

How to Code Family CIB within Cybershift

CDS Global will allow employees to be paid up to a maximum of 80 hours (per calendar year) of accrued CIB pay for an approved family FMLA leave of absence for the employee's spouse, dependent child or parent.

Employees are able to use 80 hours of paid CIB time (CIB Pay, within Cybershift) as Family CIB time (CDS CIB, within Cybershift) per year for the family members listed above, employees must exhaust all of their PTO hours first.

When entering this time into Cybershift you need to use the "add a row below" button (after first selecting a given row, via the radio button to the left of the row) and add the needed codes (one row for CIB Pay for yourself and/or two rows if a family member is sick; CIB PAY to be paid for being absent & CDS CIB to track that it was related to a family member and not yourself):

When entering this time into Cybershift, it should appear as the examples detailed below:

ABP (absent paid codes within Cybershift) CIB PAY 8 hours

CIB hours are paid time

ABU (absent unpaid codes within Cybershift) CDS CIB (family CIB) 8 hours

CDS CIB hours are unpaid time

Detail Timesheet View (From "Q-Links")

Managers will use the Detail Timesheet to edit their non-exempt employees' time.

Fri - 02/21/2014

Payroll Shift Detail

Select: ☐ Sched Shift: 1001 Start Date: 02/21/2014 Start Time: 09:00
Actual Shift: 1001 End Date: 02/21/2014 End Time: 17:00

Payroll Details

Record Overrides: ☐ Manual Calc ☐ Shift Code Override

User Defined Field Overrides: Submitted By: _____

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	ABP	CATASTROPHIC ILL	100	8860	09:00	17:00	8.0		\$0.00	
<input type="radio"/>	ABU	CDS CIB	100	8860			8.0			

REG 8.0 STP 0.0 OT2 0.0 ABS 8.0 ABP \$0.00 Total \$0.00

Approval Status: ☐ S. GRAY

Timesheet View (From "Q-Links")

Exempt employees will edit their own time using the Timesheet OR managers can use the Timesheet to edit their exempt employees' time.

		Thu 02/20/2014				Fri 02/21/2014							
		Sched Shift: 1000				1000							
		Actual Shift: 0				1000							
Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2	Reg	STP	OT2	Total
<input type="radio"/>	HRK	HOURS WORKED	100	8075		\$0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<input type="radio"/>	ABP	CATASTROPHIC ILL	100	8075		\$0.00	8.0	0.0	0.0	0.0	0.0	0.0	8.0
<input type="radio"/>	ABU	CDS CB	100	8075		\$0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Paid Hours:							8.0			8.0			16.0
Approval Status:						<input type="checkbox"/> S. GRAY					<input checked="" type="checkbox"/> Autopoll		
Apply Changes						View Clock Data		Add Row Below		Delete Row			