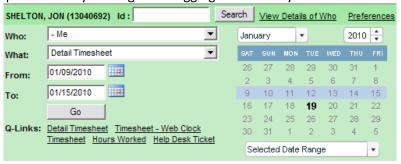
How to Submit Weekly Time Through Cybershift

Non-Exempt (Hourly)

- 1. Log into Cybershift using the method provided by your specific site.
 - a. Options would be: Desktop shortcut, www.askCDS.com, etc.
- 2. Log into Hearst SSO (this is the same id and password you use to get view your paystub)

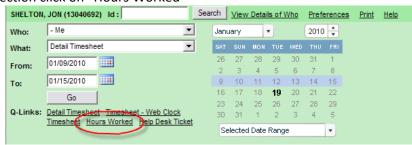
R	Notice for All Employees				
If you are not already registered into Single Sign On (SSO) you will be required to register before accessing the MyHearst website.					
As a reminder you will always be required to enter your MyInfo password before accessing your Payroll, T&E and Benefits information.					
Not registered for SSO yet? Click here.					
_	SO User ID				
s	SO Password				
	Login				
Forgot your SSO password? Click here to have it reset.					

3. Highlight the entire prior week by clicking and dragging over the days.

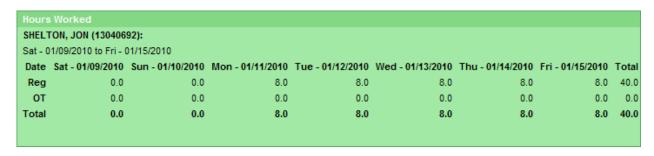


For technical support, contact The Hearst Service Center Help Desk at 1-877-348-8002.

4. In the "Q-Links" section click on "Hours Worked"



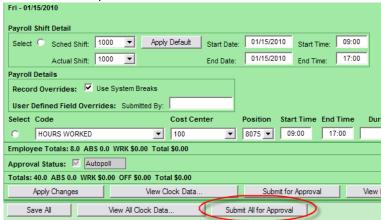
5. Review this screen. If your time is **INCORRECT.... STOP!** Contact your manager to get your time corrected. Only if your time is correct continue on to the next step.



6. Make sure the prior week is still selected then in the "Q-Links" section click "Detail Timesheet"



7. 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 sections below)



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

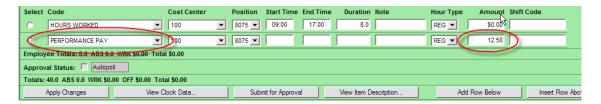


Addendum: Performance Pay/Shift Pay

Performance Pay:

The amount earned for the entire week will be entered on a single day, on a single row labeled "Performance Pay", the amount you will be paid is found in the amount field. Once you've verified this value is correct, click the "Submit All for Approval" button at the bottom on the screen.

If you feel this Amount is incorrect, DO NOT submit your time. Contact your manager.



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, this field is used for Performance Pay only.

