

How to Request Time Off Through Cybershift

All Employees

- 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

Login

[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.

HEARST service center

- 3.) In the “What” list find the “Request a Day Off” heading and select “Request a Day Off”

The screenshot shows the Cybershift interface for user GRAY, STEPHANIE 13043741. The 'What' list is expanded, showing various options. The 'Request a Day Off' option is highlighted. The interface includes a search bar, a 'Who' dropdown set to '- Me', a date selector for April 2014, and a calendar view. The 'Batch' dropdown is set to 'y'. The 'Request a Day Off' option is selected in the 'What' list.

Who: - Me April 2014

What: Request A Day Off

From: -----ENTER TIME-----

To: Clock Data Importer
Clock Data Utility
Detail Timesheet

Q-Links: Timesheet - Non-Exempt Web Clock
Timesheet
View Clock Data

Batch: View Messages
Schedule Calendar

-----REQUEST A DAY OFF-----
View Paid Time Off
Request A Day Off
Next Day Absence / Remove Absence
Approval Summary

-----TIMESHEET APPROVALS-----
Approved & Unapproved Time
Detail Timesheet

a.

4.) Highlight the day or days by clicking and dragging within the calendar on the right.

GRAY, STEPHANIE 13043741 You have 1 New Message Id: Search [View](#)

Who: April 2014

What:

From:

To:

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

Batch: [SOD](#) [PHP](#) [LCD](#) [RPD](#) [RCLCP](#)

SAT	SUN	MON	TUE	WED	THU	FRI
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	8	9

a.

b. *NOTE: You can only request off consecutive days, and only 5 consecutive days as a time. If you need non-consecutive days off or 2 weeks off, submit each day as a separate request and each week as a separate request.*

5.) Click the “Go” button

6.) Select your “Absence Type” (Most often “Paid”)

GRAY, STEPHANIE 13043741 You have 1 New Message Id: Search [View](#)

Who: April 2014

What:

From:

To:

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

Batch: [SOD](#) [PHP](#) [LCD](#) [RPD](#) [RCLCP](#)

Request A Day Off

GRAY, STEPHANIE (13043741):

From: Mon - 04/21/2014 To: Wed - 04/23/2014

Absence Type:

Absence Code:

Full Day Absence: ☐

Duration:

Reason (Optional):

No file chosen

The maximum file upload size is 10.00 MB. Please zip files larger than this.

a.

7.) Select your “Absence Code” from the drop down.

a.

Absence Type: Paid

Absence Code: PTO

Full Day Absence: ☐

Duration:

Reason (Optional):

Request Absence

8.) In “Duration” enter the amount of hours you are requesting off per day.

a.

b. **NOTES:**

- I requested 3 days of PTO (a total of 24 hours) but will enter 8 for duration.
- 4 hours and 30 minutes would be entered as 4.5 hours
- Even when taking a full day off,
DO NOT CHECK THE FULL DAY ABSENCE CHECKBOX!

Request A Day Off

GRAY, STEPHANIE (13043741):

From: Mon - 04/21/2014 **To:** Wed - 04/23/2014

Absence Type: Paid

Absence Code: PTO

Full Day Absence: ☐

Duration: 8.0

Reason (Optional): Spring Break

Request Absence

- 9.) It is always a good practice to enter a “Reason” (even though it states this is optional). You should use this to inform your manager/supervisor as much about the request as possible.
- For Example: If you are taking off less than a full day, this is a good place to type in the hours you will be in/out of the building.*

10.) Click “Request Absence”

Duration: 8.0

Reason (Optional): Spring Break

Choose File No file chosen Attach

The maximum file upload size is 10.00 MB. Please zip files larger than this.

Request Absence View Absence Availability View Calendar

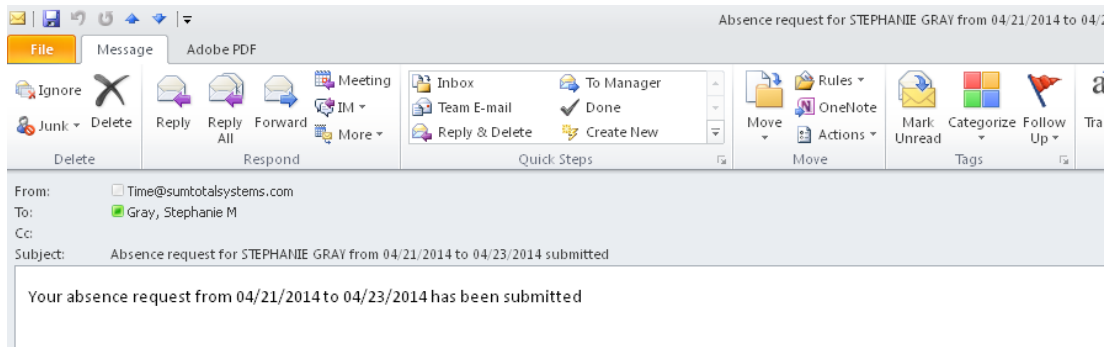
a.

11.) You will get the following confirmation message.



12.) You will receive this email confirmation of your submitted time off request.

- NOTE: If you do not have a CDS Global email address this note will show up in your My Reminders section within the top right section of your main Cybershift screen.



13.)To view the status of your request use the following:

- a. Select "Absence Calendar" from the "Q-Links" section

GRAY, STEPHANIE 13043741 [You have 1 New Message](#) Id:

Who:

What:

From:

To:

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

Batch: [SOD](#) [PHP](#) [LCD](#) [RPD](#) [RCLCP](#)

SAT	SUN	MON	TUE	WED	THU	FRI
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	8	9

14.)Select "Go"

15.)Any requested and/or approved time off will show on the calendar for the selected date range.

NOTE: All pending requests will show highlighted in yellow.

GRAY, STEPHANIE 13043741 [You have 1 New Message](#) Id: [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who:

What:

From:

To:

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

Batch: [SOD](#) [PHP](#) [LCD](#) [RPD](#) [RCLCP](#)

My Reminders - GRAY, STEPHANIE - Fri - 04/11/2014

You Have 1 unread messages
 You Have 0 unread messages in your Absence Queues

Employee(s) Week of

☒ Scheduled ☒ Pending

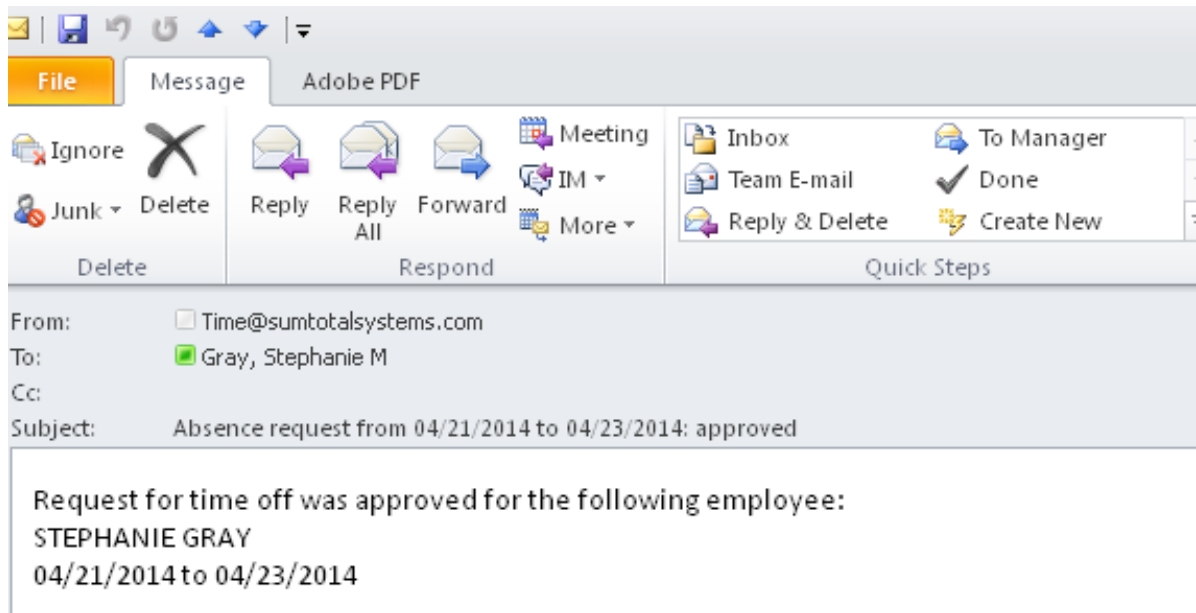
☒ PTO

Sunday	Monday	Tuesday	Wednesday
06 Apr	07	08	09
13	14	15	16
20	21	22	23
	GRAY, STEPH PTO 08:00	GRAY, STEPH PTO 08:00	GRAY, STEPH PTO 08:00

- a.
- b. Picture above shows requested PTO

16.)Once your manager has approved your absence request, you will receive the following email:

- a. NOTE: If you do not have a CDS Global email address this note will show up in your My Reminders section within the top right section of your main Cybershift screen.



17.)Picture below shows approved PTO

RAY, STEPHANIE 13043741 You have 1 New Message Id: Search View Details of Who Preferences Print Help

Who: - Me
 What: Absence Calendar
 From: 04/21/2014
 To: 04/23/2014
 Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Absence Calendar VPS
 Attach: SOD PHP LCD RPD RCLCP Today

My Reminders - GRAY, STEPHANIE - Fri - 04/11/2014
 You Have 1 unread messages
 You Have 0 unread messages in your Absence Queues

Employee(s) - Me Week of 2014-04-11 Show Summary

☒ Scheduled ☒ Pending
☒ PTO

Sunday	Monday	Tuesday	Wednesday
06 Apr	07	08	09
13	14	15	16
20	21 GRAY, STEPH/ PTO 08:00	22 GRAY, STEPH/ PTO 08:00	23 GRAY, STEPH/ PTO 08:00
27	28	29	30

18. Once the day(s) you have requested arrive, the correct time off code(s) and hours will be pre-populated to your timesheet.