

How to Record a Paid Veterans' Day in Cybershift

For Non-Exempt Employees

1. Select the date.
2. Click "Detail Timesheet" from the Q-links.
3. Enter "80" in the Actual Shift line to modify the day.
4. Record hours worked in the first detail line as if the employee was present on that day.
5. Record a new detail line by clicking the Select radio button next to the "WRK" line and selecting the Add A Row button found at the bottom of the page.
6. Enter the action "ABU" in the action drop down and code "Military" in the new line. Make sure the unpaid duration is the same number of hours as the employee's regular hours worked in the line above.
7. Click "Save All" using the button below the details lines.

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https://hearst.cybershift.net/ute/jsp/UnifiedTimeEntry.jsp?command=init

File Edit View Favorites Tools Help

Convert Select

Unified Workforce Interface - The 'HE...

FERGUSON, JENEEN 1309558 Id: Search View Details of Who Preferences Print Help Minimize Top Logout

Who: GRAY, STEPHANIE November 2013

What: Detail Timesheet

From: 11/08/2013

To: 11/08/2013

Go

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

Batch: SOD PHP LCD RPD RCLCP

Today

Workflow Queues

Queues Item Count

Absence Queues 0

Close Window

Payroll Shift Detail

Select Sched Shift: 1001 Apply Default Start Date: 11/08/2013 Start Time: 09:00

Actual Shift: 80 End Date: 11/08/2013 End Time: 17:00

Payroll Details

Record Overrides: Manual Calc Shift Code Override

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	100	8860	09:00	17:00	8.0		\$0.00	
<input type="radio"/>	ABU	MILITARY	100	8860			8.0			

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

Approval Status: J. FERGUSON

Apply Changes View Clock Data... Add Row Below Insert Row Above Delete Row Add Shift

Page Totals: REG 8.0 STP 0.0 OT2 0.0 ABS 0.0 WRK \$0.00 Total \$0.00

Grand Totals: REG 8.0 STP 0.0 OT2 0.0 ABS 0.0 Total \$0.00

Save All View All Clock Data... Approve All

Employees per Page: 1 Save

<< First Page Previous Page 1 Next Page Last Page >>

Page: 1 of 1

Done

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How to Record a Paid Veterans' Day in Cybershift

For Exempt Employees

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Page Safety Tools

FERGUSON, JENEEN 1309558 Id: Search View Details of Who Preferences Print Help Minimize Top Logout

Who: - Me November 2013

What: Timesheet

From: 11/06/2013

To: 11/06/2013

Go

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

Batch: SOD PHP LCD RPD RCLCP

Today

Workflow Queues

Queues Item Count

Absence Queues 0

Close Window

Timesheet

FERGUSON, JENEEN (1309558):

Sched Shift: 1000

Actual Shift: 1000

Wed 11/06/2013

Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2	Total
<input type="radio"/>	WRK	HOURS WORKED	100	8080		\$0.00	8.0	0.0	0.0	8.0
<input type="radio"/>	ABU	MILITARY	100	8080		\$0.00	8.0	0.0	0.0	8.0
Total Paid Hours:							8.0			8.0

Approval Status:

Apply Changes View Clock Data... Submit for Approval Add Row Below Delete Row

Page Totals:

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

Done

Internet | Protected Mode: On

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