Overview of Cybershift Time and Attendance

Cybershift Time and Attendance is Hearst Corporation's Enterprise-Wide T&A solution, hosted from the Hearst Service Center in Charlotte, NC.

* CDS Global is converting to Cybershift T&A by physical location, thus, the following is a listing of such:

Harlan, IA, about 350 employees *{ Done—converted to Cybershift as of 06/05/2010 }.*
Prescott, AZ, about 35 *{ Done—converted to Cybershift as of 09/25/2010 }.*
Bethlehem, PA, about 40 employees *{ Done—converted to Cybershift as of 10/23/2010 }.*
Boone, IA, about 300 employees *{ Done--converted to Cybershift as of 07/30/2011 }.*

Des Moines, IA, about 1,100 employees (Bell Avenue, East Washington & West Des Moines addresses), { scheduled Cybershift conversion date is pay period beginning 10/08/2011 }.

Wilton, IA about 300 employees { scheduled conversion date pending }.
Tipton, IA about 200 employees { scheduled conversion date pending }.
Austin, TX about 20 employees {scheduled conversion date pending }.

CDS Global's Cybershift T&A conversion team members are: Stephanie Gray, Mary Otto, Dan Flaherty, Nicki Schmidt & Patrick Rice.

** Training will take place in various forms: Process documentation narrative and screen-shot white papers, pre-recorded processing videos, WebEx sessions and/or in-person classroom training (ongoing throughout the parallel TEST and converted to live Production phases of this project).

On the pay period beginning 09/10/2011, we'll ask that Des Moines employees use both the new Cybershift time and attendance system to compile their payable hours, in full parallel of recording payable hours within Cybershift TEST system, as well as, recording the same hours as normal within Automated Time Keeping (ARMS), Kronos and/or IT TrackIt (for importation into ARMS).

Once a 14 day pay period is completed regarding recorded payable hours within Cybershift (in parallel), an audit comparison will be done between the two parallel systems to determine variances. If the variances can't be determined or explained, then another 14 day parallel period will begin.

*** The major differences between the current CDS Global time and attendance software (ARMS, Kronos and TrackIt) and the new Cybershift system follows:

1. Weekly, all exempt and nonexempt employees will electronically submit their own timesheet for further management approval (also electronic), instead of current method of doing do so biweekly via paper timesheets or department summaries (all electronic submitted timesheets must be further approved by management prior to normal established biweekly Payroll cutoff dates and times).

2. Awarded wage differential earnings for nonexempt employees (shift pay) will be system calculated after the end of each work week, based on established business need qualification guidelines (eliminating subjectivity from the process as to when to award these funds).

3. Within the Cybershift system, Managers will have the ability to make adjustments to past paid and worked employee hours if needed (if needed, this type of on-demand request to correct prior paid hours, when approved by appropriate management, may trigger appropriate funds, positive and/or negative, to flow into the current pay period). This change from prior adjustments to past employee hours in ARMS/Kronos, as doing so only made the employee attendance report hours correct, but did not trigger possible payment of appropriate funds based on the approved adjusted past hours in ARMS.

4. Supervisors and Managers can both correct employee timesheets, via edits like adding an out time to a day where maybe an employee forget to swipe out when leaving work. However, only managers can approve the final employee submitted weekly timesheet (such again must be done prior to Tuesdays at 10am Central) -- but the new Cybershift system is web based and can be accessed by management from anywhere).

5. Adding and deleting new employee work time weekly schedules (Rosters) will be done through notifying the Payroll Group (as the Cybershift software interfaces directly with the Infinium Payroll system software).

6. Current ARMS compilers may have some different duties once Cybershift system is fully implemented (contact a member of the CDS Global's Cybershift conversion team for more insights as to best practices for handling such duties from related management at sites that have already converted).

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: Performance Pay/Shift Pay

Performance Pay:

The amount earned for the entire week will be entered on a single day, on a single row labeled "Performance Pay", the amount you will be paid is found in the amount field. Once you've verified this value is correct, click the "Submit All for Approval" button at the bottom on the screen.

If you feel this amount is incorrect, DO NOT submit your time. Contact your manager.

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.)*

Accu-Time Wall Time Clock Function Keys (Cybershift):

*Push desired "Function Key" button on time clock, then swipe your CDS Global "Green" badge's barcode (on back of card).

- **F1** – Punch ON
- **F2** – Break OFF
- **F3** – Lunch OFF
- **F4** – Cost Center / Position (change departments)
- **F5** – Punch OFF
- **F6** – Break ON
- **F7** – Lunch ON
- **F8** – N/A

How to Request Time Off Through Cybershift

All 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*

3.) In the "What" list find the "Request a Day Off" heading and select "Request a Day Off"

   a.

4.) Highlight the day or days by clicking and dragging within the calendar on the right.

a.

b. *NOTE: You can only request off consecutive days, and only 5 consecutive days as a time. If you need non-consecutive days off or 2 weeks off, submit each day as a separate request and each week as a separate request.*

5.) Click the "Go" button

6.) Select your "Absence Type" (Most often "Paid")

a.

7.) Select your "Absence Code" from the drop down.

a.

8.) In "Duration" enter the amount of hours you are requesting off per day.

a.
b. *NOTES:*
   i. *I requested 3 days of vacation (a total of 24 hours) but will enter 8 for duration.*
   ii. *4 hours and 30 minutes would be entered as 4.5 hours*
   iii. *Even when taking a full day off,*
        DO NOT CHECK THE FULL DAY ABSENCE CHECKBOX!

9.) It is always a good practice to enter a "Reason" (even though it states this is optional). You should use this to inform your manager/supervisor as much about the request as possible.

a.

b. *For Example: If you are taking off less than a full day, this is a good place to type in the hours you will be in/out of the building.*
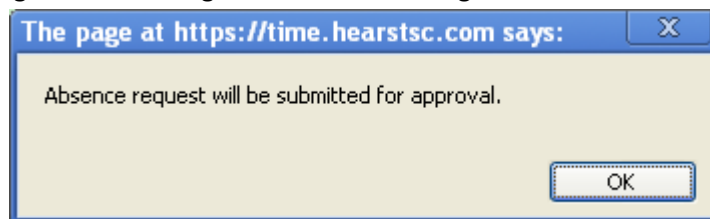
10.) Click "Request Absence"

a.

11.) You will get the following confirmation message.

a.

12.) To view the status of your request use the following:

a. Select "Calendar" from the "Reports" section of the "What" list as well as the correct date range corresponding to your absence request.

b.

13.) Select "Go"

14.) Any requested and/or approved time off will show on the calendar for the selected date range.

a.

b. Picture above shows requested vacation

c. Picture below shows approved vacation.

d.

15.) All employees with a corporate email address will also receive email notices keeping them informed of the status of their time off request(s).