Editing Daily Records for Accurate Hours

It has been brought to our attention that editing records within Cybershift is increasingly frustrating when the employee works hours that differ from their assigned schedule. For example, the employee forgot to swipe out at the end of the day, didn't take a scheduled lunch, took a short/long lunch, etc. Information was given to all managers, supervisors, as well as non-exempt employees in training courses that "clock swipes would override the scheduled shift for non-exempt employees." We've come to discover that this IS NOT the case and the system will always try to assist management/employees by including the lunch breaks and clock in and out times as their schedule dictates. After several meetings with Hearst Service Center staff as well as the Cybershift Support Team this is the way the system was originally created to function and it would take custom programming and several additional hours/days to have a fix ready to simply test.
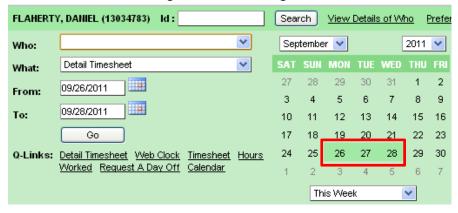
The Cybershift Conversion Team explored several other options within the system to help ensure the clock swipes would not ever be overridden. However, there was never a clear cut manner to use that would not alter the main functionality of how the system is setup to record and report employee hours. Therefore, we have settled on a manual edit of the records that are in need and the steps are laid out below for you to follow if/when needed.

Here are the steps the Cybershift Conversion Team are suggesting be taken in order to correct these records.
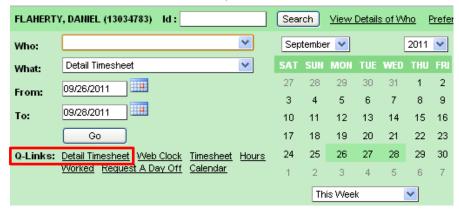
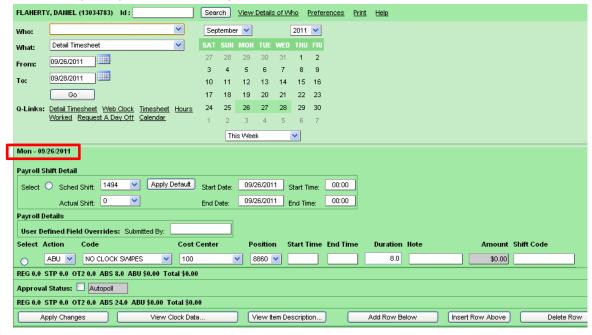1.) Select the employee that needs edited.

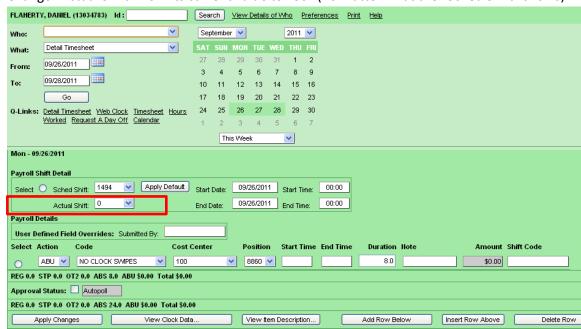2.) Select the date or date range that needs changes.

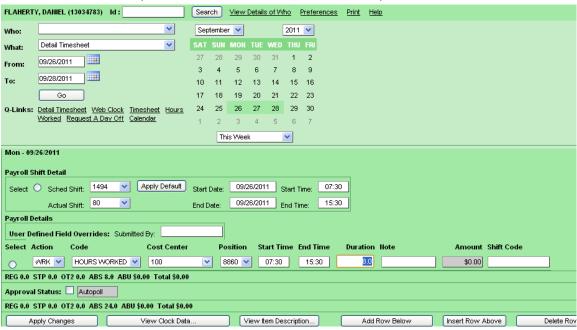3.) Choose Detail Timesheet from the Q-Links section.

4.) Find the day that you want to modify from the Detail Timesheet

5.) Change "Actual Shift" from its current value to "80" (no matter what the "Sched Shift" shows)

6.) Make all edits needed. (remove rows, edit times, add rows, etc.)

7.) Now choose "Apply Changes"

"Shift 80" is what Cybershift refers to as an "Open Shift" and that is why we suggest changing the employees to "80" in order to edit them without issues. This should not try to override what you've entered and this is where we were seeing the vast majority of the issues.

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PLEASE NOTE!! →Lastly, we suggest NEVER USING the "Apply Default" button within the "Payroll Shift Detail" area. This is something that only the Cybershift Conversion Team should be utilizing. The use of Shift 80 within the Actual Shift should be the only modification a manger should ever make to the Payroll Shift Detail area.

Additional examples follow.

Removing a lunch break that did not occur

1.) Follow all steps from above up to step 6.
   a. (1) Select the employee
   b. (2) Select the date or date range

c. (3) Choose Detail Timesheet

d. (4) Find the day within the Detail Timesheet that needs modifications

e. (5) Change "Actual Shift" to show "80" in the drop down

2.) This is how to adjust the lunch record when a lunch wasn't actually taken but Cybershift adds the lunch record regardless of clock swipes.

a. Actual clock swipe data

b. Initial view of Detail Timesheet with lunch record that should not have been added.

c. Change "Actual Shift" from current value to "80"

d. Delete the "BRK" record by selecting radio button and using the "Delete Row" button

e. Now we need to examine the records that remain.

Payroll Shift Detail			
Select ○ Sched Shift: 1463 ▾	Apply Default	Start Date: 09/23/2011	Start Time: 07:30
Actual Shift: 80 ▾		End Date: 09/23/2011	End Time: 16:30

Payroll Details

User Defined Field Overrides: Submitted By: [   ]

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
○	WRK ▾	HOURS WORKED ▾	100 ▾	1801 ▾	07:30	12:15	4.75
○	WRK ▾	HOURS WORKED ▾	100 ▾	1801 ▾	12:15	16:30	4.25

REG 4.75 STP 0.0 OT2 4.25 ABS 0.0 WRK $0.00 Total $0.00

Approval Status: ☐ D. FLAHERT

REG 4.75 STP 0.0 OT2 4.25 ABS 0.0 WRK $0.00 Total $0.00

Apply Changes	View Clock Data...	View Item Description...
Save All	View All Clock Data...	Approve All

i. Please note → there are still 2 worked records from Step 2.d. You now simply examine the total hours within the "Duration" columns to see if the correct number of hours are accounted for.

ii. In this case, they show 9 hours. (4.75 + 4.25) This is acceptable and should now be saved.

f. Now select "Save All" from the bottom section of buttons and you are done.

Payroll Shift Detail			
Select ○ Sched Shift: 1463 ▾		Start Time: 07:30	
Actual Shift: 80 ▾		End Time: 16:30	

Windows Internet Explorer ✕

⚠ Saved successfully.

[OK]

Payroll Details

User Defined Field Overrides: Submitted

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
○	WRK ▾	HOURS WORKED ▾	100 ▾	1801 ▾	07:30	12:15	4.75
○	WRK ▾	HOURS WORKED ▾	100 ▾	1801 ▾	12:15	16:30	4.25

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