

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 Edit and Approve Weekly Time through Cybershift

Managers / Supervisors

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.

3. Select from the “who” drop down



GRUMMERT, SUSAN (13010385) You have 2 New Messages

Who: - My Custom List

What: - My Custom List

From: ANASTASI, STEPHANIE

To: ASSMANN, PATRICIA

Q-Links: BAK, CYNTHIA

BAUMGARDNER, TERRY

BAXTER, BRITTNEY

BEARD, DEBORAH

BLOTZER, JAMES

BLUM, LINDA

BORNHOFT, JEANNE

BRENNAN, SANDRA

BROADSTREET, MELINDA

BROWN, DEBRA

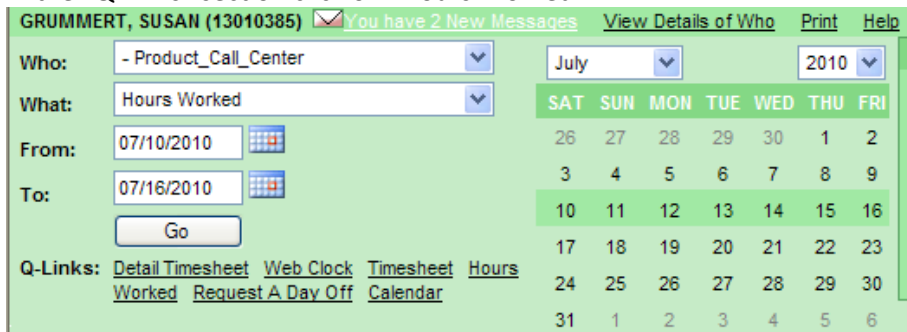
BUCK, DEBBY

BUCKLEY, ANITA

BUCKLEY, LUANN

- a.
- b. Choices are: A Custom Built Group, My Team or a Single Employee

4. Highlight the entire prior week by clicking and dragging over the days on the calendar OR by clicking the “From:” and “To:” date options.
5. In the “Q-Links” section click on “Hours Worked”



GRUMMERT, SUSAN (13010385) You have 2 New Messages View Details of Who Print Help

Who: - Product_Call_Center

What: Hours Worked

From: 07/10/2010

To: 07/16/2010

Go

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

July 2010

SAT	SUN	MON	TUE	WED	THU	FRI
26	27	28	29	30	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

6. Review this screen. This is a quick snapshot of the employee(s) time for the selected week. From viewing this screen, you will know which employee's records need edited prior to approving for the week.

GRUMMERT, SUSAN (13010385) You have 2 New Messages [View Details of Who](#) [Print](#) [Help](#)

Who:

What:

From:

To:

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

My Reminders - GRUMMERT, SUSAN - T
 You Have 2 unread messages
 You Have 0 unread messages in your Abs

	SAT	SUN	MON	TUE	WED	THU	FRI
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	1	
2	3	4	5	6	7	8	

Hours Worked

BUCKLEY, ANITA (13012716):
 Sat - 09/18/2010 to Fri - 09/24/2010

Date	Sat - 09/18/2010	Sun - 09/19/2010	Mon - 09/20/2010	Tue - 09/21/2010	Wed - 09/22/2010	Thu - 09/23/2010	Fri - 09/24/2010	Total
Reg	0.0	0.0	8.0	8.0	8.0	8.5	7.5	40.0
STP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0
Total	0.0	0.0	8.0	8.0	8.0	8.5	8.5	41.0

CARTER, KATHLEEN (13026008):
 Sat - 09/18/2010 to Fri - 09/24/2010

Date	Sat - 09/18/2010	Sun - 09/19/2010	Mon - 09/20/2010	Tue - 09/21/2010	Wed - 09/22/2010	Thu - 09/23/2010	Fri - 09/24/2010	Total
Reg	0.0	0.0	8.0	8.0	8.0	9.0	7.0	40.0
STP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0
Total	0.0	0.0	8.0	8.0	8.0	9.0	9.0	42.0

GAUL, JOAN (1304945):
 Sat - 09/18/2010 to Fri - 09/24/2010

Date	Sat - 09/18/2010	Sun - 09/19/2010	Mon - 09/20/2010	Tue - 09/21/2010	Wed - 09/22/2010	Thu - 09/23/2010	Fri - 09/24/2010	Total
Reg	0.0	0.0	10.0	10.0	10.0	10.0	0.0	40.0
STP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.5	10.0	10.5
Total	0.0	0.0	10.0	10.0	10.0	10.5	10.0	50.5

HOTTENDORF, SAMANTHA (13069326):
 Sat - 09/18/2010 to Fri - 09/24/2010

Date	Sat - 09/18/2010	Sun - 09/19/2010	Mon - 09/20/2010	Tue - 09/21/2010	Wed - 09/22/2010	Thu - 09/23/2010	Fri - 09/24/2010	Total
Reg	0.0	0.0	10.5	7.75	9.0	9.75	0.0	37.0
STP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
S1	0.0	0.0	0.0	0.0	0.0	0.0	3.0	3.0
Total	0.0	0.0	10.5	7.75	9.0	9.75	3.0	40.0

a.

7. If you have employees that receive shift pay and/or performance/SMART pay you will not see that information here. (Step 8 will explain this further)
8. Make sure the prior week is still selected and the appropriate employee and/or group is selected in the "Who" list.
 - a. If you mange Exempt employees please skip to Step 12.

- GRUMMERT, SUSAN (13010385)

You have 2 New Messages

View Details of Who

Print

Help

Who:

- Product_Call_Center

September

2010

What:

Detail Timesheet

From:

09/18/2010

To:

09/24/2010

Go

Q-Links:

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

My Reminders - GRUMMERT, SUSAN - Thu - 09/01/2011

You Have 2 unread messages

You Have 0 unread messages in your Absence Queue

Today

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	050	5204	08:30	12:45	4.25		\$0.00	1
<input type="radio"/>	BRK	LUNCH	050	5204	12:45	13:15	0.5		\$0.00	
<input type="radio"/>	WRK	HOURS WORKED	050	5204	13:15	17:00	3.75		\$0.00	1
<input type="radio"/>	OFF	PERFORMANCE PAY	050	5204	17:00	17:00	0.0		\$3.50	

REG 8.0 STP 0.0 OT2 0.0 ABS 0.0 WRK \$0.00 OFF \$0.00 BRK \$0.00 Total \$0.00

Approval Status: ☒ K. POPE

REG 40.0 STP 0.0 OT2 1.0 ABS 0.0 WRK \$0.00 OFF \$0.00 BRK \$0.00 Total \$0.00

Apply Changes

View Clock Data...

View Item Description...

Add Row Below

Insert Row Above

Delete Row

Add Shift

Delete Shift

Thu - 09/23/2010

Payroll Shift Detail

Select

☐ Sched Shift:

1380

Apply Default

Start Date:

09/23/2010

Start Time:

08:00

Actual Shift:

1380

End Date:

09/23/2010

End Time:

17:00

Payroll Details

User Defined Field Overrides: Submitted By: A. BUCKLEY

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	050	5204	08:00	12:45	4.75		\$0.00	1
<input type="radio"/>	BRK	LUNCH	050	5204	12:45	13:15	0.5		\$0.00	
<input type="radio"/>	WRK	HOURS WORKED	050	5204	13:15	17:00	3.75		\$0.00	1

REG 8.5 STP 0.0 OT2 0.0 ABS 0.0 WRK \$0.00 BRK \$0.00 Total \$0.00

Approval Status: ☒ K. POPE

REG 40.0 STP 0.0 OT2 1.0 ABS 0.0 WRK \$0.00 OFF \$0.00 BRK \$0.00 Total \$0.00

Apply Changes

View Clock Data...

View Item Description...

Add Row Below

Insert Row Above

Delete Row

Add Shift

Delete Shift

Fri - 09/24/2010

Payroll Shift Detail

Select

☐ Sched Shift:

1380

Apply Default

Start Date:

09/24/2010

Start Time:

08:00
- Done

- GRUMMERT, SUSAN (13010385)

You have 2 New Messages

[View Details of Who](#)

[Print](#)

[Help](#)

Who:

BUCKLEY, ANITA

September

2010

What:

Detail Timesheet

From:

09/18/2010

To:

09/24/2010

Go

Q-Links:

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

SAT

SUN

MON

TUE

WED

THU

FRI

28

29

30

31

1

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9

10

11

12

13

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18

19

20

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22

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28

29

30

1

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4

5

6

7

8

Today

0

Tue - 09/21/2010

13:13

ON

206.225.146.4

0

Tue - 09/21/2010

17:00

OF

206.225.146.4

0

Wed - 09/22/2010

08:23

ON

206.225.146.4

0

Wed - 09/22/2010

12:45

OF

206.225.146.4

0

Wed - 09/22/2010

13:14

ON

206.225.146.4

0

Wed - 09/22/2010

17:05

OF

206.225.146.4

0

Thu - 09/23/2010

07:54

ON

206.225.146.4

0

Thu - 09/23/2010

12:45

OF

206.225.146.4

0

Thu - 09/23/2010

13:14

ON

206.225.146.4

0

Thu - 09/23/2010

17:00

OF

206.225.146.4

0

Fri - 09/24/2010

07:53

ON

206.225.146.4

Payroll Details

User Defined Field Overrides:

Submitted By:

A. BUCKLEY

Select

Action

Code

Cost Center

Position

Start Time

End Time

Duration

Note

Amount

Shift Code

WRK

HOURS WORKED

050

5204

08:30

12:45

4.25

\$0.00

1

BRK

LUNCH

050

5204

12:45

13:15

0.5

\$0.00

WRK

HOURS WORKED

050

5204

13:15

17:00

3.75

\$0.00

1

OFF

PERFORMANCE PAY

050

5204

17:00

17:00

0.0

\$3.50

REG 8.0

STP 0.0

OT2 0.0

ABS 0.0

WRK \$0.00

OFF \$0.00

BRK \$0.00

Total \$0.00

Approval Status:

☒ K. POPE

REG 40.0

STP 0.0

OT2 1.0

ABS 0.0

WRK \$0.00

OFF \$0.00

BRK \$0.00

Total \$0.00

Apply Changes

View Clock Data...

View Item Description...

Add Row Below

Insert Row Above

Delete R

10. Check employee's shift pay value if applicable.
 - a. SEE ADDENDUM
11. Enter employee's performance pay if applicable.
 - a. SEE ADDENDUM
12. If you manage exempt employees you will edit their records with the "Timesheet" menu option or "Q-Links" option.

GRUMMERT, SUSAN (13010385) You have 2 New Messages [View Details of Who](#) [Print](#) [Help](#)

Who: POPE, KRISTINE September 2010

What: Refresh Screen(TOP)

From: 09/18/2010

To: 09/24/2010

Go

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

View Clock Data

POPE, KRISTINE (1304157):

From: Sat - 09/18/2010 To: Fri - 09/24/2010

Status Clock Date Clock Time Type Center Position Terminal Work Order Work Item Data

No clock data found for the date you selected.

Close Window

Today

Timesheet

POPE, KRISTINE (1304157): Protect Date: Fri - 05/06/2011

Sat 09/18/2010 Sun 09/19/2010

Sched Shift: 0 Actual Shift: 0

Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2	Reg	STP	OT2
<input type="radio"/>	WRK	HOURS WORKED	090	1204	Submitted	\$0.00	0.0	0.0	0.0	0.0	0.0	0.0
<input type="radio"/>	ABP	VACATION DAY	090	1204	Submitted	\$0.00	0.0	0.0	0.0	0.0	0.0	0.0
Total Paid Hours:							0.0			0.0		

Approval Status:

☒ Autopoll ☒ Autopoll

Apply Changes View Clock Data... Add Row Below Delete Row

Save All View All Clock Data... Approve All

- a.
- b. Screen print continued ... (Saturday – Sunday above, Monday – Friday below)

My Reminders - GRUMMERT, SUSAN - Thu - 09/01/2011

You Have 2 unread messages

You Have 0 unread messages in your Absence Queue

Refresh Close Window

Close Window

Mon 09/20/2010	Tue 09/21/2010	Wed 09/22/2010	Thu 09/23/2010	Fri 09/24/2010	Total
1000	1000	1000	1000	1000	
1000	1000	1000	1000	0	
Reg	Reg	Reg	Reg	Reg	
5.0	8.0	8.0	8.0	0.0	29.0
3.0	0.0	0.0	0.0	8.0	11.0
8.0	8.0	8.0	8.0	8.0	40.0
<input checked="" type="checkbox"/> S. GRUMMER	<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> S. GRUMMER	

13. Once all records have been edited, where applicable for Non-Exempt and/or Exempt employees, scroll to the bottom of the page and select "Save All" button.

a. View for saving Non-Exempt employees' information. "Save All"

GRUMMERT, SUSAN (13010385) [You have 2 New Messages](#) [View Details of Who](#) [Print](#) [Help](#)

Who: BUCKLEY, ANITA September 2010 My Reminders - GRUMMERT, SUSAN- Thu - 09/01/2011
 What: Detail Timesheet SAT SUN MON TUE WED THU FRI
 From: 09/18/2010 28 29 30 31 1 2 3
 To: 09/24/2010 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 1
 2 3 4 5 6 7 8
 Today

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

Payroll Details

User Defined Field Overrides: Submitted By: A. BUCKLEY

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	050	5204	08:00	12:45	4.75		\$0.00	1
<input type="radio"/>	BRK	LUNCH	050	5204	12:45	13:15	0.5		\$0.00	
<input type="radio"/>	WRK	HOURS WORKED	050	5204	13:15	17:00	3.75		\$0.00	1

REG 8.5 STP 0.0 OT2 0.0 ABS 0.0 WRK \$0.00 BRK \$0.00 Total \$0.00

Approval Status: ☒ K. POPE

REG 40.0 STP 0.0 OT2 1.0 ABS 0.0 WRK \$0.00 OFF \$0.00 BRK \$0.00 Total \$0.00

[Apply Changes](#) [View Clock Data...](#) [View Item Description...](#) [Add Row Below](#) [Insert Row Above](#)

Fri - 09/24/2010

Payroll Shift Detail

Select ☐ Sched Shift: 1380 [Apply Default](#) Start Date: 09/24/2010 Start Time: 08:00
 Actual Shift: 1380 End Date: 09/24/2010 End Time: 17:00

Payroll Details

User Defined Field Overrides: Submitted By: A. BUCKLEY

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	050	5204	08:00	12:45	4.75		\$0.00	1
<input type="radio"/>	BRK	LUNCH	050	5204	12:45	13:15	0.5		\$0.00	
<input type="radio"/>	WRK	HOURS WORKED	050	5204	13:15	16:00	2.75		\$0.00	1
<input type="radio"/>	WRK	HOURS WORKED	050	5204	16:00	17:00	1.0		\$0.00	1

REG 7.5 STP 0.0 OT2 1.0 ABS 0.0 WRK \$0.00 BRK \$0.00 Total \$0.00

Approval Status: ☒ K. POPE

REG 40.0 STP 0.0 OT2 1.0 ABS 0.0 WRK \$0.00 OFF \$0.00 BRK \$0.00 Total \$0.00

[Apply Changes](#) [View Clock Data...](#) [View Item Description...](#) [Add Row Below](#) [Insert Row Above](#)

[Save All](#) [View All Clock Data...](#) [Approve All](#)

b. View for saving Exempt employees' information.

GRUMMERT, SUSAN (13010385) [You have 2 New Messages](#) [View Details of Who](#) [Print](#) [Help](#)

Who: POPE, KRISTINE September 2010 My Reminders - GRUMMERT, SUSAN- Thu - 09/01/2011
 What: Timesheet SAT SUN MON TUE WED THU FRI
 From: 09/18/2010 28 29 30 31 1 2 3
 To: 09/24/2010 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 1
 2 3 4 5 6 7 8
 Today

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

Timesheet

POPE, KRISTINE (1304157): **Protect Date: Fri - 05/06/2011**

Sat 09/18/2010

Sched Shift: 0
 Actual Shift: 0

Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP
<input type="radio"/>	WRK	HOURS WORKED	090	1204	Submitted	\$0.00	0.0	0.0
<input type="radio"/>	ABP	VACATION DAY	090	1204	Submitted	\$0.00	0.0	0.0

Total Paid Hours: 0.0

Approval Status: ☒ Autopoll

[Apply Changes](#) [View Clock Data...](#) [Add Row Below](#) [Delete Row](#)

[Save All](#) [View All Clock Data...](#) [Approve All](#)

14. After all time is edited and saved, you are now prepared to "Approve" your employees' time.

15. Within the “What-List” select “View Payroll Summary” for the employee or group that is selected within the “Who” drop down.

a. View with one employee selected.

GRUMMERT, SUSAN (13010385) You have 2 New Messages View Details of Who Print Help

Who: BUCKLEY, ANITA September 2010 My Reminders - GRUMMERT, SUSAN- Thu - 09/01/2011
 You Have 2 unread messages
 You Have 0 unread messages in your Absence Queue

What: View Payroll Summary SAT SUN MON TUE WED THU FRI
 From: 09/18/2010 28 29 30 31 1 2 3
 To: 09/24/2010 4 5 6 7 8 9 10
 Go 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 Q-Links: Detail Timesheet Web Clock Timesheet Hours
 Worked Request A Day Off Calendar 25 26 27 28 29 30 1
 2 3 4 5 6 7 8
 Today

View Payroll Summary

BUCKLEY, ANITA:

Name	Payroll ID	Approval Status	Pay Date	Sched Shift	Actual Shift	Start Date and Time	End Date and Time	Code	Absence Hours	Reg	STP	Ot2	Submitted By
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> Autopoll	Sat - 09/18/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> Autopoll	Sun - 09/19/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> S. GRUMMER	Mon - 09/20/2010	1380	1380	08:30	17:00	(W),BRK	0.0	8.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> Autopoll	Tue - 09/21/2010	1380	1380	08:30	17:00	(W),BRK	0.0	8.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> S. GRUMMER	Wed - 09/22/2010	1380	1380	08:30	17:00	(W),BRK,PP	0.0	8.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> S. GRUMMER	Thu - 09/23/2010	1380	1380	08:00	17:00	(W),BRK	0.0	8.5	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> K. POPE	Fri - 09/24/2010	1380	1380	08:00	17:00	(W),BRK	0.0	7.5	0.0	1.0	A. BUCKLEY
Employee Grand Totals:									0.0	40.0	0.0	1.0	

Save All View All Clock Data... Approve All Filter...

b. View with a group of employees selected.

GRUMMERT, SUSAN (13010385) You have 2 New Messages View Details of Who Print Help

Who: - Product_Call_Center September 2010 My Reminders - GRUMMERT, SUSAN- Thu - 09/01/2011
 You Have 2 unread messages
 You Have 0 unread messages in your Absence Queue

What: View Payroll Summary SAT SUN MON TUE WED THU FRI
 From: 09/18/2010 28 29 30 31 1 2 3
 To: 09/24/2010 4 5 6 7 8 9 10
 Go 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 Q-Links: Detail Timesheet Web Clock Timesheet Hours
 Worked Request A Day Off Calendar 25 26 27 28 29 30 1
 2 3 4 5 6 7 8
 Today

View Payroll Summary

- Product_Call_Center:

Name	Payroll ID	Approval Status	Pay Date	Sched Shift	Actual Shift	Start Date and Time	End Date and Time	Code	Absence Hours	Reg	STP	Ot2	Submitted By
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> Autopoll	Sat - 09/18/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> Autopoll	Sun - 09/19/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> S. GRUMMER	Mon - 09/20/2010	1380	1380	08:30	17:00	(W),BRK	0.0	8.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> Autopoll	Tue - 09/21/2010	1380	1380	08:30	17:00	(W),BRK	0.0	8.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> S. GRUMMER	Wed - 09/22/2010	1380	1380	08:30	17:00	(W),BRK,PP	0.0	8.0	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> S. GRUMMER	Thu - 09/23/2010	1380	1380	08:00	17:00	(W),BRK	0.0	8.5	0.0	0.0	A. BUCKLEY
BUCKLEY, ANITA	13012716	<input checked="" type="checkbox"/> K. POPE	Fri - 09/24/2010	1380	1380	08:00	17:00	(W),BRK	0.0	7.5	0.0	1.0	A. BUCKLEY
BUCKLEY, ANITA	13026008	<input checked="" type="checkbox"/> Autopoll	Sat - 09/18/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	K. CARTER
CARTER, KATHLEEN	13026008	<input checked="" type="checkbox"/> Autopoll	Sun - 09/19/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	K. CARTER
CARTER, KATHLEEN	13026008	<input checked="" type="checkbox"/> Autopoll	Mon - 09/20/2010	1362	1362	07:00	15:30	(W),BRK	0.0	8.0	0.0	0.0	K. CARTER
CARTER, KATHLEEN	13026008	<input checked="" type="checkbox"/> Autopoll	Tue - 09/21/2010	1362	1362	07:00	15:30	(W),BRK	0.0	8.0	0.0	0.0	K. CARTER
CARTER, KATHLEEN	13026008	<input checked="" type="checkbox"/> K. POPE	Wed - 09/22/2010	1362	1362	07:00	15:30	(W),BRK,PP	0.0	8.0	0.0	0.0	K. CARTER
CARTER, KATHLEEN	13026008	<input checked="" type="checkbox"/> K. POPE	Thu - 09/23/2010	1362	1362	07:00	16:30	(W),BRK	0.0	9.0	0.0	0.0	K. CARTER
CARTER, KATHLEEN	13026008	<input checked="" type="checkbox"/> S. GRUMMER	Fri - 09/24/2010	1362	1362	07:00	16:30	(W),BRK	0.0	7.0	0.0	2.0	K. CARTER
GAUL, JOAN	1304945	<input checked="" type="checkbox"/> Autopoll	Sat - 09/18/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	J. GAUL
GAUL, JOAN	1304945	<input checked="" type="checkbox"/> Autopoll	Sun - 09/19/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	J. GAUL
GAUL, JOAN	1304945	<input checked="" type="checkbox"/> S. GRUMMER	Mon - 09/20/2010	1473	1473	06:00	16:30	(W),BRK	0.0	10.0	0.0	0.0	J. GAUL
GAUL, JOAN	1304945	<input checked="" type="checkbox"/> S. GRUMMER	Tue - 09/21/2010	1473	1473	06:00	16:30	(W),BRK	0.0	10.0	0.0	0.0	J. GAUL
GAUL, JOAN	1304945	<input checked="" type="checkbox"/> K. POPE	Wed - 09/22/2010	1473	1473	06:30	17:00	(W),BRK	0.0	10.0	0.0	0.0	J. GAUL
GAUL, JOAN	1304945	<input checked="" type="checkbox"/> K. POPE	Thu - 09/23/2010	1473	1473	05:00	15:30	(W),LE	1.0	10.0	0.0	0.5	J. GAUL
GAUL, JOAN	1304945	<input checked="" type="checkbox"/> K. POPE	Fri - 09/24/2010	1473	1473	05:30	16:00	(W),BRK,LE	0.5	0.0	0.0	10.0	J. GAUL
HOTTENDORF, SAMANTHA	13069328	<input checked="" type="checkbox"/> Autopoll	Sat - 09/18/2010	0	0	00:00	00:00	(D)	0.0	0.0	0.0	0.0	S. HOTTENDORF

Done

c. **Red records** show that a given day was not worked to the employee's assigned schedule. (most likely already reviewed and/or edit in a previous step within this document)

d. Black records show that a given day was worked as expected to schedule (denoted by “autopoll”)

16. The desire at this point in the process of approving employee time is that all records are ready for approval and no further modifications need to be made.

17. Once you are satisfied with the records shown within the “View Payroll Summary” screen you will select “Approve All” from the very bottom of the screen.

The screenshot displays the 'View Payroll Summary' interface for GRUMMERT, SUSAN (13010385). The top section includes navigation links like 'You Have 2 New Messages', 'View Details of Who', 'Print', and 'Help'. Below this, there are filters for 'Who' (Product_Call_Center), 'What' (View Payroll Summary), 'From' (09/18/2010), and 'To' (09/24/2010). A calendar for September 2010 is shown, with dates 18 through 24 highlighted. A 'Q-Links' section provides shortcuts to 'Detail Timesheet', 'Web Clock', 'Timesheet', 'Hours Worked', 'Request A Day Off', and 'Calendar'. On the right, a 'My Reminders' box indicates 2 unread messages and 0 unread messages in the absence queue. The main table lists employees and their time entries for the period. The 'Employee Grand Totals' row shows a total of 34.75 hours, 361.5 minutes, and 0.0 seconds. At the bottom, there are buttons for 'Save All', 'View All Clock Data...', 'Approve All' (highlighted with a red box), and 'Filter...'. The 'Approve All' button is the focus of the instruction.

Employee	ID	Time Entry	Start Date	End Date	Start Time	End Time	Duration	Notes
ROBBINS, LYLE	13074127	Autopoll	Sat - 09/18/2010	0	0	00:00	00:00 (D)	0.0 0.0 0.0 0.0
ROBBINS, LYLE	13074127	Autopoll	Sun - 09/19/2010	0	0	00:00	00:00 (D)	0.0 0.0 0.0 0.0
ROBBINS, LYLE	13074127	Autopoll	Mon - 09/20/2010	1409	1409	09:00	17:30 (W),BRK	0.0 8.0 0.0 0.0
ROBBINS, LYLE	13074127	Autopoll	Tue - 09/21/2010	1409	1409	09:00	17:30 (W),BRK	0.0 8.0 0.0 0.0
ROBBINS, LYLE	13074127	Autopoll	Wed - 09/22/2010	1409	1409	09:00	17:30 (W),BRK	0.0 8.0 0.0 0.0
ROBBINS, LYLE	13074127	K. POPE	Thu - 09/23/2010	1409	1409	08:00	17:30 (W),BRK	0.0 9.0 0.0 0.0
ROBBINS, LYLE	13074127	K. POPE	Fri - 09/24/2010	1409	1409	09:00	18:00 (W),BRK	0.0 8.5 0.0 0.0
SCHWERY, WENDY	1307397	S. GRAY	Sat - 09/18/2010	0	80	06:00	12:00 (W)	0.0 6.0 0.0 0.0
SCHWERY, WENDY	1307397	S. GRAY	Sun - 09/19/2010	80	80	07:00	12:30 (W),LE,LT	16.5 5.5 0.0 0.0
SCHWERY, WENDY	1307397	S. GRUMMER	Mon - 09/20/2010	1362	1362	08:00	16:30 (W),BRK	0.0 10.0 0.0 0.0
SCHWERY, WENDY	1307397	S. GRUMMER	Tue - 09/21/2010	1362	1362	08:00	16:30 (W),BRK	0.0 10.0 0.0 0.0
SCHWERY, WENDY	1307397	K. POPE	Wed - 09/22/2010	1362	1362	06:00	16:30 (W),BRK,PP	0.0 8.5 0.0 1.5
SCHWERY, WENDY	1307397	K. POPE	Thu - 09/23/2010	1362	1362	06:00	16:30 (W),BRK	0.0 0.0 0.0 10.0
SCHWERY, WENDY	1307397	K. POPE	Fri - 09/24/2010	1362	1362	06:00	16:30 (W),BRK	0.0 0.0 0.0 10.0
SORENSEN, LINDA	13029388	S. GRAY	Sat - 09/18/2010	0	80	06:00	14:00 (W)	0.0 8.0 0.0 0.0
SORENSEN, LINDA	13029388	S. GRAY	Sun - 09/19/2010	0	80	09:00	12:00 (W)	0.0 3.0 0.0 0.0
SORENSEN, LINDA	13029388	S. GRAY	Mon - 09/20/2010	1366	1366	07:00	17:00 (W),BRK	0.0 9.5 0.0 0.0
SORENSEN, LINDA	13029388	S. GRAY	Tue - 09/21/2010	1366	1366	07:30	17:00 (W),BRK	0.0 9.0 0.0 0.0
SORENSEN, LINDA	13029388	S. GRUMMER	Wed - 09/22/2010	1366	1366	06:30	17:00 (W),BRK,PP	0.0 10.0 0.0 0.0
SORENSEN, LINDA	13029388	S. GRUMMER	Thu - 09/23/2010	1366	1366	07:30	17:00 (W),BRK	0.0 0.5 0.0 8.5
SORENSEN, LINDA	13029388	S. GRAY	Fri - 09/24/2010	1366	1366	07:30	17:00 (W),BRK	0.0 0.0 0.0 9.0
Employee Grand Totals:								34.75 361.5 0.0 61.5

- Employees per Page: 10 Save
- *NOTE* - The “Approve All” action can be done for a single employee or a group

18. After clicking “Approve All” you now click “Save All.”

- Please remember to select “Approve All” first, ... then “Save All”
- This may seem redundant, but should be seen as “saving the approvals that were just completed”

19. You are now finished!

Addendum: Performance Pay/Shift Pay

Performance Pay:

The amount of performance pay earned for the entire week will be entered on a single day, on a single row labeled "Performance Pay", the amount you will be paid is found in the amount field. Once you've verified this value is correct, click the "Submit All for Approval" button at the bottom on the screen.

If you feel this amount is incorrect, DO NOT submit your time. Contact your manager.

Select	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Hour Type	Amount	Shift Code
<input type="radio"/>	HOURS WORKED	100	8075	09:00	17:00	8.0		REG	\$0.00	
<input type="radio"/>	PERFORMANCE PAY	00	8075					REG	12.50	

Employee Totals: 0.0 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

Totals: 40.0 ABS 0.0 WRK \$0.00 OFF \$0.00 Total \$0.00

Apply Changes View Clock Data... Submit for Approval View Item Description... Add Row Below Insert Row Above

Shift Pay:

If an employee earned shift pay and want to review it, you may do so on the "Detail Timesheet" as well. The "Shift Code" field will have the shift pay code you earned. You can look to the "Duration" box for each day to see how many hours of that code were worked. The "Amount" field will NOT show you how much Shift Pay you earned in dollars as this amount will be calculated during the payroll process for all appropriate hours. (The "Amount" field is used for Performance Pay only.)

**Note* - Shift Pay rules are calculated based on hours within each employee's timesheet every Saturday through Monday at 4 AM and for one final time on Tuesday at 10AM.*

Detail Timesheet

SHELTON, JON (13040692):

Sat - 01/09/2010

Payroll Shift Detail

Select ☐ Sched Shift: 0 Start Date: 01/09/2010 Start Time: 00:00

Actual Shift: 0 End Date: 01/09/2010 End Time: 00:00

Payroll Details

Record Overrides: ☒ Use System Breaks

User Defined Field Overrides: Submitted By: J. SHELTON

Select	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Hour Type	Amount	Shift Code
<input type="radio"/>	HOURS WORKED	AUTO	AUTO	00:00	00:00	8.0		REG	\$0.00	1

Employee Totals: 0.0 ABS 0.0 OFF \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

Totals: 40.0 ABS 0.0 WRK \$0.00 OFF \$0.00 Total \$0.00

Apply Changes View Clock Data... Submit for Approval View Item Description... Add Row Below Insert Row Above Delete Row

Cybershift Record Editing Notes

- Any edited timesheet records within Cybershift (no matter how old the original record may be) must be reapproved **AND** saved by the manager who is modifying the data.
 - If a record is modified, saved and not approved this will cause the originally approved/saved record to be seen by Cybershift as “hours no longer approved” and will be deducted from the current time balance for the next available pay period.
- Any timesheet edits made to prior approved/saved records can and/or will cause the current time balance to change for the next available pay period.
 - That is, if *Martin D. Manager* can edit *Tommy Terrific’s* time from 3 weeks ago to reflect a change in hours paid. This will trigger an increase and/or decrease in total hours that will flow through to the current pay period. (depending upon what action, adding or removing time, was taken)

Example 1:

Martin D. Manager realizes that Jane Doe should have been marked down for 4 hours of personal time as opposed to the sick pay that was originally coded within Cybershift roughly 5 weeks ago. Martin D. Manager edits the given record (causing the approval status to change from approved to unapproved) and makes sure to SAVE the changes prior to leaving Cybershift. However, Martin D. Manager forgot to select the “approve all” button for that given record of time prior to selecting “save all.” Therefore, on the next available pay period, Cybershift will gather all data and see that this, once approved and paid, record has now been “unapproved.” So, the system will decrease the hours for the next available pay period by 4 hours. The unapproved time has to be deducted from Jane’s paycheck. (in Cybershift’s logic)

To keep changes like the situation above from impacting a person’s paycheck, Martin D. Manager has to remember to select the “approve all” button prior to saving and leaving the system. This ensures that no impact will be seen on the next available pay period. The changes would have been recorded for future reference and reporting and that would have been all that occurred.

Example 2:

Martin D. Manager needs to edit some records for Tommy Terrific’s time card from the previous pay period. It was discovered that 16 hours of regular worked hours should have been coded as vacation time. Martin D. Manager edits the records (causing the approval status to change from approved to unapproved) and then selects “approve all” and “save all” to show the record is still approved. Cybershift queries for any changes to all records prior to pulling hours for the next available pay period. It sees that the record for Tommy Terrific has been modified, but the

hours paid are equivalent to what it was prior (and the record is marked APPROVED) so no changes will flow through to the current pay period.

Obviously there are several scenarios that can be presented for editing time records for employees in the past within Cybershift. What needs to be taken away from this document is the fact that IF a record is modified within Cybershift, it can and/or will cause paycheck variances.

Again:

- 1.) If a record is modified, saved **but not** “reapproved” (by selecting the “approve all” button prior to the “save all” button) the time will be deducted from the next available pay period. (it is being seen as “time that should not have been approved and therefore, needs to be accounted for)
- 2.) If a record is modified, “reapproved” (by selecting the “approve all” button) and saved (by selecting the “save all” button) the time (as long as the balance of payable hours is not different) will not impact the employee’s paycheck.

As a reference, below you will find a screen capture of the 2 buttons talked about above. The “Approve All” and “Save All” buttons.

Payroll Shift Detail

Select ☐ Sched Shift: 0 Start Date: 09/23/2010 Start Time: 00:00

Actual Shift: 0 End Date: 09/23/2010 End Time: 00:00

Payroll Details

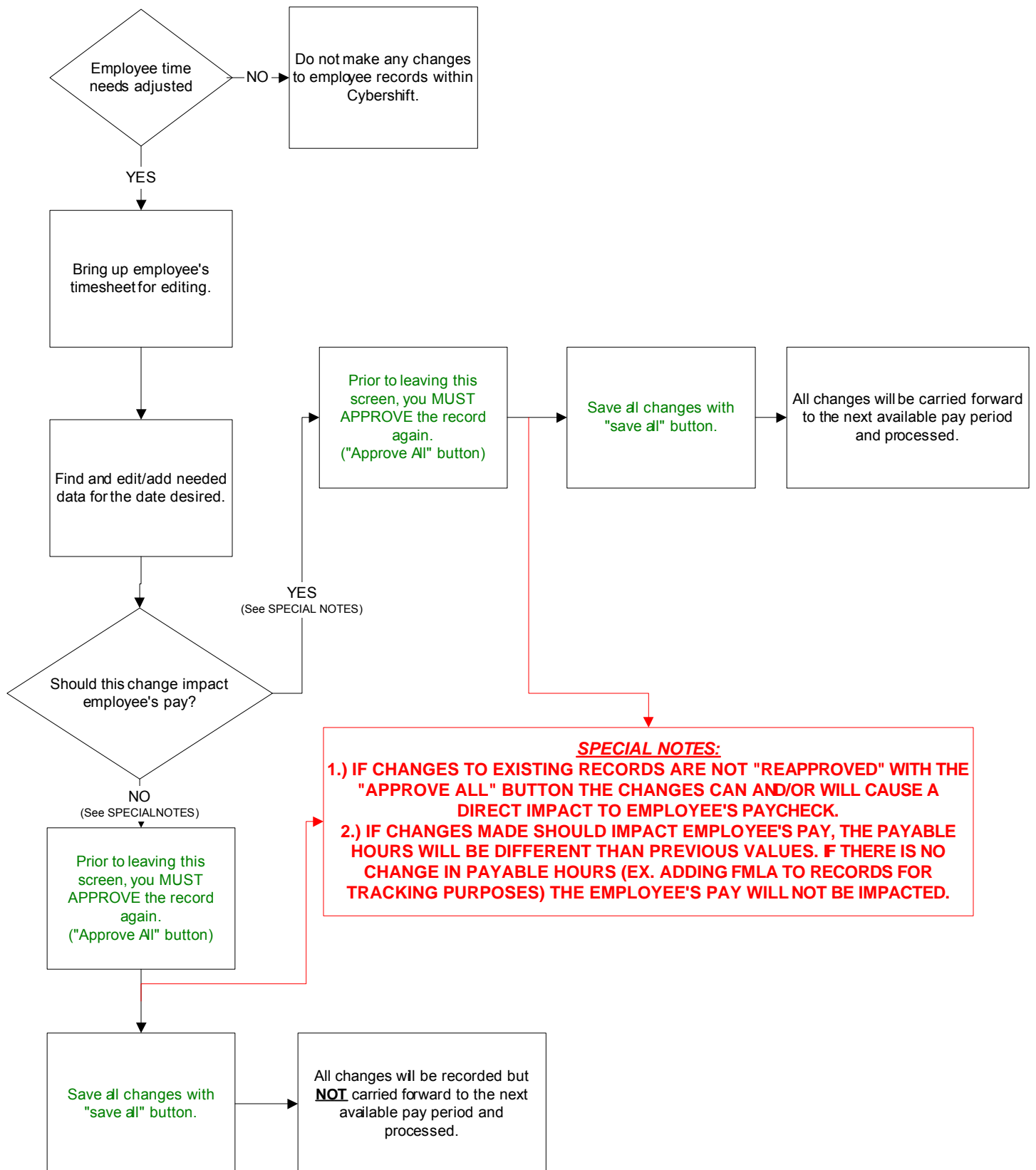
Record Overrides: ☐ Manual Calc

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	OFF	(D)	AUTO	AUTO	00:00	00:00	0.0		\$0.00	
REG 0.0 OT1 0.0 OT2 0.0 ABS 0.0 OFF \$0.00 Total \$0.00										
Approval Status: <input checked="" type="checkbox"/> Autopoll										
REG 0.0 OT1 0.0 OT2 0.0 ABS 0.0 OFF \$0.00 Total \$0.00										
<input type="button" value="Apply Changes"/> <input type="button" value="View Clock Data..."/> <input type="button" value="View Item Description..."/> <input type="button" value="Add Row Below"/> <input type="button" value="Insert Row Above"/> <input type="button" value="Delete Row"/>										
<input type="button" value="Save All"/> <input type="button" value="View All Clock Data..."/> <input type="button" value="Approve All"/>										

After the “Approve All” button is selected, THEN you save the changes. (along with saving the approval you just created.)

This button must be selected 1st
after any record changes are made.



Cybershift “Action/Code” Key

1. Action: WRK – Worked

a. Codes Available:

Select Action Code Cost Center Position Role

☐ WRK 100 8075

Total Paid Hours:

Approval Status:

b.

2. Action: ABP – Absent Paid

a. Codes Available:

Select Action Code Cost Center Position

☐ ABP 100 8075

Total Paid Hours:

Approval Status:

b.

3. Action: ABU – Absent Unpaid

a. Code Available:

Select Action Code Cost Center Position Role

☐ ABU 100 8075

Total Paid Hours:

Approval Status:

****PLEASE NOTE****
CDS SICK is the same as
Family Sick

b.

How to Create Custom Employee Groups Through Cybershift

Managers & Supervisors

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
Detail Timesheet
Timesheet

To: View Payroll Summary

Q-Links: -----ABSENCE APPROVALS-----
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

January 2010

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

Page 1 Of 54 << First Page Previous Page 1 2 3 4 5 6 7 8 9

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' window. 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 GRUMMERT, SUSAN, who is checked. At the bottom, there are 'Page 1 Of 54', 'First Page', 'Previous Page', 'Next Page', 'Last Page >>', and a 'Save' button. Red circles and numbers highlight specific features: '1' points to the 'Previous Page' button, '2' points to the page numbers '1 2 3 4 5 6 7 8 9', and '3' points to the 'Next Page' 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' window with search results. The 'Search Criteria' text box contains 'ANDERSEN' and the 'Search' button is highlighted with a red circle. Below the search bar, the 'Employees' section shows a table with columns for 'Select', 'Name', and 'Payroll'. The table lists 'ANDERSEN, CHERYL 1303071', who is checked. At the bottom, there are 'Page 1 Of 1', '<< First Page', 'Previous Page', 'Next Page', 'Last Page >>', and a 'Save' button. Red circles highlight the 'Search' button and the checked employee row.

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.

Create Custom Employee Groups

Select All Deselect All Search Criteria: Search

Employees:

Select	Name	Payroll ▲
<input type="checkbox"/>	HANSEN, KELLY	13010199
<input type="checkbox"/>	CHAPMAN, KELLY	13012337
<input type="checkbox"/>	KELLY, JOHN	13071413

Page 1 Of 1 << First Page Previous Page

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

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.

How to Schedule a Temporary Shift Through Cybershift

Managers & Supervisors

1. In the “Who” drop-down select the employee you want to schedule the shift change for.
2. In the “What” drop-down go under “Utilities and Information” and select “Schedule Shift Change”.

RICE, PATRICK (13010311) Id: Search View Details of Who Preferences Print Help

Who: GRAY, STEPHANIE May 2010

What: Schedule Shift Changes

From: 05/08/2010 To: 05/14/2010

Go

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

Selected Date Range

3. On the calendar select the date or dates you want to schedule the shift change for.
4. Click “Go”
5. In the bottom pane, using the “Shift” drop-down boxes, change the shift on the days that apply. In this example Friday was changed from 1468 to 1473. You’ll note when this drop down is change it changes the “Start Time” and “End Time” fields values as appropriate, so you know you’ve selected the correct shift.

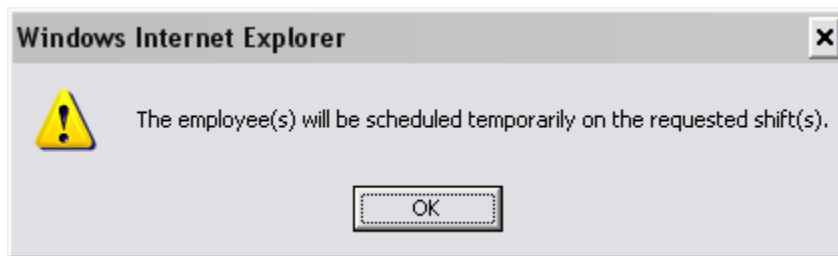
Schedule Shift Changes

GRAY, STEPHANIE (13043741):

Select	Date	Shift	Start Time	End Time	Reason	Hour Type	Duration
<input type="radio"/>	Sat - 05/08/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Sun - 05/09/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Mon - 05/10/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Tue - 05/11/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Wed - 05/12/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Thu - 05/13/2010	1468	07:30	16:00		REG	08:00
<input checked="" type="radio"/>	Fri - 05/14/2010	1473	08:00	16:30		REG	08:00

Schedule Shift Changes Remove Shift Changes View Shift Details Add Row Below Delete Row View Calendar

6. Click “Schedule Shift Changes”
7. You receive the following message



8. Click "OK".

Additional Information:

1. If you've scheduled a shift change and need to remove it, repeat steps 1 through 5, then simply click the radio button next to the shift, (note a temporary shift change will have a "T" next to the shift to denote it. Then click the "Remove Shift Changes" button.

Select	Date	Shift	Start Time	End Time	Reason	Hour Type	Duration
<input type="radio"/>	Sat - 05/08/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Sun - 05/09/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Mon - 05/10/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Tue - 05/11/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Wed - 05/12/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Thu - 05/13/2010	1468	07:30	16:00		REG	08:00
<input checked="" type="radio"/>	Fri - 05/14/2010	1473 T	08:00	16:30		REG	08:00

2. As you can see there are no descriptions next to the shift number, so you don't necessarily know what hours are applied to a shift. A reference sheet will be available under the "What" list under "Utilities and Information", called "Shift Number List".