

How to Submit Weekly Time Through Cybershift

Non-Exempt (Hourly)

1. Log into Cybershift using the method provided by your specific site.
 - a. Options would be: Desktop shortcut, www.askCDS.com , etc.
2. Log into Hearst SSO (this is the same id and password you use to get view your paystub)

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

[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. Highlight the entire prior week by clicking and dragging over the days.

SHELTON, JON (13040692) Id : Search [View Details of Who](#) [Preferences](#)

Who: January 2010

What:

From:

To:

Q-Links: [Detail Timesheet](#) [Timesheet - Web Clock](#) [Timesheet](#) [Hours Worked](#) [Help Desk Ticket](#)

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

Selected Date Range

4. In the “Q-Links” section click on “Hours Worked”

SHELTON, JON (13040692) Id : Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

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Selected Date Range

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 on to the next step.

Hours Worked								
SHELTON, JON (13040692):								
Sat - 01/09/2010 to Fri - 01/15/2010								
Date	Sat - 01/09/2010	Sun - 01/10/2010	Mon - 01/11/2010	Tue - 01/12/2010	Wed - 01/13/2010	Thu - 01/14/2010	Fri - 01/15/2010	Total
Reg	0.0	0.0	8.0	8.0	8.0	8.0	8.0	40.0
OT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	8.0	8.0	8.0	8.0	8.0	40.0

6. Make sure the prior week is still selected then in the “Q-Links” section click “Detail Timesheet”

SHELTON, JON (13040692) Id: Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who: January 2010

What:

From: To:

Go

Q-Links: Detail Timesheet Timesheet - Web Clock Timesheet Hours Worked Help Desk Ticket

Select Date Range

7. This screen is where you approve your time. Scroll to the very bottom of the screen and click. “Submit All for Approval”. (Note if you have performance pay or Shift Pay and want to review those numbers before approving see sections below)

Fri - 01/15/2010

Payroll Shift Detail

Select ☐ Sched Shift: Apply Default Start Date: Start Time:

Actual Shift: End Date: End Time:

Payroll Details

Record Overrides: ☒ Use System Breaks

User Defined Field Overrides: Submitted By:

Select Code Cost Center Position Start Time End Time Duration

☐ HOURS WORKED 100 8075 09:00 17:00

Employee Totals: 8.0 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 I

Save All View All Clock Data... Submit All for Approval

8. You should receive the following pop-up. You are now done. You can close out of Cybershift.



Addendum: Performance Pay/Shift Pay

Performance Pay:

The amount 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	100	8075					REG	12.50	

Employee Totals: 8.0 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 you 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, this field is used for Performance Pay only.

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: 8.0 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

