

ALL THINGS SCHEDULING

VIEWING SCHEDULE

1. Log in to Paycom on device.
2. Navigate to Time Management
3. Click on Scheduling.
4. Your schedule will be posted and labeled for what support house or position you work.
5. You can switch from week view or month view.

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Scheduling

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04/30/26 - 05/06/26



THU 4/30

Thu

7:30 AM - 4:00 PM

Schedules are posted 2 weeks in advance

It is possible that your schedules location could be change last minute, so it is important that you check for your accuracy.

CONTINUE ON FOR MORE THINGS WITH SCHEDULING!

ALL THINGS SCHEDULING

THU 4/30

Thu
4/30

6:00 AM - 2:00PM

Location



SHIFT SWAPPING

1. To post your shift or swap it directly with an individual you simply click on the scheduled day you want swapped.
2. Select whether you want to post the job to the Job Board or with an Individual. If you choose individual, you will need to search that individuals name.
3. You will then Post to Board or select Public Swap.

Shift Detail



Regular Shift

Start

6:00 AM

Thu, Apr 30

8 HR

End

2:00 PM

Thu, Apr 30

Description

Location

Allocation

Department

Shift Exchange

Recipient

Job Board Individual

Duration

Entire Shift Partial Shift

Reason

Post To Board

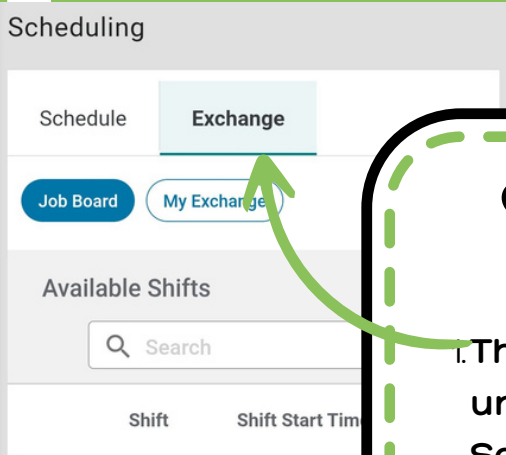
Public Swap

Shift swaps will need to be approved by scheduling before changes show on schedules.

NEED MORE HELP?

IF YOU ARE UNABLE TO LOG IN OR RESET YOUR PASSWORD, PLEASE CONTACT HR FOR ASSISTANCE.

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EXCHANGE

1. The Exchange board can be found under Time Management > Scheduling > Exchange.
2. Job Board is where you will go to find Available Shifts.
3. To pick up shifts, just click the box to the left of the location and select Pick Up Shifts at the bottom of the page.
4. To check on the status of a shift posted to the board, swapped shifts, or picked up shifts just click the My Exchange button located near the top next to Job Board.

For scheduling questions, please reach out to the Residential Scheduler during office hours at 360.701.3521.

You can also contact the Residential Shift Manager's (RSM) after business hours at 360.701.3521 unless otherwise instructed.

