

Time Management: My Availability

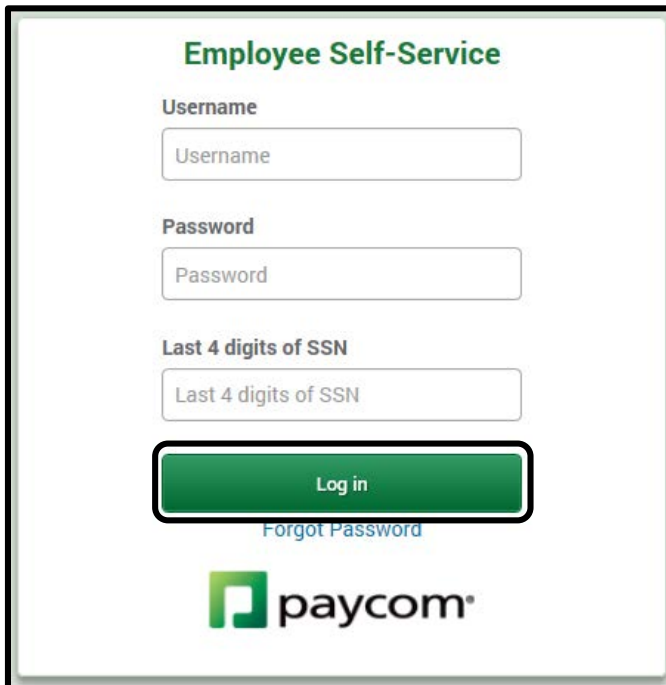


My Availability

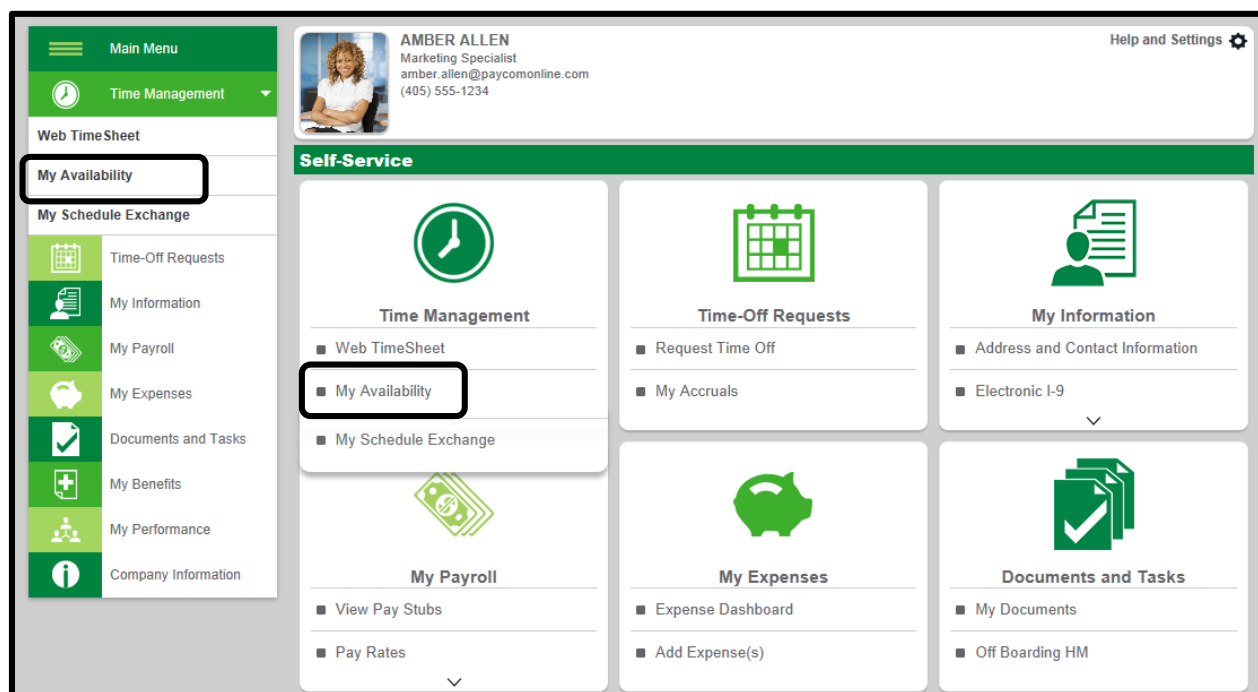
You have the ability to set your availability on Employee Self-Service for your employer to view when creating schedules. To access the Paycom Employee Self-Service website go to www.Paycom.com. Then select “Employee.”



Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”

A screenshot of the 'Employee Self-Service' login form. The form is titled 'Employee Self-Service' in green. It contains three input fields: 'Username', 'Password', and 'Last 4 digits of SSN'. Each field has a placeholder text matching its label. Below the input fields is a large green 'Log in' button. Underneath the button is a link that says 'Forgot Password'. At the bottom of the form is the Paycom logo.

From the main menu screen, select “My Availability” from the Time Management tile in the center of the screen or from the Main Menu navigation on the left side of the page.




You can mark your availability on the calendar shown below. You can mark that you are available for an entire day by clicking the area under that day in the “all-day” row. To select only a portion of the day, drag and drop your mouse on the available time slot.

To delete an entry, double-click it or select the “X.”

Once an entry has been made, it automatically saves and is viewable by you and your employer.

If your availability will remain the same for a specific length of time, you can batch apply the entered information for the future by selecting “Batch Apply Current Availability.”



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[Help and Settings](#)

Availability

Instructions

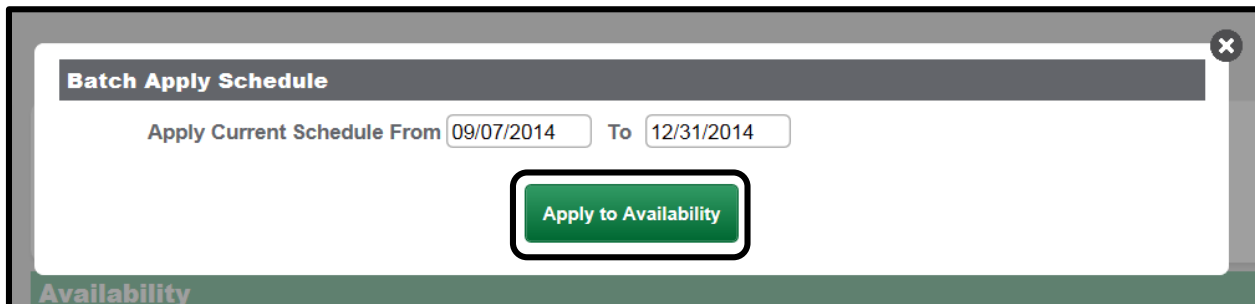
- Drag and drop your mouse between time ranges to mark your availability.
- If you are available for the entire day, click the “all-day” row.
- Double-click an entry to delete it.

[Batch Apply Current Availability](#)

Today < >

	Sun 8/31	Mon 9/1	Tue 9/2	Wed 9/3	Thu 9/4	Fri 9/5	Sat 9/6
all-day		Monday - All Day X	Tuesday - All Day X	Wednesday - All Day X	Thursday - All Day X		
6am							
7am							
8am						8:00 - 12:00 Friday X	
9am							
10am							
11am							
12pm							
1pm							

Enter the applicable date range and select “Apply to Availability.”



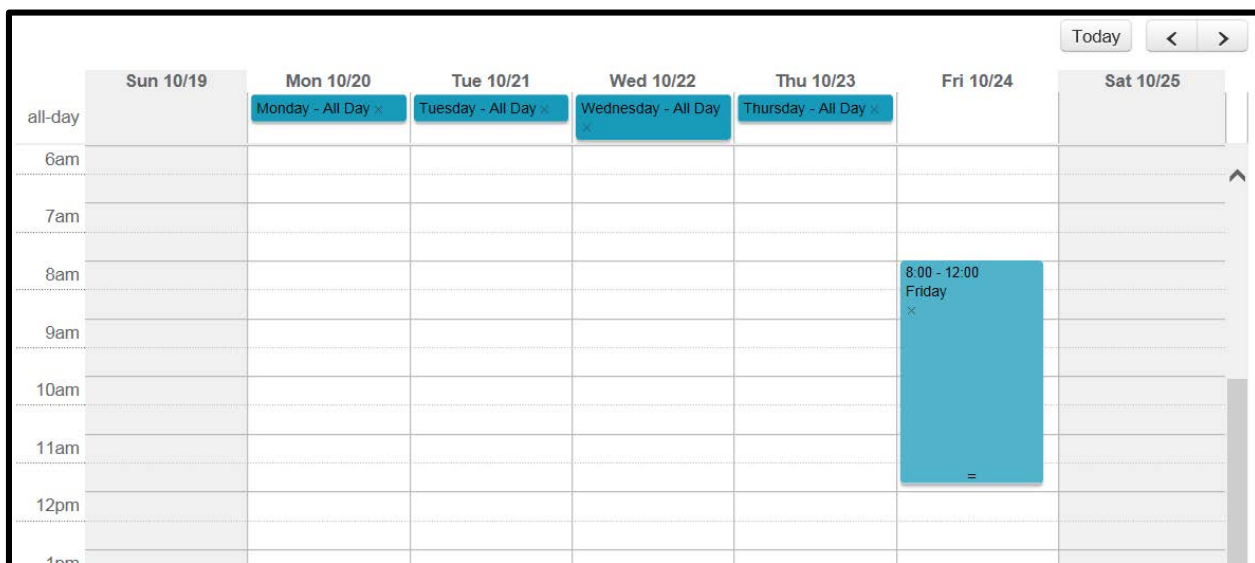
Batch Apply Schedule

Apply Current Schedule From To

Apply to Availability

Availability

The same availability will be added to each week in the timeframe you selected.



	Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25
all-day		Monday - All Day	Tuesday - All Day	Wednesday - All Day	Thursday - All Day		
6am							
7am							
8am						8:00 - 12:00 Friday	
9am							
10am							
11am							
12pm							
1pm							