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



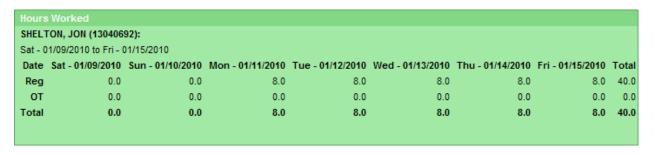
3. Highlight the entire prior week by clicking and dragging over the days on the calendar OR by clicking the "From:" and "To" date options..



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



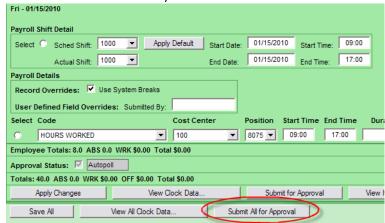
5. Review this screen. If your time is INCORRECT.... STOP! Get in contact with your manager to get your time corrected. ONLY IF your time is correct, ... continue to the next step.



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 Addendum section below)



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



Addendum: Shift Pay

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.)

