

How to Schedule a Temporary Shift Through Cybershift

Managers

1. In the “Who” drop-down select the employee you want to schedule the shift change for.
2. In the “What” drop-down go under “Utilities and Information” and select “Schedule Shift Change”.

RICE, PATRICK (13010311) Id: Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who: May 2010

What:

From:

To:

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

Selected Date Range

SAT	SUN	MON	TUE	WED	THU	FRI
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	6	7	8	9	10	11

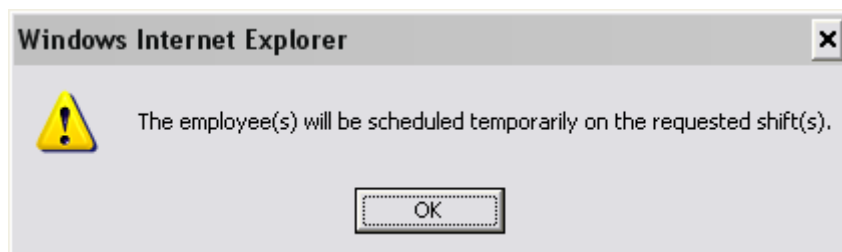
3. On the calendar select the date or dates you want to schedule the shift change for.
4. Click “Go”
5. In the bottom pane, using the “Shift” drop-down boxes, change the shift on the days that apply. In this example Friday was changed from 1468 to 1473. You’ll note when this drop down is change it changes the “Start Time” and “End Time” fields values as appropriate, so you know you’ve selected the correct shift.

Schedule Shift Changes

GRAY, STEPHANIE (13043741):

Select	Date	Shift	Start Time	End Time	Reason	Hour Type	Duration
<input type="radio"/>	Sat - 05/08/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Sun - 05/09/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Mon - 05/10/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Tue - 05/11/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Wed - 05/12/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Thu - 05/13/2010	1468	07:30	16:00		REG	08:00
<input checked="" type="radio"/>	Fri - 05/14/2010	1473	08:00	16:30		REG	08:00

6. Click “Schedule Shift Changes”
7. You receive the following message



8. Click “OK”.

Additional Information:

1. If you've scheduled a shift change and need to remove it, repeat steps 1 through 5, then simply click the radial button next to the shift, (note a temporary shift change will have a "T" next to the shift to denote it. Then click the "Remove Shift Changes" button.

Schedule Shift Changes
GRAY, STEPHANIE (13043741):

Select	Date	Shift	Start Time	End Time	Reason	Hour Type	Duration
<input type="radio"/>	Sat - 05/08/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Sun - 05/09/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Mon - 05/10/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Tue - 05/11/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Wed - 05/12/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Thu - 05/13/2010	1468	07:30	16:00		REG	08:00
<input checked="" type="radio"/>	Fri - 05/14/2010	1473 T	08:00	16:30		REG	08:00

2. As you can see there are no descriptions next to the shift number, so you don't necessarily know what hours are applied to a shift. A reference sheet will be available under the "What" list under "Utilities and Information", called "Shift Number List".