

## How to Create Custom Employee Groups Through Cybershift

### Exempt (Salary) Employees

1. In the “Who” drop-down select “My Team”.
2. In the “What” drop-down go under “Utilities and Information” and select “Create Custom Employee Groups”.

WEIHS, REGINA (1305235) View Details of Who Print Help

Who: - My Team

What: Detail Timesheet

From: Approved & Unapproved Time

To: View Payroll Summary

Q-Links: Absence Approvals

UTILITIES & INFORMATION

- MyCDSdirect
- Payroll Forms
- Social Security Online
- Internal Revenue Service (IRS)
- U.S. Savings Bonds
- Create Custom Employee Groups**
- Refresh Screen(TOP)
- Refresh Screen(BOTTOM)

REPORTS

- Calendar
- Department Calendar
- Hours Worked
- Filters
- Filter Administration
- My Filter List

HELP

- User Guide
- Log A Help Desk Ticket On-Line

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SAT	SUN	MON	TUE	WED	THU	FRI
26	27	28	29	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

Today

3. Click “Go”
4. Click “Deselect All” to clear all the check-boxes next to the employee names

Create Custom Employee Groups

Select All Deselect All Search Criteria: Search

Employees:

Select	Name	Payroll
<input checked="" type="checkbox"/>	HANSEN, KELLY	13010199
<input checked="" type="checkbox"/>	GRUMMERT, SUSAN	13010385
<input checked="" type="checkbox"/>	WINGERT, LORI	13010399
<input checked="" type="checkbox"/>	CANTRELL, GLENDA	13010780
<input checked="" type="checkbox"/>	PECK, DEBORAH	13010781

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Select All Deselect All Save Selected to Who List as: Direct Reports Save

5. There are several ways to do this, but the idea is to simply put a “check-mark” next to each employee’s name you want included in this custom list. Once done, type a name for the list and click “Save”.

### Option 1.

You can check each individual one at a time, and use the “First Page”, “Previous Page” (1), “Next Page”, “Last Page” (3) or the page numbers (2) to navigate through your list of employees. Just put a check next to each one. When done type a name into the “Save Selected to Who List as” box, and click the “SAVE” button. Note: DO NOT click the “SAVE” button until done.

The screenshot shows the 'Create Custom Employee Groups' interface. At the top, there are 'Select All' and 'Deselect All' buttons, followed by a 'Search Criteria:' text box and a 'Search' button. Below this is a table of employees with columns for 'Select', 'Name', and 'Payroll'. The table lists several employees, including Hansen, Kelly, Grummert, Susan, Wingert, Lori, Cantrell, Glenda, and Peck, Deborah. A red circle labeled '1' is around the 'First Page' button. A red circle labeled '2' is around the page numbers '1 2 3 4 5 6 7 8 9'. A red circle labeled '3' is around the 'Next Page' and 'Last Page >>' buttons. At the bottom, there is a 'Save Selected to Who List as:' text box with 'Direct Reports' entered, and a 'Save' button.

### Option 2.

You can type something into the search criteria then click the “Search” button. This will bring up employees that match the criteria, then just place a check mark next to their name.

The screenshot shows the 'Create Custom Employee Groups' interface with a search for 'andersen'. The 'Search Criteria:' text box contains 'andersen' and the 'Search' button is highlighted. Below the search bar, the 'Employees:' table shows a single result: 'ANDERSEN, CHERYL' with a checked 'Select' box. The 'Save Selected to Who List as:' text box contains 'My Custom List' and the 'Save' button is highlighted.

NOTE: To get back your full list of employees, blank out the search criteria and click the search again, and you’ll have your full list back.

A couple more items related to the search:

You can search by first name, last name, employee number, or portion of any of these...For example if you search for “Kelly” you’ll get people who have this as either their first or last name.

The screenshot shows the 'Create Custom Employee Groups' interface with a search for 'kelly'. The 'Search Criteria:' text box contains 'kelly' and the 'Search' button is highlighted. Below the search bar, the 'Employees:' table shows three results: 'HANSEN, KELLY', 'CHAPMAN, KELLY', and 'KELLY, JOHN', all with checked 'Select' boxes. The 'Save Selected to Who List as:' text box contains 'My Custom List' and the 'Save' button is highlighted.

When done type a name into the “Save Selected to Who List as” box, and click the “SAVE” button. Note: DO NOT click the “SAVE” button until done.