

# 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.

<b>FLAHERTY, DANIEL (13034783)</b> Id: <input type="text"/>		<input type="button" value="Search"/>	<a href="#">View Details of Who</a>	<a href="#">Preferences</a>
<b>Who:</b>	<input type="text" value="- Me"/>	<input type="button" value="v"/>	<input type="text" value="August"/>	<input type="button" value="v"/>
<b>What:</b>	<input type="text" value="Detail Timesheet"/>	<input type="button" value="v"/>		
<b>From:</b>	<input type="text" value="08/13/2011"/>	<input type="button" value="v"/>		
<b>To:</b>	<input type="text" value="08/19/2011"/>	<input type="button" value="v"/>		
<input type="button" value="Go"/>				
<b>Q-Links:</b> <a href="#">Detail Timesheet</a> <a href="#">Web Clock</a> <a href="#">Timesheet</a> <a href="#">Hours</a> <a href="#">Worked</a> <a href="#">Request A Day Off</a> <a href="#">Calendar</a>				
		<input type="text" value="Today"/> <input type="button" value="v"/>		

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

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

**FLAHERTY, DANIEL (13034783) Id:**   [View Details of Who](#) [Preferences](#)

**Who:**  **Month:**  **Year:**

**What:**

**From:**

**To:**

**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

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

**FLAHERTY, DANIEL (13034783):**

**Sat 08/13/2011**

**Sched Shift:**  **Actual Shift:**

Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2
<input type="radio"/>	WRK	HOURS WORKED	100	8075		\$0.00	0.0	0.0	0.0
<b>Total Paid Hours:</b>							<b>0.0</b>		
<b>Approval Status:</b>							<input checked="" type="checkbox"/> Autopoll		
<input type="button" value="Apply Changes"/>		<input <="" td="" type="button" value="View Clock Data..."/> <td colspan="2"><input type="button" value="Submit for Approval"/></td> <td colspan="2"><input type="button" value="Add Row Below"/></td> <td colspan="2"><input type="button" value="Delete Row"/></td>		<input type="button" value="Submit for Approval"/>		<input type="button" value="Add Row Below"/>		<input type="button" value="Delete Row"/>	
<input type="button" value="Save All"/>		<input <="" td="" type="button" value="View All Clock Data..."/> <td colspan="2"><input type="button" value="Submit All for Approval"/></td> <td colspan="4"></td>		<input type="button" value="Submit All for Approval"/>					

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

Sun 08/14/2011	Mon 08/15/2011	Tue 08/16/2011
<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>
<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>
<b>Reg</b>	<b>Reg</b>	<b>Reg</b>
0.0	8.0	8.0
<b>STP</b>	<b>STP</b>	<b>STP</b>
0.0	0.0	0.0
<b>OT2</b>	<b>OT2</b>	<b>OT2</b>
0.0	0.0	0.0
<b>Total</b>	<b>Total</b>	<b>Total</b>
0.0	8.0	8.0
<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll

c. Keep scrolling ... ..

Wed 08/17/2011	Thu 08/18/2011	Fri 08/19/2011	Total
<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	
<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	
<b>Reg</b>	<b>Reg</b>	<b>Reg</b>	
8.0	8.0	8.0	40.0
<b>STP</b>	<b>STP</b>	<b>STP</b>	
0.0	0.0	0.0	
<b>OT2</b>	<b>OT2</b>	<b>OT2</b>	
0.0	0.0	0.0	
<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
8.0	8.0	8.0	40.0
<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll	<input checked="" type="checkbox"/> Autopoll	

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

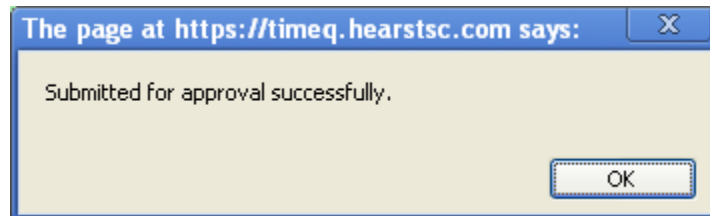
FLAHERTY, DANIEL (13034783):

Sat  
08/13/2011

Sched Shift: 0  
Actual Shift: 0

Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2
<input type="radio"/>	WRK	HOURS WORKED	100	8075		\$0.00	0.0	0.0	0.0
Total Paid Hours:							0.0		
Approval Status:							<input checked="" type="checkbox"/> Autopoll		
Apply Changes		View Clock Data...		Submit for Approval		Add Row Below		Delete Row	
Save All		View All Clock Data...		Submit All for Approval					

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



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