

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, 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

[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 on the calendar OR by clicking the "From:" and "To:" date options..

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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30	31	1	2	3	4	5

Selected Date Range

- Review this screen. If your time is INCORRECT.... STOP! Get in contact with your manager to get your time corrected. **ONLY IF your time is correct, ... continue 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

- 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

- 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 Addendum section below)

Fri - 01/15/2010

Payroll Shift Detail

Select ☐ Sched Shift: 1000 Apply Default Start Date: 01/15/2010 Start Time: 09:00

Actual Shift: 1000 End Date: 01/15/2010 End Time: 17:00

Payroll Details

Record Overrides: ☒ Use System Breaks

User Defined Field Overrides: Submitted By:

Select Code Cost Center Position Start Time End Time Dur

☐ 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

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



Addendum: Shift Pay

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 as this amount will be calculated during the payroll process for all appropriate hours. *(The “Amount” 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 checked="" 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