How to Code Family III within Cybershift

CDS Global will allow employees to be paid up to a maximum of 80 hours (per calendar year) of accrued sick pay for the birth of the employee's child, or for injury or illness of the employee's spouse, dependent child or parent.

Employees are able to use 80 hours of paid sick time (Sick Pay, within Cybershift) as Family Sick time (CDS sick, within Cybershift) per year for the family members listed above.

When entering this time into Cybershift you need to use the "add a row below" button (after first selecting a given row, via the radio button to the left of the row) and add the needed codes (one row for SICK Pay for yourself and/or two rows if a family member is sick; SICK PAY to be paid for being absent & CDS Sick to track that it was related to a family member and not yourself):

When entering this time into Cybershift, it should appear as the examples detailed below:

ABP (absent paid codes within Cybershift) SICK PAY 8 hours

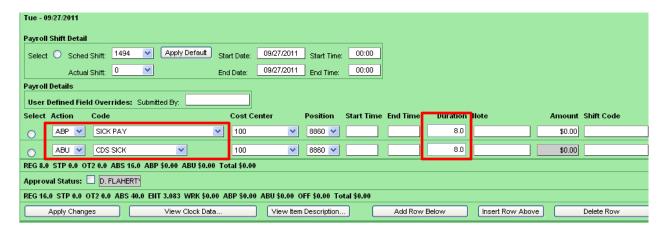
Sick Pay hours are paid time

ABU (absent unpaid codes within Cybershift) CDS SICK (family sick) 8 hours

CDS Sick hours are unpaid time

Detail Timesheet View (From "Q-Links")

Managers will use the Detail Timesheet to edit their non-exempt employees' time.



Timesheet View (From "Q-Links")

Exempt employees will edit their own time using the Timesheet OR managers can use the

Timesheet to edit their exempt employees' time.

