

Overview of Cybershift Time and Attendance

Cybershift Time and Attendance is Hearst Corporation's Enterprise-Wide T&A solution, hosted from the Hearst Service Center in Charlotte, NC.

* CDS Global is converting to Cybershift T&A by physical location, thus, the following is a listing of such:

Harlan, IA, about 350 employees { *Done—converted to Cybershift as of 06/05/2010* }.

Prescott, AZ, about 35 { *Done—converted to Cybershift as of 09/25/2010* }.

Bethlehem, PA, about 40 employees { *Done—converted to Cybershift as of 10/23/2010* }.

Boone, IA, about 300 employees { *Done--converted to Cybershift as of 07/30/2011* }.

Des Moines, IA, about 1,100 employees (Bell Avenue, East Washington & West Des Moines addresses), { scheduled Cybershift conversion date is pay period beginning 10/08/2011 }.

Wilton, IA about 300 employees { scheduled conversion date pending }.

Tipton, IA about 200 employees { scheduled conversion date pending }.

Austin, TX about 20 employees {scheduled conversion date pending }.

CDS Global's Cybershift T&A conversion team members are: Stephanie Gray, Mary Otto, Dan Flaherty, Nicki Schmidt & Patrick Rice.

** Training will take place in various forms: Process documentation narrative and screen-shot white papers, pre-recorded processing videos, WebEx sessions and/or in-person classroom training (ongoing throughout the parallel TEST and converted to live Production phases of this project).

On the pay period beginning 09/10/2011, we'll ask that Des Moines employees use both the new Cybershift time and attendance system to compile their payable hours, in full parallel of recording payable hours within Cybershift TEST system, as well as, recording the same hours as normal within Automated Time Keeping (ARMS), Kronos and/or IT TrackIt (for importation into ARMS).

Once a 14 day pay period is completed regarding recorded payable hours within Cybershift (in parallel), an audit comparison will be done between the two parallel systems to determine variances. If the variances can't be determined or explained, then another 14 day parallel period will begin.

*** The major differences between the current CDS Global time and attendance software (ARMS, Kronos and TrackIt) and the new Cybershift system follows:

1. Weekly, all exempt and nonexempt employees will electronically submit their own timesheet for further management approval (also electronic), instead of current method of doing so biweekly via paper timesheets or department summaries (all electronic submitted timesheets must be further approved by management prior to normal established biweekly Payroll cutoff dates and times).
2. Awarded wage differential earnings for nonexempt employees (shift pay) will be system calculated after the end of each work week, based on established business need qualification guidelines (eliminating subjectivity from the process as to when to award these funds).

3. Within the Cybershift system, Managers will have the ability to make adjustments to past paid and worked employee hours if needed (if needed, this type of on-demand request to correct prior paid hours, when approved by appropriate management, may trigger appropriate funds, positive and/or negative, to flow into the current pay period). This change from prior adjustments to past employee hours in ARMS/Kronos, as doing so only made the employee attendance report hours correct, but did not trigger possible payment of appropriate funds based on the approved adjusted past hours in ARMS.
4. Supervisors and Managers can both correct employee timesheets, via edits like adding an out time to a day where maybe an employee forget to swipe out when leaving work. However, only managers can approve the final employee submitted weekly timesheet (such again must be done prior to Tuesdays at 10am Central) -- but the new Cybershift system is web based and can be accessed by management from anywhere).
5. Adding and deleting new employee work time weekly schedules (Rosters) will be done through notifying the Payroll Group (as the Cybershift software interfaces directly with the Infinium Payroll system software).
6. Current ARMS compilers may have some different duties once Cybershift system is fully implemented (contact a member of the CDS Global's Cybershift conversion team for more insights as to best practices for handling such duties from related management at sites that have already converted).

How to Submit Weekly Timesheet Through Cybershift

Exempt Employees

- 1.) Log into Cybershift using the method provided by your specific site.
 - a. Options would be: desktop shortcut, saved internet favorite, etc.
- 2.) Log into Hearst SSO

Notice for All Employees

If you are not already registered into Single Sign On (SSO) you will be required to register before accessing the MyHearst website.

As a reminder you will always be required to enter your MyInfo password before accessing your Payroll, T&E and Benefits information.

[Not registered for SSO yet? Click here.](#)

SSO User ID
SSO Password

Login

[Forgot your SSO password? Click here to have it reset.](#)

For technical support, contact The Hearst Service Center Help Desk at 1-877-348-8002.

HEARST service center

- a.
- 3.) Once you are in Cybershift, Highlight the entire prior week by clicking and dragging over the days on the calendar OR by clicking the "From:" and "To:" date options.

FLAHERTY, DANIEL (13034783) Id : <input type="text"/>		<input type="button" value="Search"/>	View Details of Who	Preferences
Who:	<input type="text" value="- Me"/>	<input type="button" value="v"/>	<input type="text" value="August"/>	<input type="button" value="v"/>
What:	<input type="text" value="Detail Timesheet"/>	<input type="button" value="v"/>		
From:	<input type="text" value="08/13/2011"/>	<input type="button" value="v"/>		
To:	<input type="text" value="08/19/2011"/>	<input type="button" value="v"/>		
<input type="button" value="Go"/>				
Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Calendar				
		<input type="text" value="Today"/>		

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

a.

4.) In the “Q-Links” section click on “Timesheet”

FLAHERTY, DANIEL (13034783) Id: [View Details of Who](#) [Preferences](#)

Who: **Month:** **Year:**

What:

From:

To:

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#) [Hours Worked](#) [Request A Day Off](#) [Calendar](#)

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

a.

5.) Review this screen. If your time is INCORRECT, ... STOP! Contact your manager to get your time corrected. **ONLY IF your time is correct, ... continue to the next step.**

a. Time will be broken out by day on this screen

FLAHERTY, DANIEL (13034783):

Sat 08/13/2011

Sched Shift: **Actual Shift:**

Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2
<input type="radio"/>	WRK	HOURS WORKED	100	8075		\$0.00	0.0	0.0	0.0
Total Paid Hours:							0.0		
Approval Status:							<input checked="" type="checkbox"/> Autopoll		
<input type="button" value="Apply Changes"/>		<input <="" td="" type="button" value="View Clock Data..."/> <td colspan="2"><input type="button" value="Submit for Approval"/></td> <td colspan="2"><input type="button" value="Add Row Below"/></td> <td colspan="2"><input type="button" value="Delete Row"/></td>		<input type="button" value="Submit for Approval"/>		<input type="button" value="Add Row Below"/>		<input type="button" value="Delete Row"/>	
<input type="button" value="Save All"/>		<input <="" td="" type="button" value="View All Clock Data..."/> <td colspan="2"><input type="button" value="Submit All for Approval"/></td> <td colspan="4"></td>		<input type="button" value="Submit All for Approval"/>					

b. You will need to scroll to the right to see the rest of this screen

Sun 08/14/2011	Mon 08/15/2011	Tue 08/16/2011
<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>
<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>
Reg	Reg	Reg
<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>
STP	STP	STP
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
OT2	OT2	OT2
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Total	Total	Total
0.0	8.0	8.0
<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll

c. Keep scrolling

Wed 08/17/2011	Thu 08/18/2011	Fri 08/19/2011	Total
<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	
<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	
Reg	Reg	Reg	
<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="40.0"/>
STP	STP	STP	
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	
OT2	OT2	OT2	
<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	
Total	Total	Total	Total
8.0	8.0	8.0	40.0
<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll	

- 6.) Now that you have reviewed your weekly time, you must submit your time for approval by your manager.
- Scroll back to the left hand side of the Timesheet screen.
 - Click "Submit All for Approval" (very bottom button)

FLAHERTY, DANIEL (13034783):

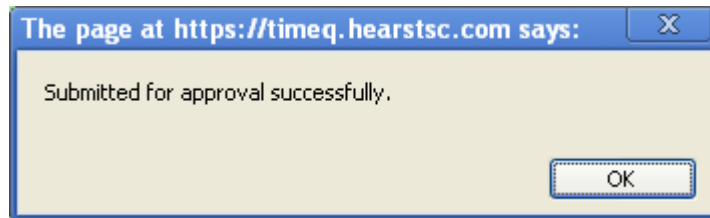
Sat 08/13/2011

Sched Shift: 0

Actual Shift: 0

Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2
<input type="radio"/>	WRK	HOURS WORKED	100	8075		\$0.00	0.0	0.0	0.0
Total Paid Hours:							0.0		
Approval Status:							<input checked="" type="checkbox"/> Autopoll		
Apply Changes		View Clock Data...		Submit for Approval		Add Row Below		Delete Row	
Save All		View All Clock Data...		Submit All for Approval					

- 7.) You will receive confirmation via a pop-up message box when you have completed this task
- This shows the submission was successful.



- 8.) You can close the message box and close out of Cybershift.

How to Request Time Off Through Cybershift

All Employees

- 1.) Log into Cybershift using the method provided by your specific site.
 - a. Options would be: desktop shortcut, saved internet favorite, etc.
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SSO Password

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- 3.) In the “What” list find the “Request a Day Off” heading and select “Request a Day Off”

The screenshot shows the Cybershift interface for user FLAHERTY, DANIEL (13034783). The 'What' dropdown menu is open, showing various options. The 'Request A Day Off' option is highlighted. The interface also displays a calendar for August 2011, with the date 25th highlighted. The 'From' field is set to 'ENTER TIME'.

FLAHERTY, DANIEL (13034783) Id: Search View Details of Who Preferences Print Help

Who: - Me August 2011

What: Request A Day Off

From: -----ENTER TIME-----

To: Detail Timesheet
Timesheet - Non-Exempt Web Clock
Timesheet
View Clock Data

Q-Links: View Messages
-----REQUEST A DAY OFF-----
View Paid Time Off
Request A Day Off
Next Day Absence / Remove Absence
Approval Summary
-----TIMESHEET APPROVALS-----
Approved & Unapproved Time
Detail Timesheet
Timesheet
View Payroll Summary

SAT SUN MON TUE WED THU FRI

0	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

a.

4.) Highlight the day or days by clicking and dragging within the calendar on the right.

FLAHERTY, DANIEL (13034783) Id : Search View Details of Who Preferences Print Help

Who: - Me August 2011

What: Request A Day Off

From: 08/29/2011 To: 08/31/2011 Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Calendar

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

a.

b. *NOTE: You can only request off consecutive days, and only 5 consecutive days at a time. If you need non-consecutive days off or 2 weeks off, submit each day as a separate request and each week as a separate request.*

5.) Click the "Go" button

6.) Select your "Absence Type" (Most often "Paid")

FLAHERTY, DANIEL (13034783) Id : Search View Details of Who Prefer

Who: - Me August 2011

What: Request A Day Off

From: 08/29/2011 To: 08/31/2011 Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Calendar

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

Request A Day Off

FLAHERTY, DANIEL (13034783):

From: Mon - 08/29/2011 To: Wed - 08/31/2011

Absence Type: Paid

Absence Code: ----- Select One -----

Full Day Absence: ☐

Duration: 0.0

Reason (Optional):

Request Absence View Absence Availability View Calendar

a.

7.) Select your "Absence Code" from the drop down.

FLAHERTY, DANIEL (13034783) Id: Search View Details of Who Preferences

Who: - Me August 2011

What: Request A Day Off

From: 08/29/2011 To: 08/31/2011 Go

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#) [Hours](#) [Worked](#) [Request A Day Off](#) [Calendar](#)

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

Request A Day Off

FLAHERTY, DANIEL (13034783):

From: Mon - 08/29/2011 To: Wed - 08/31/2011

Absence Type: Paid

Absence Code: VACATION DAY

----- Select One -----

Full Day Absence: ☐

Duration: AWARDED TIME OFF (UNITED WAY)

Reason (Optional): EARLY CLOSING/SHTD

Request Absence

NO PAY

PERSONAL DAY

SHORT-TERM DISABILITY

SICK PAY

VACATION DAY

a.

8.) In "Duration" enter the amount of hours you are requesting off per day.

Request A Day Off

FLAHERTY, DANIEL (13034783):

From: Mon - 08/29/2011 To: Wed - 08/31/2011

Absence Type: Paid

Absence Code: VACATION DAY

Full Day Absence: ☐

Duration: 8

Reason (Optional): Moving into new house.

Request Absence View Absence Availability View Calendar

a.

b. NOTES:

- I requested 3 days of vacation (a total of 24 hours) but will enter 8 for duration.
- 4 hours and 30 minutes would be entered as 4.5 hours
- Even when taking a full day off,
DO NOT CHECK THE FULL DAY ABSENCE CHECKBOX!

- 9.) It is always a good practice to enter a “Reason” (even though it states this is optional). You should use this to inform your manager/supervisor as much about the request as possible.

Request A Day Off
FLAHERTY, DANIEL (13034783):

From: Mon - 08/29/2011 **To:** Wed - 08/31/2011

Absence Type: Paid ▼

Absence Code: VACATION DAY ▼

Full Day Absence: ☐

Duration: 8

Reason (Optional): Moving into new house.

- a.
- b. *For Example: If you are taking off less than a full day, this is a good place to type in the hours you will be in/out of the building.*

- 10.) Click “Request Absence”

Request A Day Off
FLAHERTY, DANIEL (13034783):

From: Mon - 08/29/2011 **To:** Wed - 08/31/2011

Absence Type: Paid ▼

Absence Code: VACATION DAY ▼

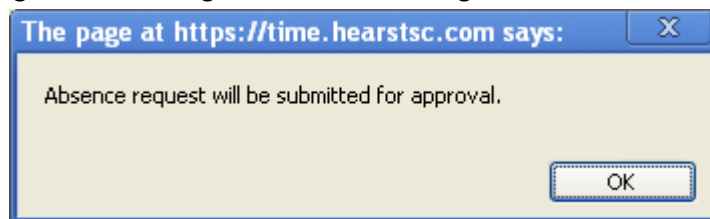
Full Day Absence: ☐

Duration: 8

Reason (Optional): Moving into new house.

- a.

- 11.) You will get the following confirmation message.



- a.

12.) To view the status of your request use the following:

- a. Select "Calendar" from the "Reports" section of the "What" list as well as the correct date range corresponding to your absence request.

FLAHERTY, DANIEL (13034783) Id: [View Details of Who](#) [Prefe](#)

Who: **August** **2011**

What:

From:

To:

Q-Links:

Request Absence

FLAHERTY

Filter Administration

My Filter List

Scheduled Hours Report

Emp Daily Setup Report

Payroll Report

Schedule Report

Schedule Vs. Worked Report

Full Day Absence: ☐

Duration:

Reason (Optional):

b.

13.) Select "Go"

14.) Any requested and/or approved time off will show on the calendar for the selected date range.

Monday	Tuesday	Wednesday
8/29/2011 (Request: V) 8.00 (W) 8.00	8/30/2011 (Request: V) 8.00 (W) 8.00	8/31/2011 (Request: V) 8.00 (W) 8.00

- a.
- b. Picture above shows requested vacation
- c. Picture below shows approved vacation.

Monday	Tuesday	Wednesday
8/29/2011 (V) 8.00	8/30/2011 (V) 8.00	8/31/2011 (V) 8.00

d.

15.) All employees with a corporate email address will also receive email notices keeping them informed of the status of their time off request(s).