Paycor

How to Request Time-off (Page 2-6) How to post a shift for trade/cover (Page 7-11) How to accept a trade/cover shift (Page 12 -15)

- Open Paycor App & Click on Schedule
- Click on the

 button

If you need the full day off - leave full day selected
 If you need a partial day off - toggle full day > it will change to partial day; type in hours you are unavailable for work

- Add any notes about your time off request
- Submit
- Pro-tip: you do not need to let us know when you CAN work, you just need to let us know when you CAN'T work by submitting a timeoff request through paycor

• Open Paycor App & Click on Schedule



Step 1: Open Paycor App & Click on Schedule

Step 2: Click on the 📥 button

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Step 3: Select date you need to request time off by clicking on today's date to change it to a future date



If you need the full day off - leave full day selected

Step 4: Add any notes about your time off request

Step 5: Submit



Time off Request VS Posting a shift for trade or cover

Once the schedule is posted time-off requests should

no longer be submitted for that schedule, instead

you will post the shift for <u>trade or cover</u>.

How to post a shift for trade/cover

- Step 1: Open Paycor App & Click on Schedule
- Step 2: Select shift you need to post for trade/cover
- Step 3: Select Shift Actions
- Step 4: Select Trade or Cover
 - \circ Select trade to trade this shift for another employees shift. Note if there aren't any other shifts up for trade, you will need to post the shift for cover not trade
 - Select cover to post this shift for other employees to pick up the shift, without trading a shift in return. Note - you can post a partial shift for cover by toggling the "Whole Shift" to "Partial Shift"
 - Select employees you want to send the cover shift request to.
 - Select next step
 - Add any notes and select send request

How to post a shift for trade/cover

 Step 1: Open Paycor <
 App & Click on
 Schedule

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Next S	Shift
мон 1	08:30 AM - 07:30 PM • 11h Admin 1000805101 - Seasonal Operations

Shift Details
 Monday July 08, 2024
 O8:30 AM - 07:30 PM • 11h
 Department
 1000805101 - Seasonal Operations
 Job
 Operations Supervisor
 Schedule Group
 Admin
 Shift Requests
 Shift Requests

- Step 2: Select shift you need to post for trade/cover
- Step 3: Select Shift Actions



How to post a shift for trade/cover

• Step 4: Select Trade or Cover

- Select trade to trade this shift for another employees shift. Note - if there aren't any other shifts up for trade, you will need to post the shift for cover not trade
 - Select another employees shift you would like to trade for
 - Select next step
 - Add any notes and select send request
- Select cover to post this shift for other employees to pick up the shift, without trading a shift in return.
 Note - you can post a partial shift for cover by toggling the "Whole Shift" to "Partial Shift" Step 4
 - Select employees you want to send the cover shift request to.
 - Select next step
 - Add any notes and select send request



How to post a shift for trade

- Step 4: Select Trade or Cover
 - Select trade to trade this shift for another employees shift. Note - if there aren't any other shifts up for trade, you will need to post the shift for cover not trade
 - Step 5: Select another employees shift you would like to trade for
 - Step 6: Add any notes and select send request



How to post a shift for cover

- Step 4: Select Trade or Cover
 - Select cover to post this shift for other employees to pick up the shift, without trading a shift in return. Note - you can post a partial shift for cover by toggling the "Whole Shift" to "Partial Shistep 5
 - Step 5: Select employees you want to send the cover shift request to.
 - Step 6: Select next step
 - Step 7: Add any notes and select send request



How to accept/deny a trade/cover request from another employee

- Step 1: Open Paycor App & Click on Schedule
- Step 2: Select shift with trade request (warning icon will display beside shift with a trade request)
- Step 3: Select Shift Actions
- Step 4: Select Received to view shift that is being offered to you as a trade
- Step 5: Click on the trade request you received
- Step 6: If you are satisfied with day and time of trade request shift, select "Pick Up Request"
- The request will be sent to your scheduling manager for approval

How to accept/deny a trade/cover request from another employee

- Step 1: Open
 Paycor App &
 Click on Schedule
- Step 2: Select shift with trade request (warning icon will display beside shift with a trade request)





How to accept/deny a trade/cover request from another employee 11:56

- Step 3: Select Shift Actions
- Step 4: Select Received to view shift that is being offered to you as a trade

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	Sunday March	24, 2024			
	09:30 AM ·	- 05:30 PM • 7h30min			
	Breaks 12:30 PM - 0	1:00 PM • Unpaid			
	Department 1150805101	- Seasonal Aquatics			
- • · · · •	Job Supervisor				
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	••• Shift trade request(s) pending.				
		Shift Actions			
Step 3					



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Schedule

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How to accept/deny a trade/cover request from another employee

- Step 5: Click on the trade request you received
- Step 5: If you are satisfied with day and time of trade request shift, select "Pick Up Request"
- The request will be sent to your scheduling manager for approval



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