Cybershift Record Editing Notes

- Any edited timesheet records within Cybershift (no matter how old the original record may be) must be reapproved **AND** saved by the manager who is modifying the data.
    - o If a record is modified, saved and not approved this will cause the originally approved/saved record to be seen by Cybershift as "hours no longer approved" and will be deducted from the current time balance for the next available pay period.

- Any timesheet edits made to prior approved/saved records can and/or will cause the current time balance to change for the next available pay period.
    - o That is, if *Martin D. Manager* can edit *Tommy Terrific's* time from 3 weeks ago to reflect a change in hours paid. This will trigger an increase and/or decrease in total hours that will flow through to the current pay period. (depending upon what action, adding or removing time, was taken)

Example 1:
Martin D. Manager realizes that Jane Doe should have been marked down for 4 hours of personal time as opposed to the sick pay that was originally coded within Cybershift roughly 5 weeks ago. Martin D. Manager edits the given record (causing the approval status to change from approved to unapproved) and makes sure to SAVE the changes prior to leaving Cybershift. However, Martin D. Manager forgot to select the "approve all" button for that given record of time prior to selecting "save all." Therefore, on the next available pay period, Cybershift will gather all data and see that this, once approved and paid, record has now been "unapproved." So, the system will decrease the hours for the next available pay period by 4 hours. The unapproved time has to be deducted from Jane's paycheck. (in Cybershift's logic)
To keep changes like the situation above from impacting a person's paycheck, Martin D. Manager has to remember to select the "approve all" button prior to saving and leaving the system. This ensures that no impact will be seen on the next available pay period. The changes would have been recorded for future reference and reporting and that would have been all that occurred.

Example 2:
Martin D. Manager needs to edit some records for Tommy Terrific's time card from the previous pay period. It was discovered that 16 hours of regular worked hours should have been coded as vacation time. Martin D. Manager edits the records (causing the approval status to change from approved to unapproved) and then selects "approve all" and "save all" to show the record is still approved. Cybershift queries for any changes to all records prior to pulling hours for the next available pay period. It sees that the record for Tommy Terrific has been modified, but the

hours paid are equivalent to what it was prior (and the record is marked APPROVED) so no changes will flow through to the current pay period.

Obviously there are several scenarios that can be presented for editing time records for employees in the past within Cybershift. What needs to be taken away from this document is the fact that IF a record is modified within Cybershift, it can and/or will cause paycheck variances.

Again:

1.) If a record is modified, saved **but not** "reapproved" (by selecting the "approve all" button prior to the "save all" button) the time will be deducted from the next available pay period. (it is being seen as "time that should not have been approved and therefore, needs to be accounted for)

2.) If a record is modified, "reapproved" (by selecting the "approve all" button) and saved (by selecting the "save all" button) the time (as long as the balance of payable hours is not different) will not impact the employee's paycheck.

As a reference, below you will find a screen capture of the 2 buttons talked about above. The "Approve All" and "Save All" buttons.

After the "Approve All" button is selected, THEN you save the changes. (along with saving the approval you just created.)

This button must be selected 1ˢᵗ after any record changes are made.

```
┌─────────────────┐                    ┌──────────────────────┐
│  Employee time  │ ──── NO ──→        │  Do not make any     │
│  needs adjusted │                    │  changes to employee │
└─────────────────┘                    │  records within      │
         │                             │  Cybershift.         │
        YES                            └──────────────────────┘
         │
         ▼
┌──────────────────┐
│  Bring up        │
│  employee's      │
│  timesheet for   │
│  editing.        │
└──────────────────┘
         │
         ▼
┌──────────────────┐
│  Find and        │
│  edit/add needed │
│  data for the    │
│  date desired.   │
└──────────────────┘
         │
         ▼
```

Should this change impact employees pay? — YES →

Prior to leaving this screen, you MUST APPROVE the record again. ("Approve All" button) →

Save all changes with "save all" button. →

All changes will be carried forward to the next available pay period and processed.

(from "Should this change impact employees pay?") — NO ↓

Prior to leaving this screen, you MUST APPROVE the record again. ("Approve All" button)

PLEASE NOTE:
IF CHANGES TO EXISTING RECORDS ARE NOT "REAPPROVED" WITH THE "APPROVE ALL" BUTTON THE CHANGES CAN AND/OR WILL CAUSE A DIRECT IMPACT TO EMPLOYEES PAYCHECK.

Save all changes with "save all" button. →

All changes will be recorded but NOT carried forward to the next available pay period and processed.