Kirk [A015]	All-Day	All-Day	All-Day	All-Day	All-Day
REG: \$0.00 / 0.00h					
KG Gilmore, Kathy	All-Day	All-Day	All-Day	All-Day	All-Day



If you need to add a new shift, click on “Create Shift” in the upper right-hand corner.

Current Year 2021

[00403] ABC OF OKC

ALLDEPTS

Main Menu

Secure Uploader (0)

Help

ESS Login

Updates 5

Log Out

Actions

STNA 2ND SHIFT

Search...

FILTERS

SEP 23 - 29, 2021

TODAY

CLOCKED IN

TOTALS

Create Shift

Publish

	Thu 23	Fri 24	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29
Unassigned	2:30P - 11:00P (8.5h) 2:30P-11P 13/15	2:30P - 11:00P (8.5h) 2:30P-11P 13/15	2:30P - 11:00P (8.5h) 2:30P-11P 14/15	2:30P - 11:00P (8.5h) 2:30P-11P 13/15	2:30P - 11:00P (8.5h) 2:30P-11P 14/15	2:30P - 11:00P (8.5h) 2:30P-11P 15/15	2:30P - 11:00P (8.5h) 2:30P-11P 15/15

Actions Button

In the upper right-hand corner, under “Actions” and through the button you have the ability to unassigned unpublished shifts, approve swaps, approve PTO, send shift notifications, and more!

[00R59] ABC OF OKC

ALLDEPTS

Main Menu

Account Security

Secure Uploader (0)

Help

ESS Login

Updates

Log Out

Janitorial

Dec 3 - 9, 2023

Today

Actions

Add Shift

Publish

Search or Filter...

Saved

Filters

Sort

Labor Totals

Unassigned

Job Board

TB Black, Tiffany
[A039]
Chief Financial Officer

	Sun 3	Mon 4	Tue 5	Wed 6	Thu 7	Fri 8	Sat 9
Labor Totals	REG: 11.50h	REG: 44.50h	REG: 21.00h	REG: 26.50h	REG: 0.00h	REG: 26.50h	REG: 0.00h
Unassigned		6:00A - 6:00P (12h) 6a-6p Mon Week 1 1/4	6:00A - 6:00P (12h) 6a-6p Tues Week 1 2/4				
Job Board		8:00A - 5:00P (9h) MWF Week 1	6:00A - 6:00P (12h) 6a-6p Tues Week 1	8:00A - 5:00P (9h) MWF Week 1		8:00A - 5:00P (9h) MWF Week 1	
Black, Tiffany [A039] Chief Financial Officer	All-Day	All-Day 6:00A - 6:00P (12h) 6a-6p Mon Week 1	All-Day 6:00A - 6:00P (12h) 6a-6p Tues Week 1	All-Day	All-Day	All-Day	All-Day



Schedule Setup –

These instructions will help if your schedule needs permanent updates or changes

1. Set Up Schedule Templates

The screenshot displays the paycom HR system interface. At the top, a green navigation bar contains the following tabs: Employees, Payroll, Talent Acquisition, Time Management, Human Resources, Talent Management, Reports, Launch, and User Options. The 'Time Management' tab is selected and highlighted with a red box. A dropdown menu is open from 'Time Management', showing options like 'Time and Attendance', 'Timecard Search', 'Who's Clock In/Out', 'Reports', 'Time-Off Requests', and 'Scheduling'. The 'Scheduling' option is highlighted with a red box. A second dropdown menu is open from 'Scheduling', showing options like 'Schedule Builder', 'Schedule Template', 'Schedule Group', 'View Schedule Change History', 'Exception Rules', 'Employee Availability', 'Manage Schedules', 'Import/Export', 'Schedule Rounding Rules', 'Schedule Rounding', 'View Scheduling', 'Schedule Dashboard', 'Edit Exception/Tardy Points', and 'Scheduling Notification Center'. The 'Manage Schedules' option is highlighted with a red box. Below the navigation bar, the main content area shows a 'Welcome, CORINA ROLKO (Corinarolko)' message and several sections: 'Employees' (Add New Employee, Make Employee Change), 'Talent Acquisition' (Applicant Tracking, Candidate Tracker), 'Human Resources' (Affordable Care Act, Documents and Checklists), 'Reports' (Report Center, Analytics), and 'User Options' (User Options, User Access and Security). On the right side, there is a 'Notification Center' with 16 notifications and a 'Today's Changes' section. At the bottom of the screenshot, the 'Schedule Setup' page is visible. It has a left sidebar with a 'Schedule Templates' tab highlighted by a red box. The main content area of 'Schedule Setup' includes a search bar, a 'Filters' button, and a 'Create Template' button highlighted with a red box.



paycom Employees Payroll Talent Acquisition Time Management Human Resources Talent Management Reports Launch User Options

[00403] ABC OF OKC ALLDEPTS Main Menu Secure Uploader (0) Help ESS Login Updates 1 Log Out

Schedule Setup

Schedule Templates Schedule Groups

Search... Filters

6a-230p

Associates

Boardman Unit

Department/Location Receptionist Set Schedule

Create Template

Name * Department/Location STNA 1st Shift

Description

Cancel Create

Be very specific with the name of your template!

paycom Employees Payroll Talent Acquisition Time Management Human Resources Talent Management Reports Launch User Options

[00403] ABC OF OKC ALLDEPTS Main Menu Secure Uploader (0) Help ESS Login Updates 1 Log Out

Schedule Templates

Department/Location STNA 1st Shift

Search... Filters Sort

Add Shift

No Shifts Created

- For next steps, reference the training recording for specific next steps for varied schedules vs. recurring/set schedules
- Once all necessary shifts are setup within your Schedule Template, move on to Step 2

2. Set Up Schedule Groups





paycom Employees Payroll Talent Acquisition Time Management Human Resources Talent Management Reports Launch User Options

[00403] ABC OF OKC ALLDEPTS Main Menu Secure Uploader (0) Help ESS Login Updates 1 Log Out

Schedule Setup

Schedule Templates Schedule Groups

Search... Sort By

Create Schedule Group

6a-230p (3207)	Template Location/Department Position 6a-230p	Employees 0	Edit	Delete
Associates (3220)	Template Associates	Employees 1	Edit	Delete
Boardman Unit (3537)	Template Boardman Unit	Employees 1	Edit	Delete
Department/Location Receptionist Set Schedule (4450)	Template Department/Location Receptionist Set Schedule	Employees 1	Edit	Delete

paycom Employees Payroll Talent Acquisition Time Management Human Resources Talent Management Reports Launch User Options

[00403] ABC OF OKC ALLDEPTS Main Menu Secure Uploader (0) Help ESS Login Updates 1 Log Out

< Back

Schedule Setup

Name * Schedule Template

Department/Location STNA 1st Shift Department/Location STNA 1

Job Board Details

How many days in advance a shift can be seen on the job board in Employee Self-Service®

Days

90

Allocation for Overlapping Time

When shifts overlap the overlapping time applies to this allocation:

☒ First Shift ☐ Last Shift

Auto-Assign Labor Allocation from Schedule

When no Labor Allocation is specified when an employee clocks-in the Shift Labor Allocation will be automatically assigned.

Name these so that your Schedule Template and Schedule Group names match

