

Paycor

How to Request Time-off (Page 2-6)

How to post a shift for trade/cover (Page 7-11)

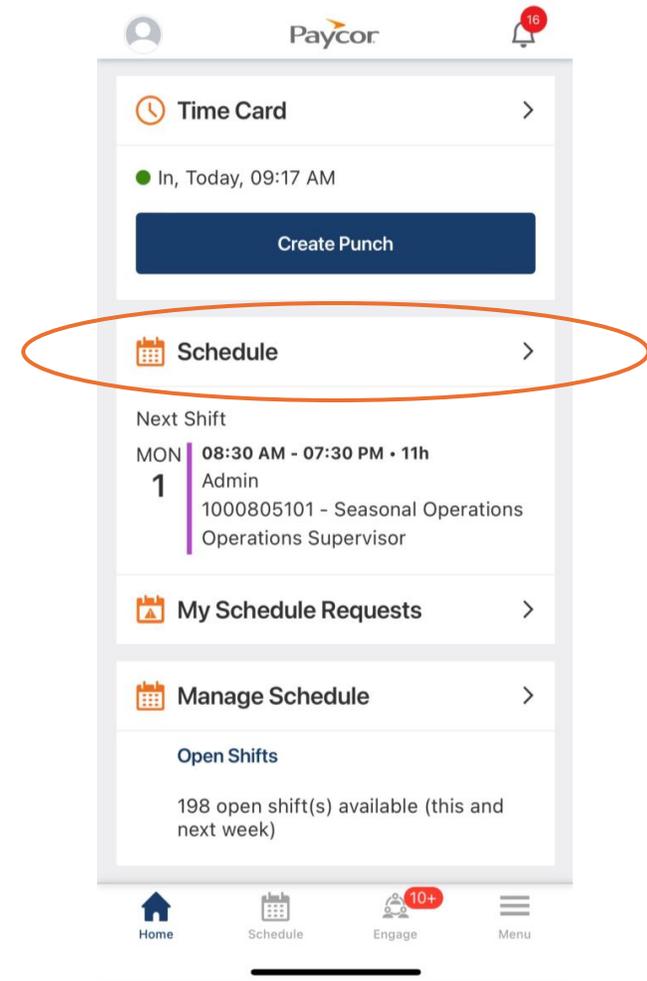
How to accept a trade/cover shift (Page 12 -15)

How to request time off in Paycor

- 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

How to request time off in Paycor

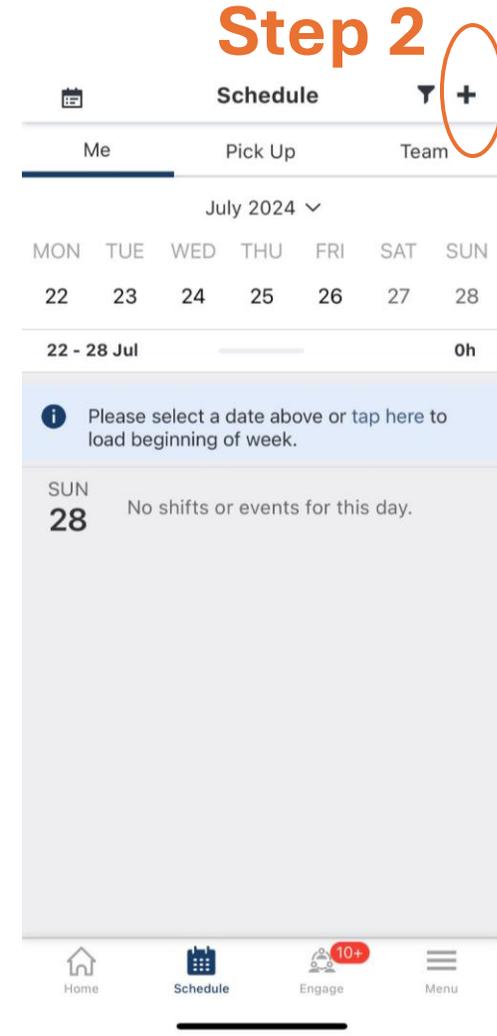
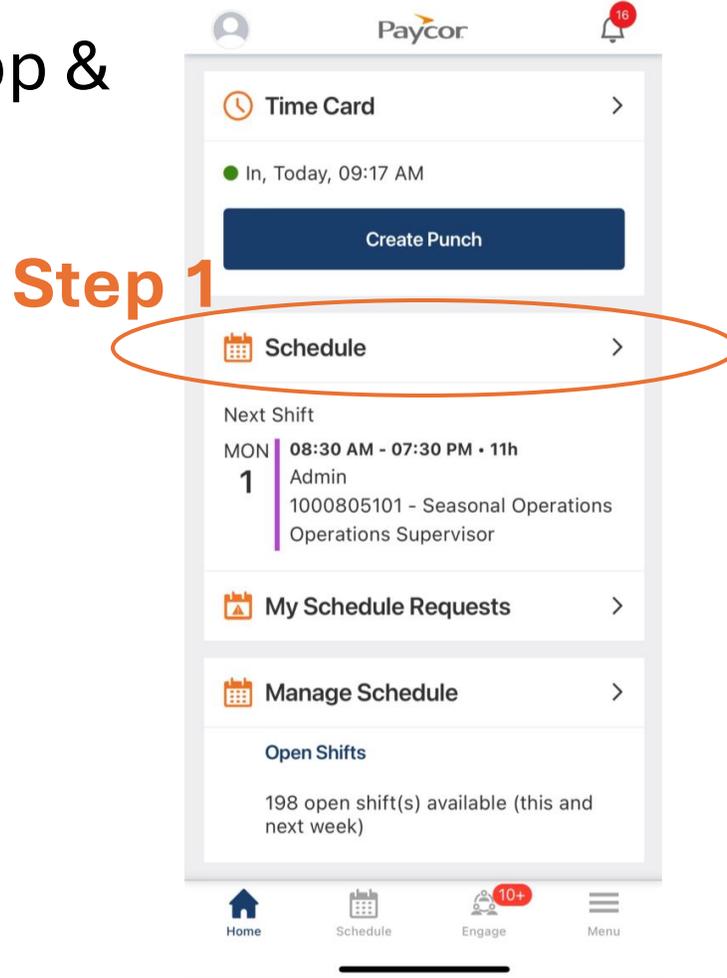
- Open Paycor App & Click on Schedule



How to request time off in Paycor

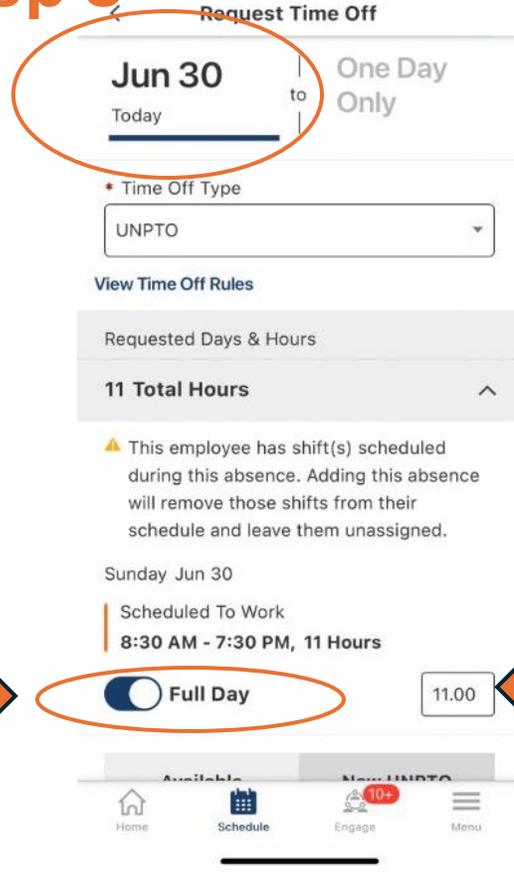
Step 1: Open Paycor App & Click on Schedule

Step 2: Click on the **+** button



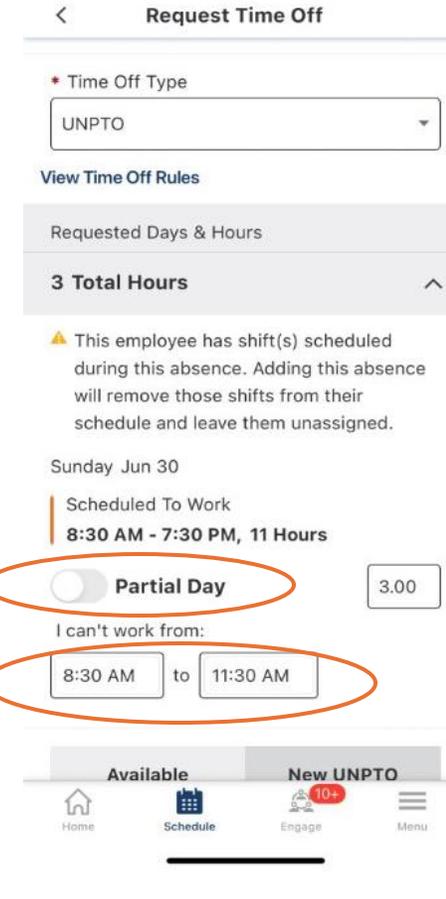
Step 3: Select date you need to request time off by clicking on today's date to change it to a future date

Step 3



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

Selecting full day will block the entire day, you do not need to adjust the total hours on your request for full day



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

How to request time off in Paycor

Step 4: Add any notes about your time off request

Step 5: Submit

< Request Time Off

8:30 AM - 7:30 PM, 11 Hours

Partial Day 3.00

I can't work from:

8:30 AM to 11:30 AM

Available UNPTO Balance Including other approved time off 0hrs	New UNPTO Balance After this request is approved -3hrs
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Doctor's appointment

Submit

Cancel

Home Schedule Engage 10+ Menu

Time off Request VS Posting a shift for trade or cover

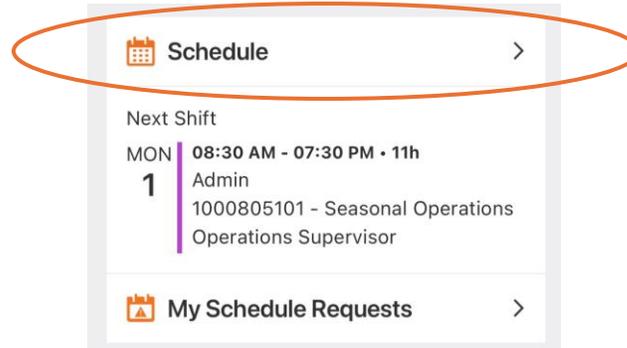
Once the schedule is posted time-off requests should no longer be submitted for that schedule, instead you will post the shift for trade or cover.

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
 - 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

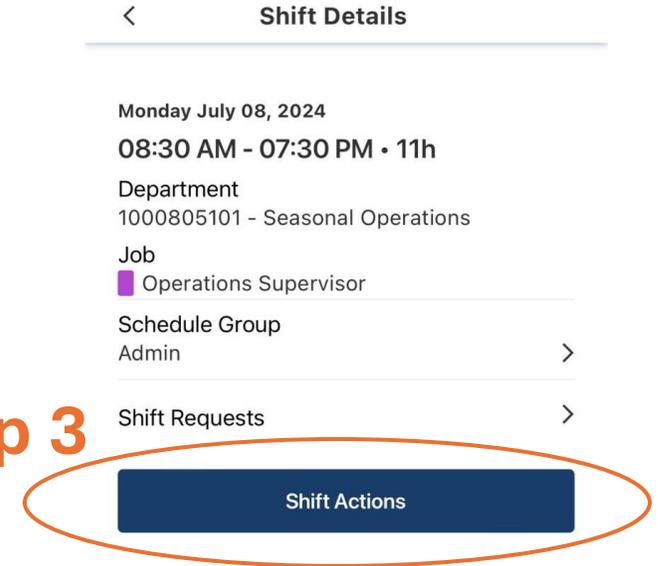
- Step 1: Open Paycor App & Click on Schedule



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

- Step 3: Select Shift Actions

Step 3



How to post a shift for trade/cover

- Step 4: Select Trade or Cover

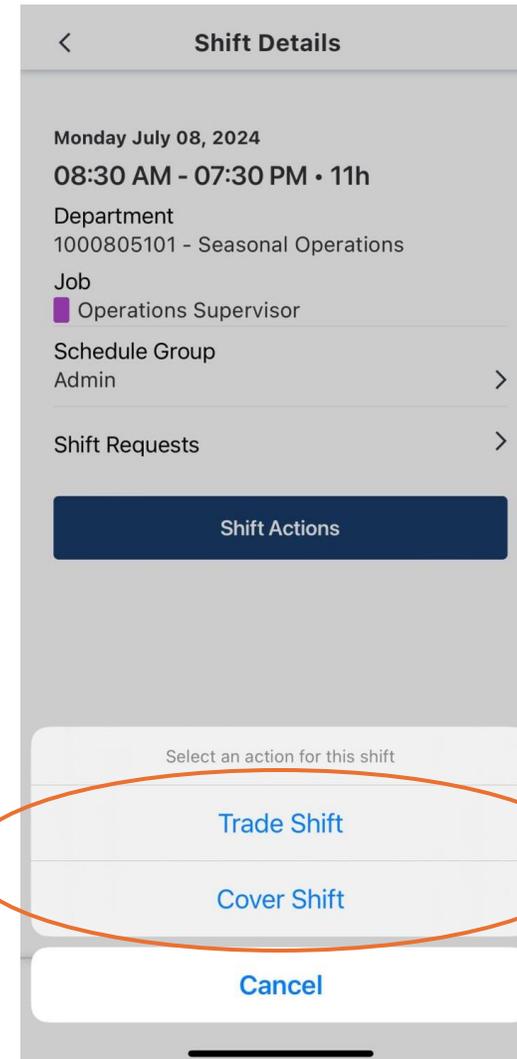
- Select trade to trade this shift for another employees shift. Note - if there aren't any other shifts up for trade, you will need to post the shift for cover not trade

- 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"

- Select employees you want to send the cover shift request to.
- Select next step
- Add any notes and select send request

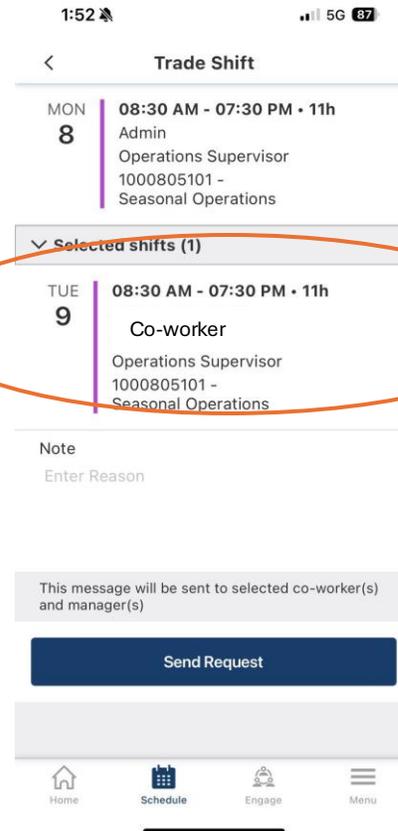
Step 4



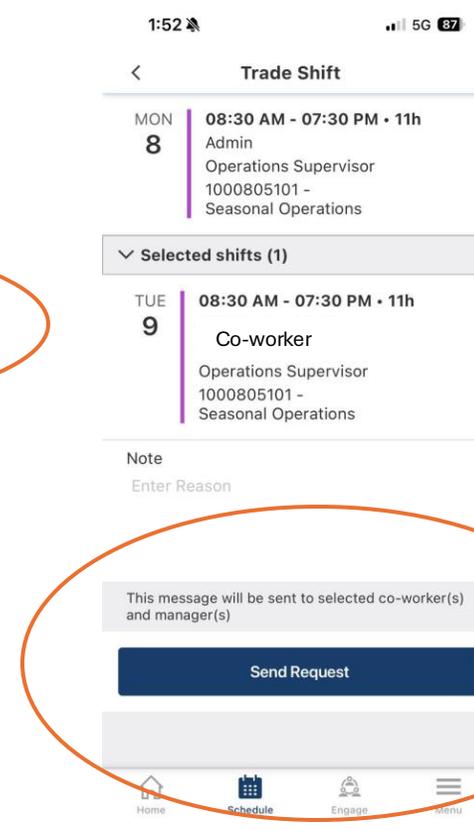
How to post a shift for trade

- 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

Step 5



Step 6

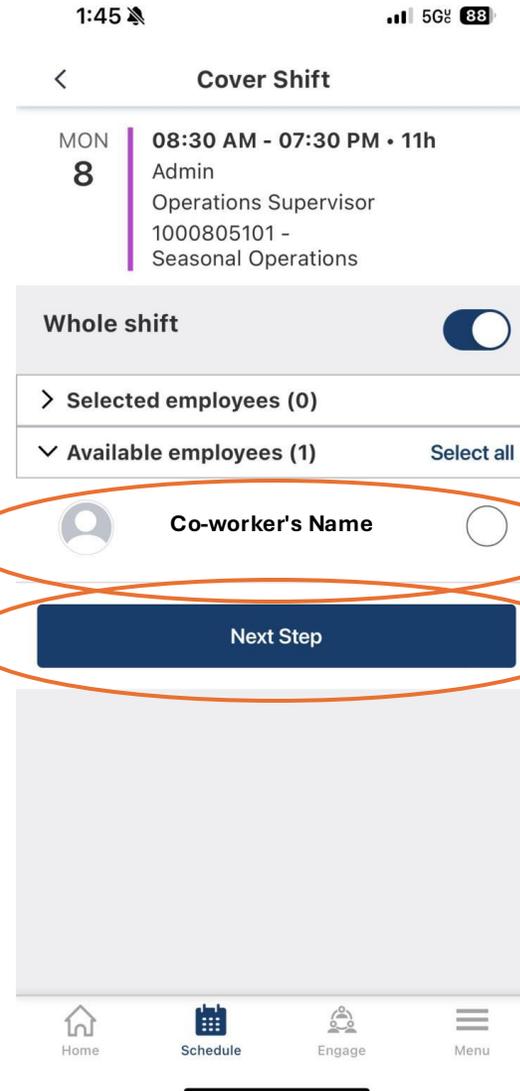


How to post a shift for cover

- Step 4: Select Trade or Cover

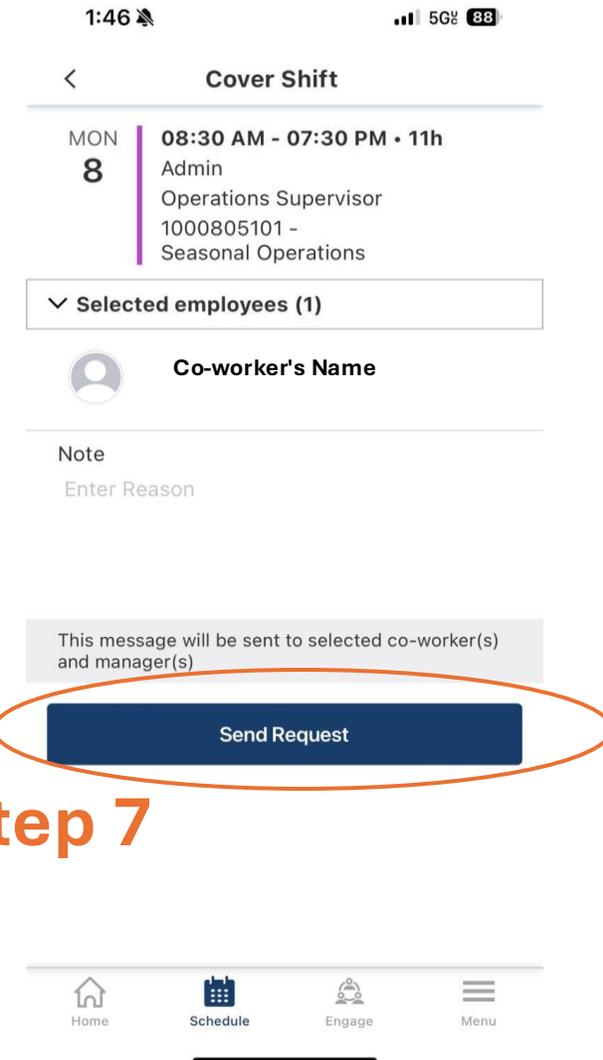
- Select cover to post this shift for other employees to pick up the shift, without trading a shift in return. Note - you can post a partial shift for cover by toggling the "Whole Shift" to "Partial Shift"

- 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



Step 5

Step 6



Step 7

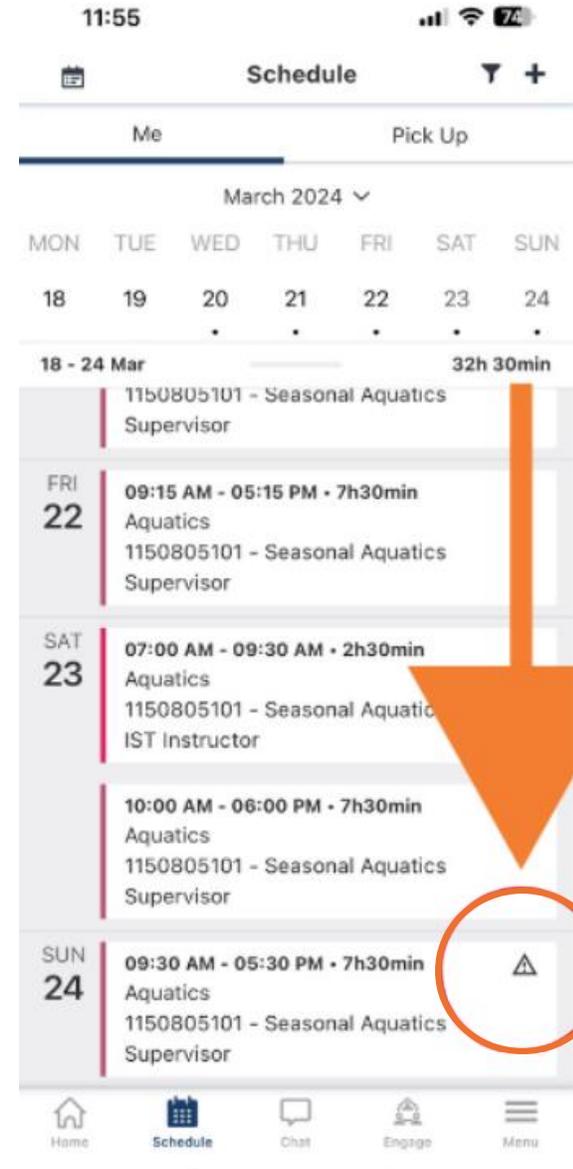
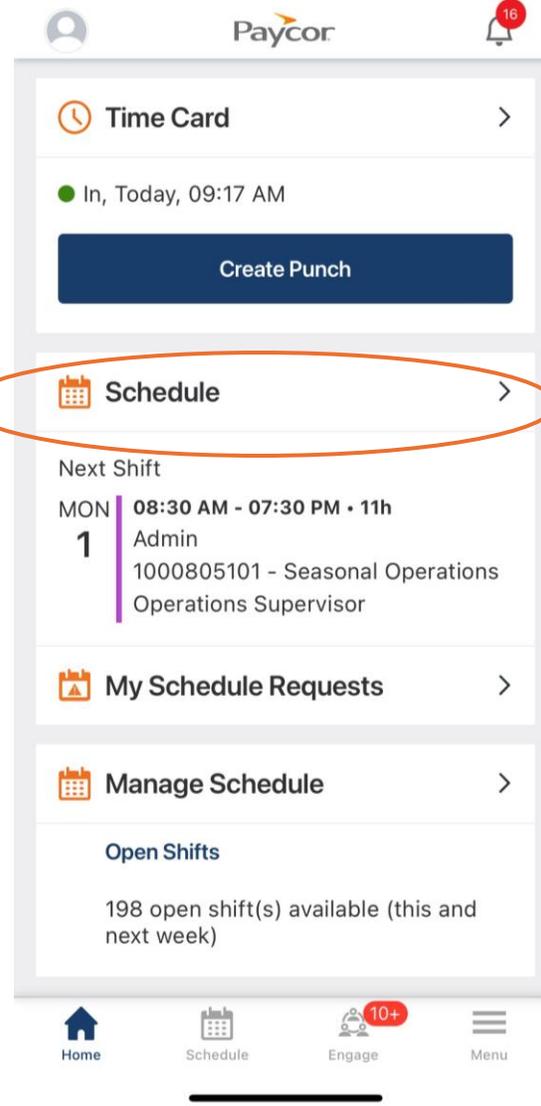
How to accept/deny a trade/cover request from another employee

- 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)

Step 1

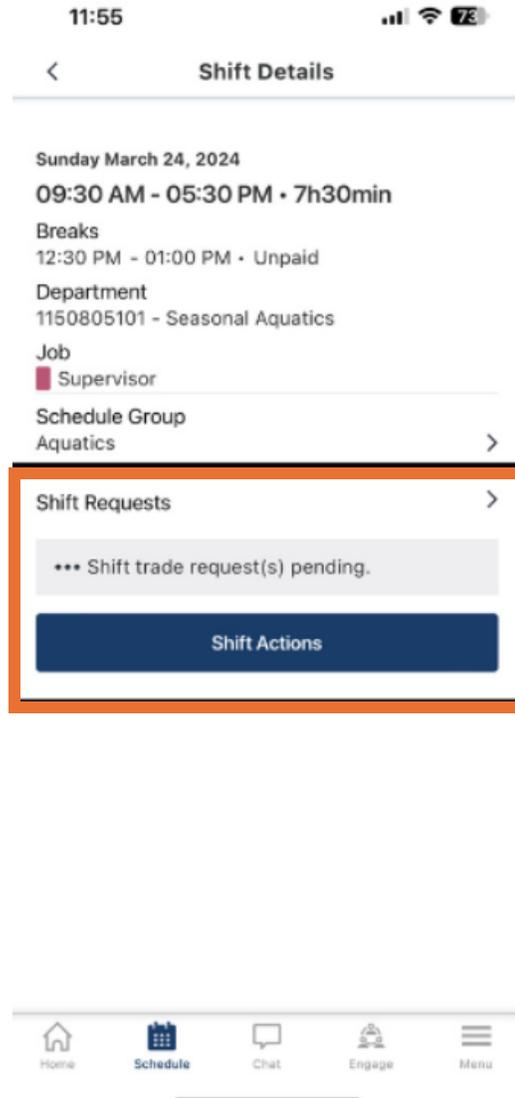


Step 2

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

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

Step 3



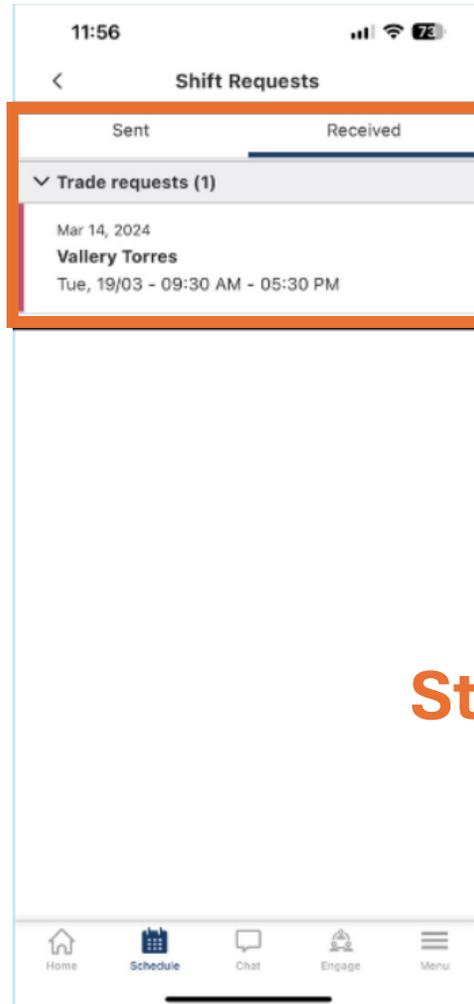
Step 4



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

- 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

Step 5



Step 6

