

Editing Daily Records for Accurate Hours

It has been brought to our attention that editing records within Cybershift is increasingly frustrating when the employee works hours that differ from their assigned schedule. For example, the employee forgot to swipe out at the end of the day, didn't take a scheduled lunch, took a short/long lunch, etc. Information was given to all managers, supervisors, as well as non-exempt employees in training courses that "clock swipes would override the scheduled shift for non-exempt employees." We've come to discover that this IS NOT the case and the system will always try to assist management/employees by including the lunch breaks and clock in and out times as their schedule dictates. After several meetings with Hearst Service Center staff as well as the Cybershift Support Team this is the way the system was originally created to function and it would take custom programming and several additional hours/days to have a fix ready to simply test.

The Cybershift Conversion Team explored several other options within the system to help ensure the clock swipes would not ever be overridden. However, there was never a clear cut manner to use that would not alter the main functionality of how the system is setup to record and report employee hours. Therefore, we have settled on a manual edit of the records that are in need and the steps are laid out below for you to follow if/when needed.

Here are the steps the Cybershift Conversion Team are suggesting be taken in order to correct these records.

- 1.) Select the employee that needs edited.

The screenshot shows the Cybershift system interface. At the top, there is a header bar with the text "FLAHERTY, DANIEL (13034783) Id: " followed by a search button and links for "View Details of Who" and "Preferences". Below this, the "Who:" dropdown menu is highlighted with a red box. The "What:" dropdown menu is set to "Detail Timesheet". The "From:" date is "09/26/2011" and the "To:" date is "09/28/2011". A "Go" button is located below the date fields. To the right of the date fields is a calendar grid for September 2011. The calendar grid shows the days of the week (SAT, SUN, MON, TUE, WED, THU, FRI) and the dates. The dates 26, 27, and 28 are highlighted in green. Below the calendar grid is a "This Week" dropdown menu.

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

2.) Select the date or date range that needs changes.

FLAHERTY, DANIEL (13034783) Id: Search View Details of Who Prefer

Who: September 2011

What: Detail Timesheet

From: 09/26/2011

To: 09/28/2011

Go

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

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

This Week

3.) Choose Detail Timesheet from the Q-Links section.

FLAHERTY, DANIEL (13034783) Id: Search View Details of Who Prefer

Who: September 2011

What: Detail Timesheet

From: 09/26/2011

To: 09/28/2011

Go

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

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

This Week

4.) Find the day that you want to modify from the Detail Timesheet

FLAHERTY, DANIEL (13034783) Id: Search View Details of Who Preferences Print Help

Who: September 2011

What: Detail Timesheet

From: 09/26/2011

To: 09/28/2011

Go

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

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

This Week

Mon - 09/26/2011

Payroll Shift Detail

Select ☐ Sched Shift: 1494 Start Date: 09/26/2011 Start Time: 00:00

Actual Shift: 0 End Date: 09/26/2011 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"/>	ABU	NO CLOCK SWIPES	100	8860			8.0		\$0.00	

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

Approval Status: ☐ Autopoll

REG 0.0 STP 0.0 OT2 0.0 ABS 24.0 ABU \$0.00 Total \$0.00

5.) Change “Actual Shift” from its current value to “80” (no matter what the “Sched Shift” shows)

FLAHERTY, DANIEL (13034783) Id: Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who: September 2011

What: Detail Timesheet

From: 09/26/2011

To: 09/28/2011

Go

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

SAT	SUN	MON	TUE	WED	THU	FRI
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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

This Week

Mon - 09/26/2011

Payroll Shift Detail

Select ☐ Sched Shift: 1494 Start Date: 09/26/2011 Start Time: 00:00

Actual Shift: 0 End Date: 09/26/2011 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"/>	ABU	NO CLOCK SWIPES	100	8860			8.0		\$0.00	

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

Approval Status: ☐ Autopoll

REG 0.0 STP 0.0 OT2 0.0 ABS 24.0 ABU \$0.00 Total \$0.00

6.) Make all edits needed. (remove rows, edit times, add rows, etc.)

FLAHERTY, DANIEL (13034783) Id: Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who: September 2011

What: Detail Timesheet

From: 09/26/2011

To: 09/28/2011

Go

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

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

This Week

Mon - 09/26/2011

Payroll Shift Detail

Select ☐ Sched Shift: 1494 Start Date: 09/26/2011 Start Time: 07:30

Actual Shift: 80 End Date: 09/26/2011 End Time: 15:30

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"/>	WRK	HOURS WORKED	100	8860	07:30	15:30	8.0		\$0.00	

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

Approval Status: ☐ Autopoll

REG 0.0 STP 0.0 OT2 0.0 ABS 24.0 ABU \$0.00 Total \$0.00

7.) Now choose “Apply Changes”

The screenshot shows the 'Detail Timesheet' for employee FLAHERTY, DANIEL (13034783). The interface includes a search bar, navigation links (View Details of Who, Preferences, Print, Help), and a calendar for September 2011. The 'Payroll Shift Detail' section shows a selected shift of 1494, start time of 07:30, end time of 15:30, and dates from 09/26/2011 to 09/26/2011. The 'Payroll Details' table shows a total of \$0.00 for the shift. A modal dialog box is open, displaying the message 'Saved successfully.' and an 'OK' button.

“Shift 80” is what Cybershift refers to as an “Open Shift” and that is why we suggest changing the employees to “80” in order to edit them without issues. This should not try to override what you’ve entered and this is where we were seeing the vast majority of the issues.

PLEASE NOTE!! → Lastly, we suggest NEVER USING the “Apply Default” button within the “Payroll Shift Detail” area. This is something that only the Cybershift Conversion Team should be utilizing. The use of Shift 80 within the Actual Shift should be the only modification a manger should ever make to the Payroll Shift Detail area.

Additional examples follow.

Removing a lunch break that did not occur

- 1.) Follow all steps from above up to step 6.
 - a. (1) Select the employee
 - b. (2) Select the date or date range

- c. (3) Choose Detail Timesheet
 - d. (4) Find the day within the Detail Timesheet that needs modifications
 - e. (5) Change “Actual Shift” to show “80” in the drop down
- 2.) This is how to adjust the lunch record when a lunch wasn’t actually taken but Cybershift adds the lunch record regardless of clock swipes.

- a. Actual clock swipe data

From: Fri - 09/23/2011		To: Fri - 09/23/2011				
Status	Clock Date	Clock Time	Type	Center	Position	Terminal
0	Fri - 09/23/2011	07:35	ON			01A24D
0	Fri - 09/23/2011	16:35	OF			01A24D

- b. Initial view of Detail Timesheet with lunch record that should not have been added.

Payroll Shift Detail

Select ☐ Sched Shift: 1463 Start Date: 09/23/2011 Start Time: 07:30
 Actual Shift: 1463 End Date: 09/23/2011 End Time: 16:30

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	09:30	2.0
<input type="radio"/>	BRK	LUNCH	100	1801	10:30	13:15	2.75
<input type="radio"/>	WRK	HOURS WORKED	100	1801	13:15	16:30	3.25

- c. Change “Actual Shift” from current value to “80”

Payroll Shift Detail

Select ☐ Sched Shift: 1463 Start Date: 09/23/2011 Start Time: 07:30
 Actual Shift: 80 End Date: 09/23/2011 End Time: 16:30

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	09:30	2.0
<input type="radio"/>	BRK	LUNCH	100	1801	10:30	13:15	2.75
<input type="radio"/>	WRK	HOURS WORKED	100	1801	13:15	16:30	3.25

- d. Delete the “BRK” record by selecting radio button and using the “Delete Row” button

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	09:30	2.0		\$0.00	
<input checked="" type="radio"/>	BRK	LUNCH	100	1801	10:30	13:15	2.75		\$0.00	
<input type="radio"/>	WRK	HOURS WORKED	100	1801	13:15	16:30	3.25		\$0.00	

REG 4.75 STP 0.0 OT2 3.25 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

REG 4.75 STP 0.0 OT2 3.25 ABS 0.0 WRK \$0.00 Total \$0.00

- e. Now we need to examine the records that remain.

Payroll Shift Detail

Select ☐ Sched Shift: 1463 Start Date: 09/23/2011 Start Time: 07:30
 Actual Shift: 80 End Date: 09/23/2011 End Time: 16:30

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	12:15	4.75
<input type="radio"/>	WRK	HOURS WORKED	100	1801	12:15	16:30	4.25

REG 4.75 STP 0.0 OT2 4.25 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ D. FLAHERT

REG 4.75 STP 0.0 OT2 4.25 ABS 0.0 WRK \$0.00 Total \$0.00

- Please note → there are still 2 worked records from Step 2.d. You now simply examine the total hours within the “Duration” columns to see if the correct number of hours are accounted for.
- In this case, they show 9 hours. (4.75 + 4.25) This is acceptable and should now be saved.

- f. Now select “Save All” from the bottom section of buttons and you are done.

Payroll Shift Detail

Select ☐ Sched Shift: 1463 Start Time: 07:30
 Actual Shift: 80 End Time: 16:30

Payroll Details

User Defined Field Overrides: Submitted

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	12:15	4.75
<input type="radio"/>	WRK	HOURS WORKED	100	1801	12:15	16:30	4.25

REG 4.75 STP 0.0 OT2 4.25 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ D. FLAHERT

Windows Internet Explorer

! Saved successfully.