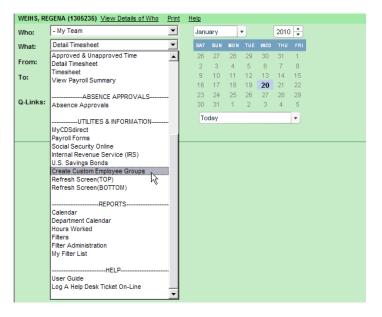
How to Create Custom Employee Groups Through Cybershift

Exempt (Salary) Employees

- 1. In the "Who" drop-down select "My Team".
- 2. In the "What" drop-down go under "Utilities and Information" and select "Create Custom Employee Groups".



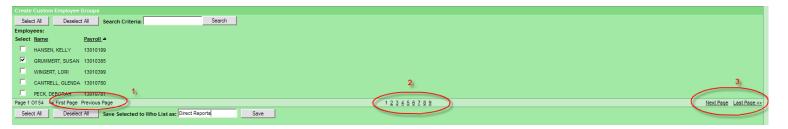
- 3. Click "Go"
- 4. Click "Deselect All" to clear all the check-boxes next to the employee names



5. There are several ways to do this, but the idea is to simply put a "check-mark" next to each employee's name you want included in this custom list. Once done, type a name for the list and click "Save".

Option 1.

You can check each individual one at a time, and use the "First Page", "Previous Page" (1), "Next Page", "Last Page" (3) or the page numbers (2) to navigate through your list of employees. Just put a check next to each one. When done type a name into the "Save Selected to Who List as" box, and click the "SAVE" button. Note: DO NOT click the "SAVE" button until done.



Option 2.

You can type something into the search criteria then click the "Search" button. This will bring up employees that match the criteria, then just place a check mark next to their name.



NOTE: To get back your full list of employees, blank out the search criteria and click the search again, and you'll have your full list back.

A couple more items related to the search:

You can search by first name, last name, employee number, or portion of any of these...For example if you search for "Kelly" you'll get people who have this as either their first or last name.



When done type a name into the "Save Selected to Who List as" box, and click the "SAVE" button. Note: DO NOT click the "SAVE" button until done.