

## Overview of Cybershift Time and Attendance

---

Cybershift Time and Attendance is Hearst Corporation's Enterprise-Wide T&A solution, hosted from the Hearst Service Center in Charlotte, NC.

\* CDS Global is converting to Cybershift T&A by physical location, thus, the following is a listing of such:

Harlan, IA, about 350 employees { *Done—converted to Cybershift as of 06/05/2010* }.

Prescott, AZ, about 35 { *Done—converted to Cybershift as of 09/25/2010* }.

Bethlehem, PA, about 40 employees { *Done—converted to Cybershift as of 10/23/2010* }.

Boone, IA, about 300 employees { *Done--converted to Cybershift as of 07/30/2011* }.

Des Moines, IA, about 1,100 employees (Bell Avenue, East Washington & West Des Moines addresses), { scheduled Cybershift conversion date is pay period beginning 10/08/2011 }.

Wilton, IA about 300 employees { scheduled conversion date pending }.

Tipton, IA about 200 employees { scheduled conversion date pending }.

Austin, TX about 20 employees {scheduled conversion date pending }.

CDS Global's Cybershift T&A conversion team members are: Stephanie Gray, Mary Otto, Dan Flaherty, Nicki Schmidt & Patrick Rice.

\*\* Training will take place in various forms: Process documentation narrative and screen-shot white papers, pre-recorded processing videos, WebEx sessions and/or in-person classroom training (ongoing throughout the parallel TEST and converted to live Production phases of this project).

On the pay period beginning 09/10/2011, we'll ask that Des Moines employees use both the new Cybershift time and attendance system to compile their payable hours, in full parallel of recording payable hours within Cybershift TEST system, as well as, recording the same hours as normal within Automated Time Keeping (ARMS), Kronos and/or IT TrackIt (for importation into ARMS).

Once a 14 day pay period is completed regarding recorded payable hours within Cybershift (in parallel), an audit comparison will be done between the two parallel systems to determine variances. If the variances can't be determined or explained, then another 14 day parallel period will begin.

\*\*\* The major differences between the current CDS Global time and attendance software (ARMS, Kronos and TrackIt) and the new Cybershift system follows:

1. Weekly, all exempt and nonexempt employees will electronically submit their own timesheet for further management approval (also electronic), instead of current method of doing so biweekly via paper timesheets or department summaries (all electronic submitted timesheets must be further approved by management prior to normal established biweekly Payroll cutoff dates and times).
2. Awarded wage differential earnings for nonexempt employees (shift pay) will be system calculated after the end of each work week, based on established business need qualification guidelines (eliminating subjectivity from the process as to when to award these funds).

3. Within the Cybershift system, Managers will have the ability to make adjustments to past paid and worked employee hours if needed (if needed, this type of on-demand request to correct prior paid hours, when approved by appropriate management, may trigger appropriate funds, positive and/or negative, to flow into the current pay period). This change from prior adjustments to past employee hours in ARMS/Kronos, as doing so only made the employee attendance report hours correct, but did not trigger possible payment of appropriate funds based on the approved adjusted past hours in ARMS.
4. Supervisors and Managers can both correct employee timesheets, via edits like adding an out time to a day where maybe an employee forget to swipe out when leaving work. However, only managers can approve the final employee submitted weekly timesheet (such again must be done prior to Tuesdays at 10am Central) -- but the new Cybershift system is web based and can be accessed by management from anywhere).
5. Adding and deleting new employee work time weekly schedules (Rosters) will be done through notifying the Payroll Group (as the Cybershift software interfaces directly with the Infinium Payroll system software).
6. Current ARMS compilers may have some different duties once Cybershift system is fully implemented (contact a member of the CDS Global's Cybershift conversion team for more insights as to best practices for handling such duties from related management at sites that have already converted).

# 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, 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.

3. Highlight the entire prior week by clicking and dragging over the days on the calendar OR by clicking the "From:" and "To:" date options..

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

Who:  January 2010

What:

From:

To:

Go

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

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 "Q-Links" section click on "Hours Worked"

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

Who:  January 2010

What:

From:

To:

Go

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

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

- Review this screen. If your time is INCORRECT.... STOP! Get in contact with your manager to get your time corrected. **ONLY IF your time is correct, ... continue to the next step.**

Hours Worked								
<b>SHELTON, JON (13040692):</b>								
Sat - 01/09/2010 to Fri - 01/15/2010								
Date	Sat - 01/09/2010	Sun - 01/10/2010	Mon - 01/11/2010	Tue - 01/12/2010	Wed - 01/13/2010	Thu - 01/14/2010	Fri - 01/15/2010	Total
Reg	0.0	0.0	8.0	8.0	8.0	8.0	8.0	40.0
OT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	8.0	8.0	8.0	8.0	8.0	40.0

- Make sure the prior week is still selected then in the “Q-Links” section click “Detail Timesheet”

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

Who:  January 2010

What:

From:  To:

Go

Q-Links: Detail Timesheet Timesheet - Web Clock  
Timesheet Hours Worked Help Desk Ticket

Select Date Range

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

- 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 Addendum section below)

Fri - 01/15/2010

Payroll Shift Detail

Select ☐ Sched Shift:  Apply Default Start Date:  Start Time:   
Actual Shift:  End Date:  End Time:

Payroll Details

Record Overrides: ☒ Use System Breaks

User Defined Field Overrides: Submitted By:

Select Code ☐ HOURS WORKED Cost Center  Position  Start Time  End Time  Duration

Employee Totals: 8.0 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☒ Autopoll

Totals: 40.0 ABS 0.0 WRK \$0.00 OFF \$0.00 Total \$0.00

Apply Changes View Clock Data... Submit for Approval View I

Save All View All Clock Data... **Submit All for Approval**

- 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.

Select	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Hour Type	Amount	Shift Code
<input type="radio"/>	HOURS WORKED	100	8075	09:00	17:00	8.0		REG	\$0.00	
<input type="radio"/>	PERFORMANCE PAY	00	8075					REG	12.50	

Employee Totals: 0.0 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

Totals: 40.0 ABS 0.0 WRK \$0.00 OFF \$0.00 Total \$0.00

Buttons: Apply Changes, View Clock Data..., Submit for Approval, View Item Description..., Add Row Below, Insert Row Above

### 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 as this amount will be calculated during the payroll process for all appropriate hours. (The “Amount” field is used for Performance Pay only.)

Detail Timesheet

SHELTON, JON (13040692):

Sat - 01/09/2010

Payroll Shift Detail

Select: ☐ Sched Shift: 0  Start Date: 01/09/2010 Start Time: 00:00

Actual Shift: 0 End Date: 01/09/2010 End Time: 00:00

Payroll Details

Record Overrides: ☒ Use System Breaks

User Defined Field Overrides: Submitted By: J. SHELTON

Select	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Hour Type	Amount	Shift Code
<input type="radio"/>	HOURS WORKED	AUTO	AUTO	00:00	00:00	8.0		REG	\$0.00	1

Employee Totals: 0.0 ABS 0.0 OFF \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

Totals: 40.0 ABS 0.0 WRK \$0.00 OFF \$0.00 Total \$0.00

Buttons: Apply Changes, View Clock Data..., Submit for Approval, View Item Description..., Add Row Below, Insert Row Above, Delete Row

## Accu-Time Wall Time Clock Function Keys (Cybershift):

---

\*Push desired "Function Key" button on time clock, then swipe your CDS Global "Green" badge's barcode (on back of card).

- **F1** – Punch ON
- **F2** – Break OFF
- **F3** – Lunch OFF
- **F4** – Cost Center / Position (change departments)
- **F5** – Punch OFF
- **F6** – Break ON
- **F7** – Lunch ON
- **F8** – N/A

### *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”

**FLAHERTY, DANIEL (13034783) Id :**

**Search**    [View Details of Who](#)    [Preferences](#)    [Print](#)    [Help](#)

**Who:** - Me       **August**       **2011**

**What:** Request A Day Off

**From:** -----ENTER TIME-----  
Detail Timesheet

**To:** Timesheet - Non-Exempt Web Clock  
Timesheet  
View Clock Data

**Q-Links:** View Messages  
  
-----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  
Timesheet  
View Payroll Summary

SAT	SUN	MON	TUE	WED	THU	FRI
0	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	6	7	8	9

Today

a.

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

FLAHERTY, DANIEL (13034783) Id :  Search View Details of Who Preferences Print Help

Who: - Me August 2011

What: Request A Day Off

From: 08/29/2011 To: 08/31/2011 Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Calendar

SAT	SUN	MON	TUE	WED	THU	FRI
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	6	7	8	9

Today

a.

b. *NOTE: You can only request off consecutive days, and only 5 consecutive days at 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")

FLAHERTY, DANIEL (13034783) Id :  Search View Details of Who Prefer

Who: - Me August 2011

What: Request A Day Off

From: 08/29/2011 To: 08/31/2011 Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Calendar

SAT	SUN	MON	TUE	WED	THU	FRI
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	6	7	8	9

Today

---

**Request A Day Off**

FLAHERTY, DANIEL (13034783):

From: Mon - 08/29/2011 To: Wed - 08/31/2011

Absence Type: Paid

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

Full Day Absence: ☐

Duration: 0.0

Reason (Optional):

Request Absence View Absence Availability View Calendar

a.



7.) Select your "Absence Code" from the drop down.

FLAHERTY, DANIEL (13034783) Id:  Search View Details of Who Preferences

Who: - Me August 2011

What: Request A Day Off

From: 08/29/2011 To: 08/31/2011 Go

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

SAT	SUN	MON	TUE	WED	THU	FRI
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	6	7	8	9

Today

**Request A Day Off**

FLAHERTY, DANIEL (13034783):

From: Mon - 08/29/2011 To: Wed - 08/31/2011

Absence Type: Paid

**Absence Code:** VACATION DAY

Full Day Absence: ☐

Duration:

Reason (Optional):

[Request Absence](#)

----- Select One -----  
 AWARDED TIME OFF (UNITED WAY)  
 EARLY CLOSING/SHTD  
 FUNERAL  
 HOLIDAY  
 INJURY  
 JURY DUTY  
 NO PAY  
 PERSONAL DAY  
 SHORT-TERM DISABILITY  
 SICK PAY  
 VACATION DAY

a.

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

**Request A Day Off**

FLAHERTY, DANIEL (13034783):

From: Mon - 08/29/2011 To: Wed - 08/31/2011

Absence Type: Paid

Absence Code: VACATION DAY

Full Day Absence: ☐

**Duration:** 8

Reason (Optional): Moving into new house.

[Request Absence](#) [View Absence Availability](#) [View Calendar](#)

a.

b. NOTES:

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

- 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.

**Request A Day Off**  
**FLAHERTY, DANIEL (13034783):**

**From: Mon - 08/29/2011 To: Wed - 08/31/2011**

**Absence Type:** Paid   
**Absence Code:** VACATION DAY   
**Full Day Absence:** ☐  
**Duration:** 8  
**Reason (Optional):** Moving into new house.

- a.  
b. *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”

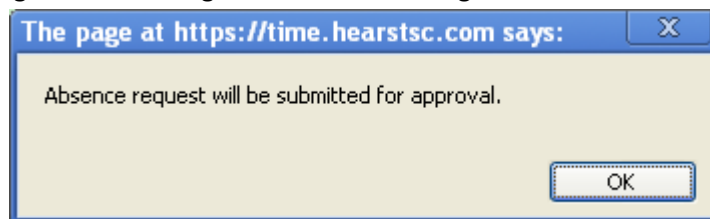
**Request A Day Off**  
**FLAHERTY, DANIEL (13034783):**

**From: Mon - 08/29/2011 To: Wed - 08/31/2011**

**Absence Type:** Paid   
**Absence Code:** VACATION DAY   
**Full Day Absence:** ☐  
**Duration:** 8  
**Reason (Optional):** Moving into new house.

- a.

- 11.) You will get the following confirmation message.



- a.

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

- a. Select "Calendar" from the "Reports" section of the "What" list as well as the correct date range corresponding to your absence request.

FLAHERTY, DANIEL (13034783) Id:  Search View Details of Who Prefe

Who: - Me August 2011

What: Calendar

From: -----REPORTS-----

To: Employee Attendance  
Cost Center Position  
Time File  
Benefit Summary  
Harlan Daily Payroll Hours  
Time File Detail  
Time File Summary

Q-Links: Department Calendar  
Hours Worked  
Filters  
Filter Administration  
My Filter List  
Scheduled Hours Report  
Emp Daily Setup Report  
Payroll Report  
Schedule Report  
Schedule Vs. Worked Report

Request Absence View Absence Availability View Calendar

Duration:

Reason (Optional): Moving into new house.

b.

13.) Select "Go"

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

Monday	Tuesday	Wednesday
8/29/2011 (Request: V) 8.00 (W) 8.00	8/30/2011 (Request: V) 8.00 (W) 8.00	8/31/2011 (Request: V) 8.00 (W) 8.00

- a.
- b. Picture above shows requested vacation
- c. Picture below shows approved vacation.

Monday	Tuesday	Wednesday
8/29/2011 (V) 8.00	8/30/2011 (V) 8.00	8/31/2011 (V) 8.00

d.

15.) All employees with a corporate email address will also receive email notices keeping them informed of the status of their time off request(s).