How to Submit Weekly Timesheets Through Cybershift

Exempt 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*

   a.
3.) Once you are in Cybershift, Highlight the entire prior week by clicking and dragging over the days on the calendar OR by clicking the "From:" and "To" date options.

   a.

4.) In the "Q-Links" section click on "Timesheet"

a.

5.) Review this screen. If your time is INCORRECT, … STOP! Contact your manager to get your time corrected. ONLY IF your time is correct, … continue to the next step.

a. Time will be broken out by day on this screen

b. You will need to scroll to the right to see the rest of this screen … … …

c. Keep scrolling … … …

6.) Now that you have reviewed your weekly time, you must submit your time for approval by your manager.
   a. Scroll back to the left hand side of the Timesheet screen.
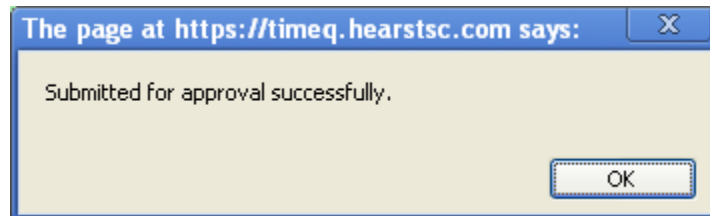   b. Click "Submit All for Approval" (very bottom button)

7.) You will receive confirmation via a pop-up message box when you have completed this task
   a. This shows the submission was successful.

8.) You can close the message box and close out of Cybershift.