

How to Code Family Ill within Cybershift

CDS Global will allow employees to be paid up to a maximum of 80 hours (per calendar year) of accrued sick pay for the birth of the employee's child, or for injury or illness of the employee's spouse, dependent child or parent.

Employees are able to use 80 hours of paid sick time (Sick Pay, within Cybershift) as Family Sick time (CDS sick, within Cybershift) per year for the family members listed above.

When entering this time into Cybershift you need to use the "add a row below" button (after first selecting a given row, via the radio button to the left of the row) and add the needed codes (one row for SICK Pay for yourself and/or two rows if a family member is sick; SICK PAY to be paid for being absent & CDS Sick to track that it was related to a family member and not yourself):

When entering this time into Cybershift, it should appear as the examples detailed below:

ABP (absent paid codes within Cybershift) SICK PAY 8 hours

Sick Pay hours are paid time

ABU (absent unpaid codes within Cybershift) CDS SICK (family sick) 8 hours

CDS Sick hours are unpaid time

Detail Timesheet View (From "Q-Links")

Managers will use the Detail Timesheet to edit their non-exempt employees' time.

Tue - 09/27/2011

Payroll Shift Detail

Select ☐ Sched Shift: 1494 Start Date: 09/27/2011 Start Time: 00:00
Actual Shift: 0 End Date: 09/27/2011 End Time: 00:00

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	ABP	SICK PAY	100	8860			8.0		\$0.00	
<input type="radio"/>	ABU	CDS SICK	100	8860			8.0		\$0.00	

REG 8.0 STP 0.0 OT2 0.0 ABS 16.0 ABP \$0.00 ABU \$0.00 Total \$0.00

Approval Status: ☐ D. FLAHERTY

REG 16.0 STP 0.0 OT2 0.0 ABS 40.0 ENT 3.083 WRK \$0.00 ABP \$0.00 ABU \$0.00 OFF \$0.00 Total \$0.00

Timesheet View (From "Q-Links")

Exempt employees will edit their own time using the Timesheet OR managers can use the Timesheet to edit their exempt employees' time.

										Sat 09/24/2011			Sun 09/25/2011			Mon 09/26/2011
										Sched Shift: 0			0			1000
										Actual Shift: 0			0			1000
select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2	Reg	STP	OT2	Reg			
<input type="radio"/>	WRK	HOURS WORKED	100	8075		\$0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0			
<input type="radio"/>	ABP	SICK PAY	AUTO	AUTO		\$0.00	0.0	0.0	0.0	0.0	0.0	0.0	8.0			
<input type="radio"/>	ABU	CDS SICK	AUTO	AUTO		\$0.00	0.0	0.0	0.0	0.0	0.0	0.0	8.0			
Total Paid Hours:							0.0			0.0			8.0			
Approval Status:							<input type="checkbox"/> D. FLAHERTY			<input type="checkbox"/> D. FLAHERTY			<input type="checkbox"/> D. FLAHERTY			
<input type="button" value="Apply Changes"/> <input type="button" value="View Clock Data..."/> <input type="button" value="Submit for Approval"/> <input type="button" value="Add Row Below"/> <input type="button" value="Delete Row"/>																