

How to Request Time-Off Through Cybershift

ALL EMPLOYEES

1. Log into Cybershift Test using method provided by your specific site. Desktop Shortcut, www.askCDS.com, etc.
2. Log into Hearst SSO (this is the same id and password you use to view your paystub)

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 day or days by clicking and dragging. Note: You can only request off consecutive days, and only 5 days at a time. If you need non-consecutive days off or two weeks off, submit each day as a separate request and each week as a separate request.

SHELTON, JON (13040692) Id: Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who: What:

From: To:

Q-Links: [Detail Timesheet](#) [Timesheet - Web Clock](#) [Timesheet](#) [Hours Worked](#) [Help Desk Ticket](#)

January 2010

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 "WHAT" list go under "Request a Day Off" heading and select "Request a Day Off".

SHELTON, JON (13040692) Id: Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who: What:

From: To:

Q-Links: [Detail Timesheet](#) [Timesheet - Non-Exempt Web Clock](#) [Timesheet](#) [View Clock Data](#) [View Messages](#)

REQUEST A DAY OFF

TIMESHEET APPROVALS

[Approved & Unapproved Time](#) [Detail Timesheet](#) [Timesheet](#)

ABSENCE APPROVALS

[Absence Approvals](#)

UTILITIES & INFORMATION

[MyCDSdirect](#) [Payroll Forms](#) [Social Security Online](#) [Internal Revenue Service \(IRS\)](#) [U.S. Savings Bonds](#) [Create Custom Employee Groups](#) [Refresh Screen\(TOP\)](#) [Refresh Screen\(BOTTOM\)](#)

5. Click the "Go" button.
6. Select your "Absence Type" either Paid or Unpaid. (Usually select "Paid"). This determines the list of codes you will see under "Absence Code" in the next step.

Request A Day Off
SHELTON, JON (13040692):

From: Tue - 02/02/2010 To: Tue - 02/02/2010

Absence Type: Paid

Absence Code: Paid
Unpaid

Full Day Absence: ☐

Duration:

Reason (Optional):

Request Absence View Absence Availability View Calendar

7. Select your "Absence Code", most common examples are "Sick Pay" or "Vacation Day"

Request A Day Off
SHELTON, JON (13040692):

From: Tue - 02/02/2010 To: Tue - 02/02/2010

Absence Type: Paid

Absence Code: ----- Select -----

Full Day Absence: ☐

Duration:

Reason (Optional):

Request Absence View Absence Availability View Calendar

ABSENCE - EXCUSED 2
AWARDED TIME OFF (UNITED WAY)
EARLY CLOSING/SHTD
FUNERAL
HOLIDAY
INJURY
JURY DUTY
NO PAY
PERSONAL DAY
SHORT-TERM DISABILITY
SICK PAY
VACATION DAY
WORKERS COMP 2

8. In "Duration", enter the number of hours or portion of hour you are requesting off. (4 hours and 30 minutes would be entered as 4.5) DO NOT CLICK THE FULL DAY ABSENCE CHECKBOX!

Request A Day Off
SHELTON, JON (13040692):

From: Tue - 02/02/2010 To: Tue - 02/02/2010

Absence Type: Paid

Absence Code: VACATION DAY

Full Day Absence: ☐

Duration:

Reason (Optional):

Request Absence View Absence Availability View Calendar

9. Type in the Reason. You should use this to inform your manager/supervisor as much about the request as possible. If you're 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.

Request A Day Off
SHELTON, JON (13040692):

From: Tue - 02/02/2010 To: Tue - 02/02/2010

Absence Type:

Absence Code:

Full Day Absence: ☐

Duration:

Reason (Optional):

10. Click "Request Absence"

Request A Day Off
SHELTON, JON (13040692):

From: Tue - 02/02/2010 To: Tue - 02/02/2010

Absence Type:

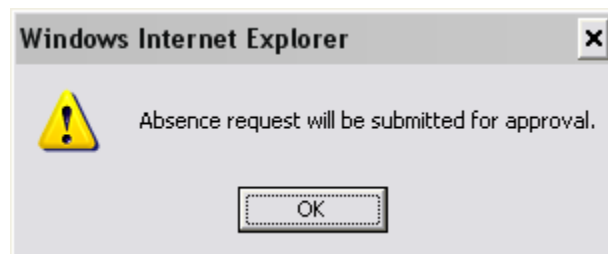
Absence Code:

Full Day Absence: ☐

Duration:

Reason (Optional):

11. You get the following confirmation message.



12. You can confirm your request has been submitted and approved by logging into "messaging" through www.mycds-global.com.



Disregard.Time.Attendance@hearstsc.com
 01/27/2010 03:48 PM

To	CDS_payroll@cds-global.com
cc	
Subject	Absence request from 02/02/2010 to 02/02/2010 approved

Request for time off was approved for the following employee:

JON SHELTON
 02/02/2010 to 02/02/2010

 This e-mail message is intended only for the personal use of the recipient(s) named above. If you are not an intended recipient, you may r
 received this communication in error, please notify the Hearst Service Center (cadmin@hearstsc.com) immediately by email and delete the or

13. You can also check if your time has been APPROVED by going under the “What” list, then under the “Reports” heading, select “Calendar”.

SHELTON, JON (13040692) Id: Search [View Details of Who](#) [Preferences](#) [Print](#)

Who:

What:

From:

To:

Q-Links:

REPORTS

Calendar

Department Calendar

Hours Worked

Filters

Filter Administration

My Filter List

HELP

User Guide

Log A Help Desk Ticket On-Line

QUERY REPORTS

REPORT Clock Data

REPORT Pay Policy Info

REPORT Employee Badge Number

REPORT Missing Time

REPORT Non-Worked Days

REPORT GHP Payroll Hours

REPORT Payroll Hours By Cost Center

January 2010

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23	24	25	26	27	28	29
30	31	1	2	3	4	5

Selected Date Range

14. ONLY APPROVED TIME WILL SHOW ON THE CALENDAR...REQUESTED TIME DOES NOT SHOW UNTIL IT IS APPROVED! Notice on Tuesday there is a (V) 4.00 for the vacation time that was approved as well as an “A” code to denote an absence.

							Worked <"Shift"> <input type="checkbox"/> Day Off <input type="checkbox"/> Worked Holiday <input type="checkbox"/> Absence Day <input type="checkbox"/> Scheduled <input type="checkbox"/>
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total	
2/1/2010 (W) 8.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2/2/2010 (V) 4.00 (W) 4.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2/3/2010 (W) 8.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2/4/2010 (W) 8.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2/5/2010 (W) 8.00		40.0	
Grand Total						40.0	