

# How to Edit and Approve Weekly Time through Cybershift

## Managers / Supervisors

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.](#)

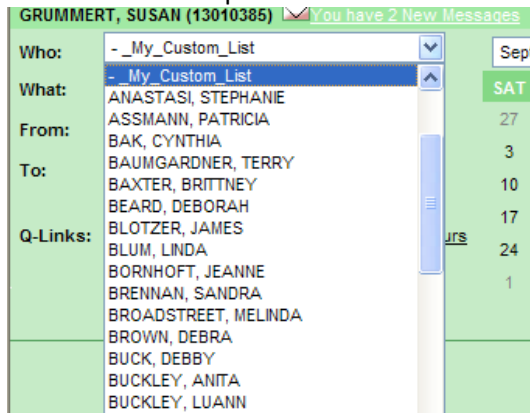
SSO User ID

SSO Password

[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.

3. Select from the “who” drop down



GRUMMERT, SUSAN (13010385) You have 2 New Messages

Who: - \_My\_Custom\_List

What: - \_My\_Custom\_List

From: ANASTASI, STEPHANIE

To: ASSMANN, PATRICIA

Q-Links: BAK, CYNTHIA

BAUMGARDNER, TERRY

BAXTER, BRITTNEY

BEARD, DEBORAH

BLOTZER, JAMES

BLUM, LINDA

BORNHOFT, JEANNE

BRENNAN, SANDRA

BROADSTREET, MELINDA

BROWN, DEBRA

BUCK, DEBBY

BUCKLEY, ANITA

BUCKLEY, LUANN

Sept

SAT

27

3

10

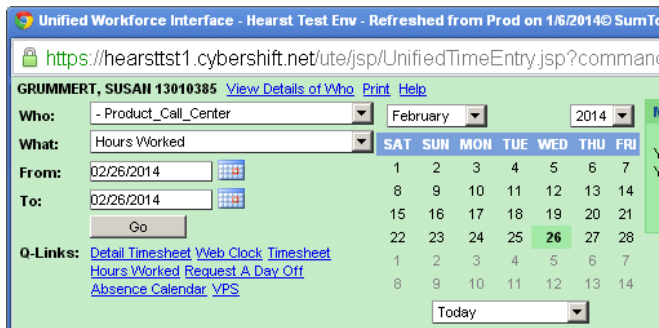
17

24

1

- a.
- b. Choices are: A Custom Built Group, My Team or a Single Employee

4. Highlight the entire prior week by clicking and dragging over the days on the calendar OR by clicking the “From:” and “To” date options.
5. In the “Q-Links” section click on “Hours Worked”



Unified Workforce Interface - Hearst Test Env - Refreshed from Prod on 1/6/2014 © SumT

<https://hearstst1.cybershift.net/ute/jsp/UnifiedTimeEntry.jsp?command>

GRUMMERT, SUSAN 13010385 [View Details of Who](#) [Print](#) [Help](#)

Who: - Product\_Call\_Center

What: Hours Worked

From: 02/26/2014

To: 02/26/2014

Go

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#) [Hours Worked](#) [Request A Day Off](#) [Absence Calendar](#) [VPS](#)

Today

6. Review this screen. This is a quick snapshot of the employee(s) time for the selected week. From viewing this screen, you will know which employee's records need edited prior to approving for the week.

Unified Workforce Interface - Hearst Test Env - Refreshed from Prod on 1/6/2014© SumTotal 2014 All Rights Reserved. SHCM2013

https://hearsttst1.cybershift.net/ute/jsp/UnifiedTimeEntry.jsp?command=init

GRUMMERT, SUSAN 13010385 [View Details of Who](#) [Print](#) [Help](#)

Who:    **My Reminders - GRUMMERT, SUSAN - We**

What:  **SAT SUN MON TUE WED THU FRI**

From:  **26 27 28 29 30 31 1**

To:  **2 3 4 5 6 7 8**

**9 10 11 12 13 14 15**

**16 17 18 19 20 21 22**

**23 24 25 26 27 28 1**

**2 3 4 5 6 7 8**

**Q-Links:** [Detail Timesheet](#) [Web Clock](#) [Timesheet](#)  
[Hours Worked](#) [Request A Day Off](#)  
[Absence Calendar](#) [VPS](#)

**GAUL, JOAH (1304945):**  
Sat - 02/02/2013 To Fri - 02/08/2013

Date	Sat - 02/02/2013	Sun - 02/03/2013	Mon - 02/04/2013	Tue - 02/05/2013	Wed - 02/06/2013	Thu - 02/07/2013	Fri - 02/08/2013	Total
Reg	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
STP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**HOTTEENDORF, SAMANTHA (13069326):**  
Sat - 02/02/2013 To Fri - 02/08/2013

Date	Sat - 02/02/2013	Sun - 02/03/2013	Mon - 02/04/2013	Tue - 02/05/2013	Wed - 02/06/2013	Thu - 02/07/2013	Fri - 02/08/2013	Total
Reg	0.0	0.0	8.0	8.0	8.0	8.0	8.0	40.0
STP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>40.0</b>

**MAGES, DARLENE (1302619):**  
Sat - 02/02/2013 To Fri - 02/08/2013

Date	Sat - 02/02/2013	Sun - 02/03/2013	Mon - 02/04/2013	Tue - 02/05/2013	Wed - 02/06/2013	Thu - 02/07/2013	Fri - 02/08/2013	Total
Reg	0.0	0.0	8.0	8.0	8.0	8.0	8.0	40.0
STP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>	<b>40.0</b>

**RAY, DIANNA (13069333):**  
Sat - 02/02/2013 To Fri - 02/08/2013

Date	Sat - 02/02/2013	Sun - 02/03/2013	Mon - 02/04/2013	Tue - 02/05/2013	Wed - 02/06/2013	Thu - 02/07/2013	Fri - 02/08/2013	Total
Reg	0.0	0.0	8.0	8.0	8.25	0.0	7.75	32.0
STP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.0	0.25	0.25
<b>H</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>	<b>8.0</b>	<b>8.25</b>	<b>8.0</b>	<b>8.0</b>	<b>40.25</b>

a.

7. If you have employees that receive shift pay you will not see that information here. (Step 8 will explain this further)
8. Make sure the prior week is still selected and the appropriate employee and/or group is selected in the "Who" list.
  - a. If you manage Exempt employees please skip to Step 12.

- b. If you manage Non-Exempt employees use these instructions:
- Now, in the “Q-Links” section click “Detail Timesheet”

GRUMMERT, SUSAN 13010385 [View Details of Who](#) [Print](#) [Help](#)

Who:  February 2013 [My Reminders - GRUMMERT, SUSAN - Wed - 02/26/2014](#)

What:  SAT SUN MON TUE WED THU FRI

From:  26 27 28 29 30 31 1

To:  2 3 4 5 6 7 8

Go 9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 1

2 3 4 5 6 7 8

Today

Q-Links: [Detail Timesheet](#) [Web Clock Timesheet](#)  
[Hours Worked](#) [Request A Day Off](#)  
[Absence Calendar](#) [VPS](#)

Mon - 02/04/2013

Payroll Shift Detail

Select ☐ Sched Shift:   Start Date:  Start Time:

Actual Shift:  End Date:  End Time:

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	050	5204	08:00	09:00	1.0		1
<input type="radio"/>	BRK	LUNCH	050	5204	09:00	09:30	0.5		
<input type="radio"/>	WRK	HOURS WORKED	050	5204	09:30	16:30	7.0		1

REG 8.0 STP 0.0 OT2 0.0 ABS 0.0

Approval Status: ☒ Autopoll

Tue - 02/05/2013

Payroll Shift Detail

Select ☐ Sched Shift:   Start Date:  Start Time:

Actual Shift:  End Date:  End Time:

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	050	5204	08:00	09:00	1.0		1
<input type="radio"/>	BRK	LUNCH	050	5204	09:00	09:30	0.5		
<input type="radio"/>	WRK	HOURS WORKED	050	5204	09:30	16:30	7.0		1

REG 8.0 STP 0.0 OT2 0.0 ABS 0.0

Approval Status: ☒ Autopoll

c.

9. The “Detail Timesheet” is where you can and will adjust/edit employee’s time.
- It is suggested that you edit one employee at a time within the “Detail Timesheet.”
  - When editing a single employee, the “View Clock Data” is available and shows clock swiping information

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<https://hearstst1.cybershift.net/ute/jsp/UnifiedTimeEntry.jsp?command=init>

GRUMMERT, SUSAN 13010385 [View Details of Who](#) [Print](#) [Help](#)

Who:  February 2013 [View Clock Data](#)

What:  SAT SUN MON TUE WED THU FRI

From:  26 27 28 29 30 31 1

To:  2 3 4 5 6 7 8

Go 9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 1

2 3 4 5 6 7 8

Today

Q-Links: [Detail Timesheet](#) [Web Clock Timesheet](#)  
[Hours Worked](#) [Request A Day Off](#)  
[Absence Calendar](#) [VPS](#)

NOTTENDORF, SAMANTHA (130093276)

From: Sat - 02/02/2013 To: Fri - 02/08/2013

Status	Clock Date	Clock Time	Type	Center	Position	Terminal	Work Order	Work Rem	Data
0	Mon - 02/04/2013	07:53	ON						207.109.130.40
0	Mon - 02/04/2013	16:30	OFF						207.109.130.40
0	Tue - 02/05/2013	07:53	ON						207.109.130.40
0	Tue - 02/05/2013	16:31	OFF						207.109.130.40
0	Wed - 02/06/2013	07:57	ON						207.109.130.40
0	Wed - 02/06/2013	16:30	OFF						207.109.130.40

Mon - 02/04/2013

Payroll Shift Detail

Select ☐ Sched Shift:   Start Date:  Start Time:

Actual Shift:  End Date:  End Time:

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	050	5204	08:00	09:00	1.0		1
<input type="radio"/>	BRK	LUNCH	050	5204	09:00	09:30	0.5		
<input type="radio"/>	WRK	HOURS WORKED	050	5204	09:30	16:30	7.0		1

REG 8.0 STP 0.0 OT2 0.0 ABS 0.0

Approval Status: ☒ Autopoll

Tue - 02/05/2013

Payroll Shift Detail

Select ☐ Sched Shift:   Start Date:  Start Time:

Actual Shift:  End Date:  End Time:

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	050	5204	08:00	09:00	1.0		1
<input type="radio"/>	BRK	LUNCH	050	5204	09:00	09:30	0.5		
<input type="radio"/>	WRK	HOURS WORKED	050	5204	09:30	16:30	7.0		1

REG 8.0 STP 0.0 OT2 0.0 ABS 0.0

Approval Status: ☒ Autopoll

c.

10. Check employee's shift pay value if applicable.

a. SEE ADDENDUM

11. If you manage exempt employees you will edit their records with the "Timesheet" menu option or "Q-Links" option.

Unified Workforce Interface - Hearst Test Env - Refreshed from Prod on 1/6/2014 0:00:00 SunTotal 2014 All Rights Reserved. SHCM2013\_WM3-v7.0.0.0-11-12-13 - Google Chrome

GRUMMETT, SUSAN 13010365 View Details of Vbop Print Help

What: Timesheet From: 02/02/2013 To: 02/08/2013

View Clock Data: POPE, KRISTINE (1304157) From: Sat - 02/02/2013 To: Fri - 02/08/2013

Q-Links: Detail Timesheet View Clock Timesheet Hours Worked Request A Day Off Absence Calendar VPS

Today

Timesheet POPE, KRISTINE (1304157) Protect Date: Fri - 12/27/2013

Sched Shift: 0 Actual Shift: 0

Select	Action	Code	Cost Center	Position	Role	Reg	STP	OT2	Reg	STP	OT2
<input type="checkbox"/>	VRK	HOURS WORKED	090	1204	Submitted	0.0	0.0	0.0	0.0	0.0	0.0
Total Paid Hours:						0.0	0.0	0.0	0.0	0.0	0.0

Approval Status: ☒ Autopost ☒ Autopost

Apply Changes View Clock Data Add Row Below Delete Row

Extended Details - POPE, KRISTINE

Summary Totals by Code

Code	Description	REG	STP	OT2	OT3	OT4	PAB	UNPAID
(00)	HOURS WORKED	40.0	0.0	0.0	0.0	0.0	40.0	0.0
TOTALS		40.0	0.0	0.0	0.0	0.0	40.0	0.0

Page Totals: 0.0 0.0

Save All View All Clock Data Approve All

a.

b. Screen print continued ... (Saturday – Sunday above, Monday – Friday below)

Unified Workforce Interface - Hearst Test Env - Refreshed from Prod on 1/6/2014 0:00:00 SunTotal 2014 All Rights Reserved. SHCM2013\_WM3-v7.0.0.0-11-12-13 - Google Chrome

GRUMMETT, SUSAN 13010365 View Details of Vbop Print Help

What: Timesheet From: 02/02/2013 To: 02/08/2013

View Clock Data: POPE, KRISTINE (1304157) From: Sat - 02/02/2013 To: Fri - 02/08/2013

Q-Links: Detail Timesheet View Clock Timesheet Hours Worked Request A Day Off Absence Calendar VPS

Today

Timesheet POPE, KRISTINE (1304157) Protect Date: Fri - 12/27/2013

Sched Shift: 0 Actual Shift: 0

Select	Action	Code	Cost Center	Position	Role	Reg	STP	OT2	Reg	STP	OT2
<input type="checkbox"/>	VRK	HOURS WORKED	090	1204	Submitted	0.0	0.0	0.0	0.0	0.0	0.0
Total Paid Hours:						0.0	0.0	0.0	0.0	0.0	0.0

Approval Status: ☒ Autopost ☒ Autopost

Apply Changes View Clock Data Add Row Below Delete Row

Extended Details - POPE, KRISTINE

Summary Totals by Code

Code	Description	REG	STP	OT2	OT3	OT4	PAB	UNPAID
(00)	HOURS WORKED	40.0	0.0	0.0	0.0	0.0	40.0	0.0
TOTALS		40.0	0.0	0.0	0.0	0.0	40.0	0.0

Page Totals: 0.0 0.0

Save All View All Clock Data Approve All

c.

12. Once all records have been edited, where applicable for Non-Exempt and/or Exempt employees, scroll to the bottom of the page and select "Save All" button.

a. View for saving Non-Exempt employees' information. "Save All"

Unified Workforce Interface - Hearst Test Env - Refreshed from Prod on 1/6/2014 0:00 SunTotal 2014 All Rights Reserved. SHCM2013, WM3 v7.0.5.6 11-12-13 - Google Chrome

https://hearstst1.cybershift.net/ufc.jsp?UnifiedTimeEntry.jsp?command=init

GRUMMETT, SUSAN 1301935 View Details of Who Edit Help

Who: HOTTENDORF, SAMANTHA February 2013 View Clock Data

What: Detail Timesheet SAT SUN MON TUE WED THU FRI POPE, KRISTINE (1304157):  
From: 02/02/2013 26 27 28 29 30 31 1 From: Sat - 02/02/2013 To: Fri - 02/08/2013  
To: 02/08/2013 2 3 4 5 6 7 8 Status: Clock Date: Clock Time: Type: Center: Position: Terminal: Work Order: Work Rem: Data  
No clock data found for the date you selected.

Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Absence Calendar VFS

Today

WKR HOURS WORKED 050 5204 09:00 09:00 1.0 1

BRK LUNCH 050 5204 09:30 09:30 0.5

WKR HOURS WORKED 050 5204 09:30 16:30 7.0 1

REG 8.0 STP 0.0 OT2 0.0 ABS 0.0

Approval Status: Autopoll

Apply Changes View Clock Data Add Row Below Insert Row Above Delete Row Add Shift Delete Shift

Payroll Shift Detail

Select Sched Shift 1351 Apply Default Start Date 02/08/2013 Start Time 08:00  
Actual Shift 1351 End Date 02/08/2013 End Time 16:30

Payroll Details

Uses Defined Field Overrides: Submitted By: S. HOTTENDORF

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Shift Code
<input type="checkbox"/>	WKR	HOURS WORKED	050	5204	08:00	08:00	1.0		1
<input type="checkbox"/>	BRK	LUNCH	050	5204	09:30	09:30	0.5		
<input type="checkbox"/>	WKR	HOURS WORKED	050	5204	09:30	16:30	7.0		1

REG 8.0 STP 0.0 OT2 0.0 ABS 0.0

Approval Status: Autopoll

Apply Changes View Clock Data Add Row Below Insert Row Above Delete Row Add Shift Delete Shift

Extended Details - HOTTENDORF, SAMANTHA

Summary Totals by Code

Code	Description	REG	STP	OT2	OT3	OT4	PAB	UNPAID
(H)	HOURS WORKED	40.0	0.0	0.0	0.0	0.0	0.0	0.0
BRK	LUNCH	2.5	0.0	0.0	0.0	0.0	0.0	2.5
TOTALS		42.5	0.0	0.0	0.0	0.0	0.0	2.5

Page Totals: REG 40.0 STP 0.0 OT2 0.0 ABS 0.0  
Grand Totals: REG 40.0 STP 0.0 OT2 0.0 ABS 0.0

Save All View All Clock Data Approve All

- b. View for saving Exempt employees' information.
- c.

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https://hearstst1.cybershift.net/ufc.jsp?UnifiedTimeEntry.jsp?command=init

GRUMMETT, SUSAN 1301935 View Details of Who Edit Help

Who: POPE, KRISTINE February 2013 View Clock Data

What: Timesheet SAT SUN MON TUE WED THU FRI POPE, KRISTINE (1304157):  
From: 02/02/2013 26 27 28 29 30 31 1 From: Sat - 02/02/2013 To: Fri - 02/08/2013  
To: 02/08/2013 2 3 4 5 6 7 8 Status: Clock Date: Clock Time: Type: Center: Position: Terminal: Work Order: Work Rem: Data  
No clock data found for the date you selected.

Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Absence Calendar VFS

Today

Timesheet

POPE, KRISTINE (1304157): Protect Dates: Fri - 12/21/2013

Sat 02/02/2013 Sun 02/03/2013 Mon 02/04/2013

Sched Shift: 0 Actual Shift: 0

Select Action Code Cost Center Position Role Reg STP OT2 Reg STP OT2 Reg

WKR HOURS WORKED 050 1204 Submitted 0.0 0.0 0.0 0.0 0.0 0.0 0.0

Total Paid Hours: 0.0 0.0 0.0

Approval Status: Autopoll Autopoll Autopoll

Apply Changes View Clock Data Add Row Below Delete Row

Extended Details - POPE, KRISTINE

Summary Totals by Code

Code	Description	REG	STP	OT2	OT3	OT4	PAB	UNPAID
(H)	HOURS WORKED	40.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTALS		40.0	0.0	0.0	0.0	0.0	0.0	0.0

Page Totals: 0.0 0.0 0.0

Save All View All Clock Data Approve All

d.

13. After all time is edited and saved, you are now prepared to "Approve" your employees' time.

14. Within the "What-List" select "View Payroll Summary" for the employee or group that is selected within the "Who" drop down.

- a. View with one employee selected.



Unified Workforce Interface - Hearst Test Env - Refreshed from Prod on 1/6/2014 0:00:00 Sun Total 2014 All Rights Reserved. SHCM2013, WFM3 v7.0.5.6-11-12-13 - Google Chrome

https://hearst1 cybershift.net/UnifiedTimeEntry.jsp?command=init

GRUMMETT, SUSAN 13093265 View Details of Who: [Print](#) [Help](#)

Who:  View Payroll Summary

From:  To:

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet Hours Worked](#) [Request A Day Off](#) [Absence Calendar](#) [YES](#)

View Payroll Summary

Name	Payroll ID	Approval Status	Pay Date	Sched Shift	Actual Shift	Start Date and Time	End Date and Time	Code	Absence Hours	Reg	STP	OK?	Submitted By
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Sat - 02/02/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Sun - 02/03/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Mon - 02/04/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Tue - 02/05/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> S. GRUMMETT	Wed - 02/06/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> S. GRUMMETT	Thu - 02/07/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Fri - 02/08/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
<b>Page Totals:</b>									<b>8.0</b>	<b>80.0</b>	<b>0.0</b>	<b>0.0</b>	
<b>Grand Totals:</b>									<b>8.0</b>	<b>80.0</b>	<b>0.0</b>	<b>0.0</b>	

- b.   
 c. View with a group of employees selected.

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https://hearst1 cybershift.net/UnifiedTimeEntry.jsp?command=init

GRUMMETT, SUSAN 13093265 View Details of Who: [Print](#) [Help](#)

Who:  View Payroll Summary

From:  To:

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet Hours Worked](#) [Request A Day Off](#) [Absence Calendar](#) [YES](#)

View Payroll Summary

Name	Payroll ID	Approval Status	Pay Date	Sched Shift	Actual Shift	Start Date and Time	End Date and Time	Code	Absence Hours	Reg	STP	OK?	Submitted By
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Sun - 02/03/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Mon - 02/04/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Tue - 02/05/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> S. GRUMMETT	Wed - 02/06/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> S. GRUMMETT	Thu - 02/07/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
HOTTENDORF, SAMANTHA	13069326	<input checked="" type="checkbox"/> Autopoll	Fri - 02/08/2013	1351	1351	08:00	16:30 (V)	BRK	0.0	8.0	0.0	0.0	S. HOTTENDORF
MAGEE, DARLENE	1302619	<input checked="" type="checkbox"/> Autopoll	Sat - 02/02/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	D. MAGEE
MAGEE, DARLENE	1302619	<input checked="" type="checkbox"/> Autopoll	Sun - 02/03/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	D. MAGEE
MAGEE, DARLENE	1302619	<input checked="" type="checkbox"/> Autopoll	Mon - 02/04/2013	1362	1362	07:00	15:30 (V)	BRK	0.0	8.0	0.0	0.0	D. MAGEE
MAGEE, DARLENE	1302619	<input checked="" type="checkbox"/> Autopoll	Tue - 02/05/2013	1362	1362	07:00	15:30 (V)	BRK	0.0	8.0	0.0	0.0	D. MAGEE
MAGEE, DARLENE	1302619	<input checked="" type="checkbox"/> Autopoll	Wed - 02/06/2013	1362	1362	07:00	15:30 (V)	BRK	0.0	8.0	0.0	0.0	D. MAGEE
MAGEE, DARLENE	1302619	<input checked="" type="checkbox"/> Autopoll	Thu - 02/07/2013	1362	1362	07:00	15:30 (V)	BRK	0.0	8.0	0.0	0.0	D. MAGEE
MAGEE, DARLENE	1302619	<input checked="" type="checkbox"/> Autopoll	Fri - 02/08/2013	1362	1362	07:00	15:30 (V)	BRK	0.0	8.0	0.0	0.0	D. MAGEE
RAY, DIANNA	13069333	<input checked="" type="checkbox"/> Autopoll	Sat - 02/02/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	D. RAY
RAY, DIANNA	13069333	<input checked="" type="checkbox"/> Autopoll	Sun - 02/03/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	D. RAY
RAY, DIANNA	13069333	<input checked="" type="checkbox"/> Autopoll	Mon - 02/04/2013	1357	1357	07:30	15:30 (V)		0.0	8.0	0.0	0.0	D. RAY
RAY, DIANNA	13069333	<input checked="" type="checkbox"/> Autopoll	Tue - 02/05/2013	1357	1357	07:30	15:30 (V)		0.0	8.0	0.0	0.0	D. RAY
RAY, DIANNA	13069333	<input checked="" type="checkbox"/> S. GRUMMETT	Wed - 02/06/2013	1357	1357	07:00	15:15 (V)	LL	0.25	0.25	0.0	0.0	D. RAY
RAY, DIANNA	13069333	<input checked="" type="checkbox"/> S. GRUMMETT	Thu - 02/07/2013	1357	0	00:00	00:00 H		8.0	8.0	0.0	0.0	D. RAY
RAY, DIANNA	13069333	<input checked="" type="checkbox"/> K. POPE	Fri - 02/08/2013	1357	1357	07:30	15:30 (V)		0.0	7.75	0.0	0.25	D. RAY
SORENSEN, LINDA	13029386	<input checked="" type="checkbox"/> Autopoll	Sat - 02/02/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	L. SORENSEN
SORENSEN, LINDA	13029386	<input checked="" type="checkbox"/> Autopoll	Sun - 02/03/2013	0	0	00:00	00:00 (D)		0.0	0.0	0.0	0.0	L. SORENSEN
SORENSEN, LINDA	13029386	<input checked="" type="checkbox"/> K. POPE	Mon - 02/04/2013	1366	1366	07:00	15:30 (V)	BRK	0.5	8.0	0.0	0.0	L. SORENSEN
SORENSEN, LINDA	13029386	<input checked="" type="checkbox"/> K. POPE	Tue - 02/05/2013	1366	1366	07:00	15:30 (V)	BRK	0.5	8.0	0.0	0.0	L. SORENSEN
SORENSEN, LINDA	13029386	<input checked="" type="checkbox"/> K. POPE	Wed - 02/06/2013	1366	0	00:00	00:00 V		8.0	8.0	0.0	0.0	L. SORENSEN
SORENSEN, LINDA	13029386	<input checked="" type="checkbox"/> K. POPE	Thu - 02/07/2013	1366	1366	07:00	15:30 (V)	BRK	0.5	8.0	0.0	0.0	L. SORENSEN
SORENSEN, LINDA	13029386	<input checked="" type="checkbox"/> K. POPE	Fri - 02/08/2013	1366	1366	07:00	15:30 (V)	BRK	0.5	8.0	0.0	0.0	L. SORENSEN

- d.   
 e. **Red records** show that a given day was not worked to the employee's assigned schedule. (most likely already reviewed and/or edit in a previous step within this document)   
 f. Black records show that a given day was worked as expected to schedule (denoted by "autopoll")

15. The desire at this point in the process of approving employee time is that all records are ready for approval and no further modifications need to be made.

16. Once you are satisfied with the records shown within the “View Payroll Summary” screen you will select “Approve All” from the very bottom of the screen.

The screenshot displays the 'View Payroll Summary' interface. At the top, there's a header with the URL and some system information. Below that, a navigation bar includes 'View Payroll Summary' and 'View Details of Vlog'. The main area shows a list of employees with columns for Name, ID, Status, Clock Date, Clock Time, Type, Center, Position, Terminal, Work Order, and Work Item Data. The list includes employees like HOTTENDORF, SAMANTHA, MADES, DARLENE, RAY, DIANNA, and SORENGSEN, LINDA. At the bottom, there are buttons for 'Save All', 'View All Clock Data', 'Approve All', and 'Filter'. The 'Approve All' button is highlighted.

- a.
- b. **\*NOTE \*** - The “Approve All” action can be done for a single employee or a group

17. After clicking “Approve All” you now click “Save All.”

- a. Please remember to select “Approve All” first, ... then “Save All”
- b. This may seem redundant, but should be seen as “saving the approvals that were just completed”

18. You are now finished!

## Addendum: Shift Pay

### Shift Pay:

If an employee 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.

*\*Note\* - Shift Pay rules are calculated based on hours within each employee’s timesheet every Saturday through Monday at 4 AM and for one final time on Tuesday at 10AM.*

Detail Timesheet  
SHELTON, JON (13040692):  
Sat - 01/09/2010

Payroll Shift Detail  
Select: ☐ Sched Shift: 0  Start Date: 01/09/2010 Start Time: 00:00  
Actual Shift: 0 End Date: 01/09/2010 End Time: 00:00

Payroll Details  
Record Overrides: ☒ Use System Breaks  
User Defined Field Overrides: Submitted By: J. SHELTON

Select	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Hour Type	Amount	Shift Code
<input checked="" type="radio"/>	HOURS WORKED	AUTO	AUTO	00:00	00:00	8.0		REG	\$0.00	1

Employee Totals: 0.0 ABS 0.0 OFF \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

Totals: 40.0 ABS 0.0 WRK \$0.00 OFF \$0.00 Total \$0.00



# Editing Daily Records for Accurate Hours

It has been brought to our attention that editing records within Cybershift is increasingly frustrating when the employee works hours that differ from their assigned schedule. For example, the employee forgot to swipe out at the end of the day, didn't take a scheduled lunch, took a short/long lunch, etc. Information was given to all managers, supervisors, as well as non-exempt employees in training courses that "clock swipes would override the scheduled shift for non-exempt employees." We've come to discover that this IS NOT the case and the system will always try to assist management/employees by including the lunch breaks and clock in and out times as their schedule dictates. After several meetings with Hearst Service Center staff as well as the Cybershift Support Team this is the way the system was originally created to function and it would take custom programming and several additional hours/days to have a fix ready to simply test.

The Cybershift Conversion Team explored several other options within the system to help ensure the clock swipes would not ever be overridden. However, there was never a clear cut manner to use that would not alter the main functionality of how the system is setup to record and report employee hours. Therefore, we have settled on a manual edit of the records that are in need and the steps are laid out below for you to follow if/when needed.

Here are the steps the Cybershift Conversion Team are suggesting be taken in order to correct these records.

- 1.) Select the employee that needs edited.

The screenshot shows the Cybershift system interface. At the top, there is a header bar with the text "FLAHERTY, DANIEL (13034783) Id: " followed by a search button and links for "View Details of Who" and "Preferences". Below this, the "Who:" dropdown menu is highlighted with a red box. To the right of the "Who:" dropdown are two more dropdown menus for "September" and "2011". Below these are two more dropdown menus for "What:" (set to "Detail Timesheet") and "From:" (set to "09/26/2011"). Below the "From:" dropdown is a "To:" dropdown set to "09/28/2011" and a "Go" button. Below the "Go" button are several links: "O-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Calendar". To the right of these dropdowns is a calendar grid showing dates from 27 to 30. Below the calendar grid is a "This Week" dropdown menu.

2.) Select the date or date range that needs changes.

FLAHERTY, DANIEL (13034783) Id:  Search View Details of Who Prefer

Who:  September 2011

What: Detail Timesheet

From: 09/26/2011

To: 09/28/2011

Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours  
Worked Request A Day Off Calendar

SAT	SUN	MON	TUE	WED	THU	FRI
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

This Week

3.) Choose Detail Timesheet from the Q-Links section.

FLAHERTY, DANIEL (13034783) Id:  Search View Details of Who Prefer

Who:  September 2011

What: Detail Timesheet

From: 09/26/2011

To: 09/28/2011

Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours  
Worked Request A Day Off Calendar

SAT	SUN	MON	TUE	WED	THU	FRI
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

This Week

4.) Find the day that you want to modify from the Detail Timesheet

FLAHERTY, DANIEL (13034783) Id:  Search View Details of Who Preferences Print Help

Who:  September 2011

What: Detail Timesheet

From: 09/26/2011

To: 09/28/2011

Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours  
Worked Request A Day Off Calendar

Mon - 09/26/2011

Payroll Shift Detail

Select ☐ Sched Shift: 1494 Apply Default Start Date: 09/26/2011 Start Time: 00:00

Actual Shift: 0 End Date: 09/26/2011 End Time: 00:00

Payroll Details

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	ABU	NO CLOCK SWMPES	100	8860			8.0		\$0.00	

REG 0.0 STP 0.0 OT2 0.0 ABS 8.0 ABU \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

REG 0.0 STP 0.0 OT2 0.0 ABS 24.0 ABU \$0.00 Total \$0.00

Apply Changes View Clock Data... View Item Description... Add Row Below Insert Row Above Delete Row

5.) Change “Actual Shift” from its current value to “80” (no matter what the “Sched Shift” shows)

FLAHERTY, DANIEL (13034783) Id:  Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who:  September 2011

What: Detail Timesheet

From: 09/26/2011 To: 09/28/2011

Go

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#) [Hours](#) [Worked](#) [Request A Day Off](#) [Calendar](#)

SAT	SUN	MON	TUE	WED	THU	FRI
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

This Week

Mon - 09/26/2011

**Payroll Shift Detail**

Select ☐ Sched Shift: 1494  Start Date: 09/26/2011 Start Time: 00:00

**Actual Shift:** 0 End Date: 09/26/2011 End Time: 00:00

**Payroll Details**

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	ABU	NO CLOCK SWIPES	100	8860			8.0		\$0.00	

REG 0.0 STP 0.0 OT2 0.0 ABS 8.0 ABU \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

REG 0.0 STP 0.0 OT2 0.0 ABS 24.0 ABU \$0.00 Total \$0.00

6.) Make all edits needed. (remove rows, edit times, add rows, etc.)

FLAHERTY, DANIEL (13034783) Id:  Search [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

Who:  September 2011

What: Detail Timesheet

From: 09/26/2011 To: 09/28/2011

Go

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#) [Hours](#) [Worked](#) [Request A Day Off](#) [Calendar](#)

SAT	SUN	MON	TUE	WED	THU	FRI
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

This Week

Mon - 09/26/2011

**Payroll Shift Detail**

Select ☐ Sched Shift: 1494  Start Date: 09/26/2011 Start Time: 07:30

**Actual Shift:** 80 End Date: 09/26/2011 End Time: 15:30

**Payroll Details**

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	100	8860	07:30	15:30	3.0		\$0.00	

REG 0.0 STP 0.0 OT2 0.0 ABS 8.0 ABU \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

REG 0.0 STP 0.0 OT2 0.0 ABS 24.0 ABU \$0.00 Total \$0.00

## 7.) Now choose “Apply Changes”

FLAHERTY, DANIEL (13034783) Id:  Search View Details of Who Preferences Print Help

Who:  What: Detail Timesheet From: 09/26/2011 To: 09/28/2011 Go

Q-Links: Detail Timesheet Web Clock Timesheet Hours Worked Request A Day Off Calendar

Processing... Please Wait  
The page at https://timeq.hearstsc.com says:  
Saved successfully.  
OK

**Detail Timesheet**  
Mon - 09/26/2011

**Payroll Shift Detail**  
Select ☐ Sched Shift: 1494  Start Date: 09/26/2011 Start Time: 07:30  
Actual Shift: 80 End Date: 09/26/2011 End Time: 15:30

**Payroll Details**  
User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Co
<input type="radio"/>	WRK	HOURS WORKED	100	8860	07:30	15:30	8.0		\$0.00	

REG 8.0 STP 0.0 OT2 0.0 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ D. FLAHERTY

REG 8.0 STP 0.0 OT2 0.0 ABS 16.0 WRK \$0.00 ABU \$0.00 Total \$0.00

“Shift 80” is what Cybershift refers to as an “Open Shift” and that is why we suggest changing the employees to “80” in order to edit them without issues. This should not try to override what you’ve entered and this is where we were seeing the vast majority of the issues.

\*\*\*

PLEASE NOTE!! → Lastly, we suggest NEVER USING the “Apply Default” button within the “Payroll Shift Detail” area. This is something that only the Cybershift Conversion Team should be utilizing. The use of Shift 80 within the Actual Shift should be the only modification a manager should ever make to the Payroll Shift Detail area.

Additional examples follow.

### **Removing a lunch break that did not occur**

- 1.) Follow all steps from above up to step 6.
  - a. (1) Select the employee
  - b. (2) Select the date or date range

- c. (3) Choose Detail Timesheet
  - d. (4) Find the day within the Detail Timesheet that needs modifications
  - e. (5) Change “Actual Shift” to show “80” in the drop down
- 2.) This is how to adjust the lunch record when a lunch wasn’t actually taken but Cybershift adds the lunch record regardless of clock swipes.
- a. Actual clock swipe data

From: Fri - 09/23/2011		To: Fri - 09/23/2011				
Status	Clock Date	Clock Time	Type	Center	Position	Terminal
0	Fri - 09/23/2011	07:35	ON			01A24D
0	Fri - 09/23/2011	16:35	OF			01A24D

- b. Initial view of Detail Timesheet with lunch record that should not have been added.

**Payroll Shift Detail**

Select ☐ Sched Shift: 1463  Start Date: 09/23/2011 Start Time: 07:30  
 Actual Shift: 1463 End Date: 09/23/2011 End Time: 16:30

**Payroll Details**

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	09:30	2.0
<input type="radio"/>	BRK	LUNCH	100	1801	10:30	13:15	2.75
<input type="radio"/>	WRK	HOURS WORKED	100	1801	13:15	16:30	3.25

- c. Change “Actual Shift” from current value to “80”

**Payroll Shift Detail**

Select ☐ Sched Shift: 1463  Start Date: 09/23/2011 Start Time: 07:30  
 Actual Shift: 80 End Date: 09/23/2011 End Time: 16:30

**Payroll Details**

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	09:30	2.0
<input type="radio"/>	BRK	LUNCH	100	1801	10:30	13:15	2.75
<input type="radio"/>	WRK	HOURS WORKED	100	1801	13:15	16:30	3.25

- d. Delete the “BRK” record by selecting radio button and using the “Delete Row” button

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	09:30	2.0		\$0.00	
<input checked="" type="radio"/>	BRK	LUNCH	100	1801	10:30	13:15	2.75		\$0.00	
<input type="radio"/>	WRK	HOURS WORKED	100	1801	13:15	16:30	3.25		\$0.00	

REG 4.75 STP 0.0 OT2 3.25 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

REG 4.75 STP 0.0 OT2 3.25 ABS 0.0 WRK \$0.00 Total \$0.00

e. Now we need to examine the records that remain.

**Payroll Shift Detail**

Select ☐ Sched Shift: 1463  Start Date: 09/23/2011 Start Time: 07:30  
 Actual Shift: 80 End Date: 09/23/2011 End Time: 16:30

**Payroll Details**

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	12:15	4.75
<input type="radio"/>	WRK	HOURS WORKED	100	1801	12:15	16:30	4.25

REG 4.75 STP 0.0 OT2 4.25 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ D. FLAHERT

REG 4.75 STP 0.0 OT2 4.25 ABS 0.0 WRK \$0.00 Total \$0.00

- Please note → there are still 2 worked records from Step 2.d. You now simply examine the total hours within the “Duration” columns to see if the correct number of hours are accounted for.
- In this case, they show 9 hours. (4.75 + 4.25) This is acceptable and should now be saved.

f. Now select “Save All” from the bottom section of buttons and you are done.

**Payroll Shift Detail**

Select ☐ Sched Shift: 1463  Start Time: 07:30  
 Actual Shift: 80 End Time: 16:30

**Payroll Details**

User Defined Field Overrides: Submitted

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration
<input type="radio"/>	WRK	HOURS WORKED	100	1801	07:30	12:15	4.75
<input type="radio"/>	WRK	HOURS WORKED	100	1801	12:15	16:30	4.25

REG 4.75 STP 0.0 OT2 4.25 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ D. FLAHERT

**Windows Internet Explorer**

! Saved successfully.



# 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”

The screenshot shows the Cybershift interface for user GRAY, STEPHANIE 13043741. The 'What' list is expanded, showing various options. The 'Request a Day Off' option is highlighted. The interface includes a search bar, a 'Who' dropdown set to '- Me', a date selector for April 2014, and a calendar view. The 'Batch' dropdown is set to 'y'. The 'Request a Day Off' option is selected in the 'What' list.

SAT	SUN	MON	TUE	WED	THU	FRI
		31	1	2	3	4
		7	8	9	10	11
		14	15	16	17	18
		21	22	23	24	25
		28	29	30	1	2
		5	6	7	8	9

a.

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

GRAY, STEPHANIE 13043741 You have 1 New Message Id:  Search [View](#)

Who:  April 2014

What:

From:

To:

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#)  
[Hours Worked](#) [Request A Day Off](#)  
[Absence Calendar](#) [VPS](#)

Batch: [SOD](#) [PHP](#) [LCD](#) [RPD](#) [RCLCP](#)

SAT	SUN	MON	TUE	WED	THU	FRI
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

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”)

GRAY, STEPHANIE 13043741 You have 1 New Message Id:  Search [View](#)

Who:  April 2014

What:

From:

To:

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#)  
[Hours Worked](#) [Request A Day Off](#)  
[Absence Calendar](#) [VPS](#)

Batch: [SOD](#) [PHP](#) [LCD](#) [RPD](#) [RCLCP](#)

**Request A Day Off**

GRAY, STEPHANIE (13043741):

From: Mon - 04/21/2014 To: Wed - 04/23/2014

Absence Type:

Absence Code:

Full Day Absence: ☐

Duration:

Reason (Optional):

No file chosen

The maximum file upload size is 10.00 MB. Please zip files larger than this.

a.

7.) Select your “Absence Code” from the drop down.

a.

**Absence Type:** Paid

**Absence Code:** PTO

**Full Day Absence:** ☐

**Duration:**

**Reason (Optional):**

**Request Absence**

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

a.

b. **NOTES:**

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

**Request A Day Off**

**GRAY, STEPHANIE (13043741):**

**From:** Mon - 04/21/2014 **To:** Wed - 04/23/2014

**Absence Type:** Paid

**Absence Code:** PTO

**Full Day Absence:** ☐

**Duration:** 8.0

**Reason (Optional):** Spring Break

**Request Absence** **View Absence Availability** **View Calendar**

- 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.
- 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”

**Duration:** 8.0

**Reason (Optional):** Spring Break

Choose File No file chosen Attach

The maximum file upload size is 10.00 MB. Please zip files larger than this.

Request Absence View Absence Availability View Calendar

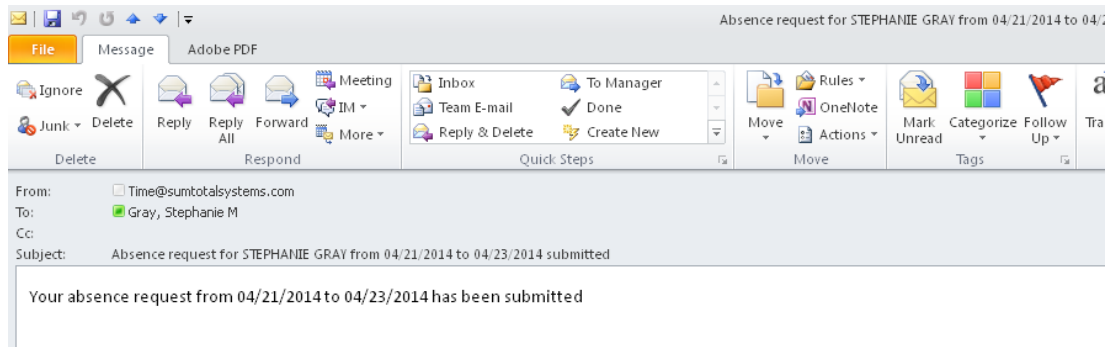
a.

11.) You will get the following confirmation message.



12.) You will receive this email confirmation of your submitted time off request.

- NOTE: If you do not have a CDS Global email address this note will show up in your My Reminders section within the top right section of your main Cybershift screen.



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

- a. Select "Absence Calendar" from the "Q-Links" section

**GRAY, STEPHANIE 13043741** [You have 1 New Message](#) Id:

**Who:**

**What:**

**From:**

**To:**

**Q-Links:** [Detail Timesheet](#) [Web Clock](#) [Timesheet](#)  
[Hours Worked](#) [Request A Day Off](#)  
[Absence Calendar](#) [VPS](#)

**Batch:** [SOD](#) [PHP](#) [LCD](#) [RPD](#) [RCLCP](#)

SAT	SUN	MON	TUE	WED	THU	FRI
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

14.)Select "Go"

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

NOTE: All pending requests will show highlighted in yellow.

**GRAY, STEPHANIE 13043741** [You have 1 New Message](#) Id:   [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

**Who:**    **My Reminders - GRAY, STEPHANIE - Fri - 04/11/2014**

**What:**

**From:**

**To:**

**Q-Links:** [Detail Timesheet](#) [Web Clock](#) [Timesheet](#)  
[Hours Worked](#) [Request A Day Off](#)  
[Absence Calendar](#) [VPS](#)

**Batch:** [SOD](#) [PHP](#) [LCD](#) [RPD](#) [RCLCP](#)

**Employee(s)**  **Week of**

☒ Scheduled ☒ Pending

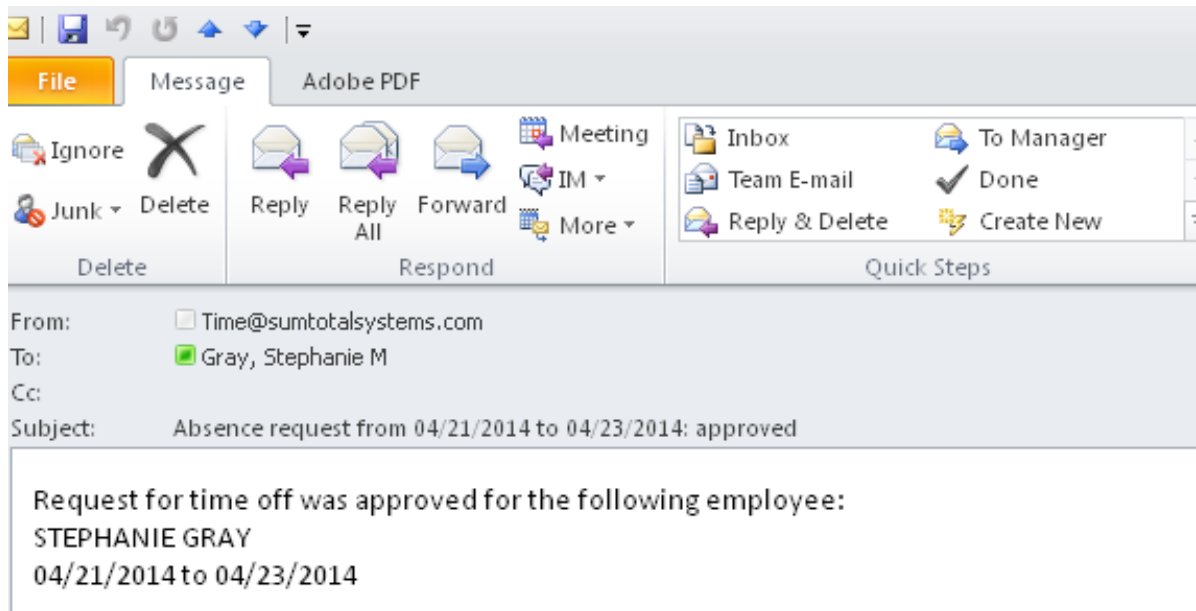
☒ PTO

Sunday	Monday	Tuesday	Wednesday
06 Apr	07	08	09
13	14	15	16
20	21	22	23
	GRAY, STEPH PTO 08:00	GRAY, STEPH PTO 08:00	GRAY, STEPH PTO 08:00

- a.
- b. Picture above shows requested PTO

16.)Once your manager has approved your absence request, you will receive the following email:

- a. NOTE: If you do not have a CDS Global email address this note will show up in your My Reminders section within the top right section of your main Cybershift screen.



17.) Picture below shows approved PTO

RAY, STEPHANIE 13043741 [You have 1 New Message](#) [Id:](#)  [Search](#) [View Details of Who](#) [Preferences](#) [Print](#) [Help](#)

**Who:** - Me **What:** Absence Calendar **When:** April 2014 **My Reminders - GRAY, STEPHANIE - Fri - 04/11/2014**

**From:** 04/21/2014 **To:** 04/23/2014 **Go**

**Links:** [Detail Timesheet](#) [Web Clock](#) [Timesheet](#) [Hours Worked](#) [Request A Day Off](#) [Absence Calendar](#) [VPS](#)

**Match:** [SOD](#) [PMP](#) [LCD](#) [RPO](#) [RCLOP](#) **Today**

**Employee(s):** - Me **Week of:** 2014-04-11 **Show Summary**

☒ Scheduled ☒ Pending

☒ PTO

Sunday	Monday	Tuesday	Wednesday
06 Apr	07	08	09
13	14	15	16
20	21	22	23
	GRAY, STEPHANIE PTO 08:00	GRAY, STEPHANIE PTO 08:00	GRAY, STEPHANIE PTO 08:00
27	28	29	30

18. Once the day(s) you have requested arrive, the correct time off code(s) and hours will be pre-populated to your timesheet.



# How to Create Custom Employee Groups Through Cybershift

## *Managers & Supervisors*

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”.

WEIHS, REGINA (1305235) View Details of Who Print Help

Who: - My Team

What: Detail Timesheet

From: Approved & Unapproved Time  
Detail Timesheet

To: Timesheet  
View Payroll Summary

Q-Links: -----ABSENCE APPROVALS-----  
Absence Approvals

-----UTILITIES & INFORMATION-----  
MyCDSdirect  
Payroll Forms  
Social Security Online  
Internal Revenue Service (IRS)  
U.S. Savings Bonds  
**Create Custom Employee Groups**  
Refresh Screen(TOP)  
Refresh Screen(BOTTOM)

-----REPORTS-----  
Calendar  
Department Calendar  
Hours Worked  
Filters  
Filter Administration  
My Filter List

-----HELP-----  
User Guide  
Log A Help Desk Ticket On-Line

January 2010

SAT	SUN	MON	TUE	WED	THU	FRI
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today

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

Create Custom Employee Groups

Select All Deselect All Search Criteria: Search

Employees:

Select	Name	Payroll
<input checked="" type="checkbox"/>	HANSEN, KELLY	13010199
<input checked="" type="checkbox"/>	GRUMMERT, SUSAN	13010385
<input checked="" type="checkbox"/>	WINGERT, LORI	13010399
<input checked="" type="checkbox"/>	CANTRELL, GLENDA	13010780
<input checked="" type="checkbox"/>	PECK, DEBORAH	13010781

Page 1 Of 54 << First Page Previous Page 1 2 3 4 5 6 7 8 9

Select All Deselect All Save Selected to Who List as: Direct Reports Save

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.

The screenshot shows the 'Create Custom Employee Groups' window. At the top, there are 'Select All' and 'Deselect All' buttons, followed by a 'Search Criteria' field and a 'Search' button. Below this is a table of employees with columns for 'Select', 'Name', and 'Payroll'. The table lists several employees, including Hansen, Kelly, Grummet, Susan, Wiggert, Lori, Cantrell, Glenda, and Pick, Deborah. The first employee, Hansen, Kelly, has a checked checkbox. At the bottom, there are 'Page 1 Of 54', 'First Page', 'Previous Page', 'Next Page', 'Last Page', and 'Save' buttons. Red circles and numbers 1, 2, and 3 are used to highlight specific elements: 1 points to the 'First Page' button, 2 points to the page numbers '1 2 3 4 5 6 7 8 9', and 3 points to the 'Next Page' button.

#### 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.

The screenshot shows the 'Create Custom Employee Groups' window with the 'Search Criteria' field containing the text 'andersen'. The 'Search' button is highlighted with a red circle. Below the search bar, the 'Employees' table shows a single result: 'ANDERSEN, CHERYL' with a checked checkbox. The 'Save Selected to Who List as' field is set to 'My Custom List'. The 'Save' button is also visible.

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.

The screenshot shows the 'Create Custom Employee Groups' window with the 'Search Criteria' field containing the text 'kelly'. The 'Search' button is highlighted with a red circle. Below the search bar, the 'Employees' table shows three results: 'HANSEN, KELLY', 'CHAPMAN, KELLY', and 'KELLY, JOHN'. Each name in the table is circled in red. The 'Save Selected to Who List as' field is set to 'My Custom List'. The 'Save' button is also visible.

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.

# How to Schedule a Temporary Shift Through Cybershift

## Managers & Supervisors

1. In the “Who” drop-down select the employee you want to schedule the shift change for.
2. In the “What” drop-down go under “Utilities and Information” and select “Schedule Shift Change”.

The screenshot shows the top section of the Cybershift interface. At the top, there's a header bar with 'RICE, PATRICK (13010311) Id: [text box] Search View Details of Who Preferences Print Help'. Below this, the 'Who:' dropdown is set to 'GRAY, STEPHANIE'. The 'What:' dropdown is set to 'Schedule Shift Changes'. The 'From:' date is '05/08/2010' and the 'To:' date is '05/14/2010'. A 'Go' button is below the dates. To the right, there's a calendar for May 2010. The calendar shows days of the week (SAT, SUN, MON, TUE, WED, THU, FRI) and dates. The dates 8, 9, 10, 11, 12, 13, 14 are highlighted in blue. Below the calendar, there's a 'Selected Date Range' dropdown.

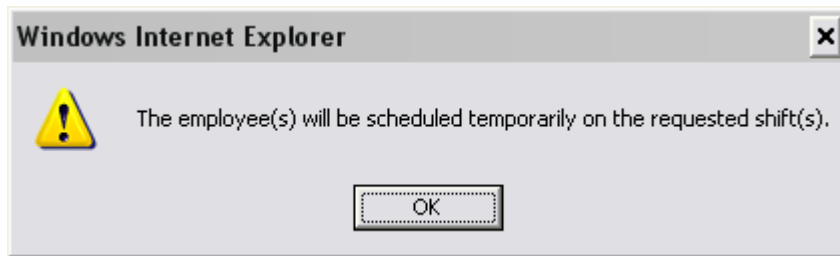
3. On the calendar select the date or dates you want to schedule the shift change for.
4. Click “Go”
5. In the bottom pane, using the “Shift” drop-down boxes, change the shift on the days that apply. In this example Friday was changed from 1468 to 1473. You’ll note when this drop down is change it changes the “Start Time” and “End Time” fields values as appropriate, so you know you’ve selected the correct shift.

The screenshot shows the 'Schedule Shift Changes' table. The table has columns: Select, Date, Shift, Start Time, End Time, Reason, Hour Type, and Duration. The data rows are as follows:

Select	Date	Shift	Start Time	End Time	Reason	Hour Type	Duration
<input type="radio"/>	Sat - 05/08/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Sun - 05/09/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Mon - 05/10/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Tue - 05/11/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Wed - 05/12/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Thu - 05/13/2010	1468	07:30	16:00		REG	08:00
<input checked="" type="radio"/>	Fri - 05/14/2010	1473	08:00	16:30		REG	08:00

Below the table, there are buttons: 'Schedule Shift Changes', 'Remove Shift Changes', 'View Shift Details', 'Add Row Below', 'Delete Row', and 'View Calendar'. The Friday row is highlighted with a red circle.

6. Click “Schedule Shift Changes”
7. You receive the following message



8. Click "OK".

**Additional Information:**

1. If you've scheduled a shift change and need to remove it, repeat steps 1 through 5, then simply click the radio button next to the shift, (note a temporary shift change will have a "T" next to the shift to denote it. Then click the "Remove Shift Changes" button.

Select	Date	Shift	Start Time	End Time	Reason	Hour Type	Duration
<input type="radio"/>	Sat - 05/08/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Sun - 05/09/2010	0	00:00	00:00		REG	00:00
<input type="radio"/>	Mon - 05/10/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Tue - 05/11/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Wed - 05/12/2010	1468	07:30	16:00		REG	08:00
<input type="radio"/>	Thu - 05/13/2010	1468	07:30	16:00		REG	08:00
<input checked="" type="radio"/>	Fri - 05/14/2010	1473 T	08:00	16:30		REG	08:00

2. As you can see there are no descriptions next to the shift number, so you don't necessarily know what hours are applied to a shift. A reference sheet will be available under the "What" list under "Utilities and Information", called "Shift Number List".

# How to Code Family CIB within Cybershift

CDS Global will allow employees to be paid up to a maximum of 80 hours (per calendar year) of accrued CIB pay for an approved family FMLA leave of absence for the employee's spouse, dependent child or parent.

Employees are able to use 80 hours of paid CIB time (CIB Pay, within Cybershift) as Family CIB time (CDS CIB, within Cybershift) per year for the family members listed above, employees must exhaust all of their PTO hours first.

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 CIB Pay for yourself and/or two rows if a family member is sick; CIB PAY to be paid for being absent & CDS CIB 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) CIB PAY 8 hours**

\*CIB hours are paid time\*

## **ABU (absent unpaid codes within Cybershift) CDS CIB (family CIB) 8 hours**

\*CDS CIB hours are unpaid time\*

## **Detail Timesheet View (From "Q-Links")**

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

Fri - 02/21/2014

**Payroll Shift Detail**

Select: ☐ Sched Shift: 1001  Start Date: 02/21/2014 Start Time: 09:00  
Actual Shift: 1001 End Date: 02/21/2014 End Time: 17:00

**Payroll Details**

Record Overrides: ☐ Manual Calc ☐ Shift Code Override

User Defined Field Overrides: Submitted By: \_\_\_\_\_

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="radio"/>	ABP	CATASTROPHIC ILL	100	8860	09:00	17:00	8.0		\$0.00	
<input type="radio"/>	ABU	CDS CIB	100	8860			8.0			

REG 8.0 STP 0.0 OT2 0.0 ABS 8.0 ABP \$0.00 Total \$0.00

Approval Status: ☐ S. GRAY



## 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.

		Thu 02/20/2014				Fri 02/21/2014							
		Sched Shift: 1000				1000							
		Actual Shift: 0				1000							
Select	Action	Code	Cost Center	Position	Role	Amount	Reg	STP	OT2	Reg	STP	OT2	Total
<input type="radio"/>	HRK	HOURS WORKED	100	8075		\$0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<input type="radio"/>	ABP	CATASTROPHIC ILL	100	8075		\$0.00	8.0	0.0	0.0	0.0	0.0	0.0	8.0
<input type="radio"/>	ABU	CDS CB	100	8075		\$0.00	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Paid Hours:							8.0			8.0			16.0
Approval Status:						<input type="checkbox"/> S. GRAY					<input checked="" type="checkbox"/> Autopoll		
Apply Changes						View Clock Data		Add Row Below		Delete Row			

## **CDS Global {US}: How-To-Record Workers' Compensation Hour Codes within Cybershift Time and Attendance System:**

\* Disclaimer – On the day of the Injury, the employee is to receive full pay for their entire scheduled day's work shift (regardless of day of week or time of day that a workers' compensation event happened). As an example if the Workers' Compensation event happened during the first ten minutes of the employee's otherwise normal eight hour work day (management is to record the employee's time for the day as full eight hours of regular worked time, even though employee have left work after just starting due to needing medical attention, etc.).

**Workers' Compensation** insurance provides wage replacement benefits for employees who are absent from work due to a work related injury or illness. \*Note: The waiting period, or minimum number of days the employee must be absent from work to be eligible for **Workers' Compensation** wage replacement benefits, varies by State:

**Arizona waiting period is 5 work days (7 calendar days), Iowa waiting period is 3 calendar days and Pennsylvania waiting period is 5 work days (7 calendar days).**

*Absences that occur during the Workers' Compensation waiting period are not paid by Workers' Compensation insurance until the employee is absent for more than 14 calendar days.*

Record absences from work to attend an appointment for evaluation or treatment of a work related injury or illness as Absence Paid "**ABP – Injury**", as these type of occurrences are paid by CDS Global.

### **FMLA and Worker's Compensation**

The Family and Medical Leave Act ("FMLA") provides certain employees with up to 12 work weeks of unpaid job-protected leave a year. The worker's compensation leave may, in fact, run concurrently with FMLA leave and may count toward an FMLA leave entitlement, provided the reason for the absence is due to a qualifying "serious health condition" as defined in the FMLA. The employee will be given FMLA paperwork if

eligible. The workforce administrator will contact the manager if the worker's compensation should run concurrently with FMLA. If approved, record absences with the unpaid code FMLA as well.

## **WORKERS' COMPENSATION WAITING PERIOD PROCEDURES**

Employees have the option to use any accrued **CIB, PTO, Personal (floating) or Awarded Time Off** hours they have available to receive CDS Global pay for absence hours that occur during the Workers' Compensation waiting period, if the employee desires to do so. Record such using the appropriate hours category and also record such hours as being Absence Unpaid, **"ABU – Workers' Comp"**.

GRAY, STEPHANIE 13843741

Who: Me

What: Detail Timesheet

From: 02/02/2014

To: 02/02/2014

Q-Links: Detail Timesheet View Clock Timesheet Hours Worked Request A Rate Call Absence Calendar VCS

Status: SDD EMP LCO REQ BGLCP

Today

My Reminders - GRAY, STEPHANIE - Fri - 02/21/2014

You Have 0 unread messages

You Have 0 unread messages in your Absence Queues

Refresh Close Window

Detail Timesheet

GRAY, STEPHANIE (13843741)

Thu - 02/20/2014

Payroll Shift Detail

Select: Sched Shift 1001 Apply Default Start Date: 02/02/2014 Start Time: 09:00

Actual Shift: 1001 End Date: 02/02/2014 End Time: 17:00

Payroll Details

Record Overrides: Manual Calc Shift Code Override

User Defined Field Overrides: Submitted By:

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount	Shift Code
<input type="checkbox"/>	ABP	CATASTROPHIC ILL	100	0060	09:00	17:00	8.0	MC waiting period	\$0.00	
<input type="checkbox"/>	ABU	WORKERS COMP	100	0060						

REG 8.0 STP 0.0 OT2 0.0 ABS 8.0 ABP \$0.00 Total \$0.00

Approval Status: S. GRAY

Apply Changes View Clock Data Submit for Approval Add Row Below Insert Row Above Delete Row Add Shift Delete Shift

Extended Details

Summary Totals by Code

Code	Description	REG	STP	OT2	OT3	OT4	PAB	UNPAID
(W)	HOURS WORKED	8.0	0.0	0.0	0.0	0.0	8.0	0.0
TOTALS		8.0	0.0	0.0	0.0	0.0	8.0	0.0

Page Totals: REG 8.0 STP 0.0 OT2 0.0 ABS 8.0 ABP \$0.00 Total \$0.00

Grand Totals: REG 8.0 STP 0.0 OT2 0.0 ABS 8.0 ABP \$0.00 Total \$0.00

Record the reason for the absence in the Attendance Notes for the employee (i.e.: Workers' Compensation waiting period. If the absence was an approved FMLA leave that is running concurrently with worker's compensation also code FMLA.)

**Example 1 (see screenshot above):** An Iowa employee is absent for 5 days due to a work related injury and chooses to use 24 hours of **"ABP – CIB Pay"** for the first 3 days of absence (workers' compensation waiting period in Iowa is 3 calendar days). In the image above, the two records needed to be entered are shown (Absence Paid CIB and Absence Unpaid – ABU - Workers' Compensation). Record the remaining 16 hours as **"ABU – Workers' Comp"** only.

## Unpaid Hours (Occurrences)

When an employee is absent from work during the “waiting period”, due to a work related injury or illness and if the employee has exhausted his/her **CIB, PTO, Personal (floating) or Awarded Time Off** (employees and managers can check balances via using “accrued time balances” option from the Cybershift “What” list), report absences that occur as **“ABU – Workers’ Comp”**.

The screenshot shows the 'View Paid Time Off' section for employee GRAY, STEPHANIE (13043741). The interface includes a calendar for February 2014 and a table of accrued time balances.

Accrual Description	Opening Hours Balance (as of Accrual Date)	Current Hours Balance (as of Today)	Accrual Date
PERSONAL	0.0	0.0	Tue - 01/07/2014
PTO	400.0	400.0	Tue - 01/07/2014
CIB	80.0	80.0	Tue - 01/07/2014
AWARDED TIME OFF (UNITED WAY)	16.0	0.0	Wed - 05/01/2013
CIB	21.767	21.767	Tue - 01/07/2014
PTO (CIB)	200.0	108.0	Tue - 01/07/2014

*When recorded under both headings, the Cybershift Automated Timekeeping System will track the hours to be submitted for payments by Workers’ Compensation insurance.*

**Example 2:** An Iowa employee who has exhausted his/her **CIB, PTO, Personal (floating) and/or Awarded Time Off balances**, and misses 5 days of work due to work related injury (required waiting period in Iowa is 3 days).

Thus, management would record 40 hours (8 hours for each of the 5 days per week) as **“ABU – Workers’ Comp”** (as shown below for one given day’s entry).

Unified Workforce Interface - Default Environment© CyberShift 2011 All Rights Reserved. WFM3-v5 - Windows Internet Explorer

https://time.hearstsc.com/ute/jsp/UnifiedTimeEntry.jsp?command=init

RICE, PATRICK (13010311) Id:  Search View Details of Who Preferences Print Help Maximize Top Logout

Thu - 12/15/2011

**Payroll Shift Detail**

Select ☐ Sched Shift: 1000 Apply Default Start Date: 12/15/2011 Start Time: 09:00

Actual Shift: 1000 End Date: 12/15/2011 End Time: 17:00

**Payroll Details**

User Defined Field Overrides: Submitted By: P. RICE

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Am
<input type="radio"/>	ABU	WORKERS COMP	100	8040	09:00	17:00	8.0		\$

REG 0.0 OT1 0.0 OT2 0.0 ABS 8.0 ABU \$0.00 Total \$0.00

Approval Status: ☐ P. RICE

REG 0.0 OT1 0.0 OT2 0.0 ABS 8.0 ABU \$0.00 Total \$0.00

Apply Changes View Clock Data... Submit for Approval View Item Description...

Save All View All Clock Data... Submit All for Approval

Done Internet 100%

When the number of hours an employee can work each day is restricted due to a work related injury or illness, the absence is paid by Workers' Compensation insurance, not by CDS Global (\* as shown via detail timesheet entry above).

**Example 3:** An employee's work schedule is restricted due to injury. The employee is only allowed to work 6 hours each day, the Workers' Compensation insurance pays the remaining 2 hours of his/her normal 8 hour work day.

Record 6 hours (actual hours worked) for each day for the work restriction period as **"WRK – Hours Worked"**, as these hours will be paid by CDS Global.

Record the remaining 2 hours for each day as **"ABU – Workers' Comp"**, these hours will be paid by **Workers' Compensation** insurance.

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https://time.hearstsc.com/ute/jsp/UnifiedTimeEntry.jsp?command=init

RICE, PATRICK (13010311) Id: [ ] Search View Details of Who Preferences Print Help Maximize Top Logout

Detail Timesheet

RICE, PATRICK (13010311):

Thu - 12/15/2011

Payroll Shift Detail

Select ☐ Sched Shift: 1000 Apply Default Start Date: 12/15/2011 Start Time: 09:00

Actual Shift: 1000 End Date: 12/15/2011 End Time: 17:00

Payroll Details

User Defined Field Overrides: Submitted By: P. RICE

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount
<input type="radio"/>	WRK	HOURS WORKED	100	8040	09:00	15:00	6.0		\$
<input type="radio"/>	ABU	WORKERS COMP	100	8040	15:00	17:00	2.0		

REG 8.0 OT1 0.0 OT2 0.0 ABS 8.0 ABP \$0.00 Total \$0.00

Approval Status: ☐ P. RICE

\*Management Detail Timesheet Maintenance Note: If the waiting period involves a date that is a known schedule Corporate Holiday for the employee involved, then remove this automatically loaded detail timesheet entry “**H – Holiday**” and given hours involved, instead handle as stated above during waiting period days.

### Reinstate Paid Hours

If an employee is absent for more than 14 calendar days (State of AZ, IA or PA) due to work related injury or illness, **Workers’ Compensation** insurance will retroactively pay the employee for the number of days he/she was absent during the initial waiting period. After receiving retroactive pay from **Workers’ Compensation** insurance, employee hours of **CIB, PTO, Personal (floating) and/or Awarded Time Off hours** he/she previously used for payment by CDS Global during the waiting period, can be reinstated within Cybershift system. ***The employee is required to reimburse CDS Global for any reinstated hours for which he/she was previously paid, therefore, the Workers’ Compensation Administrator will contact CDS Global Payroll department, on behalf of the employee, whenever such an incident occurs.***



Unified Workforce Interface - Default Environment© CyberShift 2011 All Rights Reserved. WFM3-v5 - Windows Internet Explorer

https://time.hearstsc.com/ute/jsp/UnifiedTimeEntry.jsp?command=init

RICE, PATRICK (13010311) Id: [ ] Search View Details of Who Preferences Print Help Maximize Top Logout

Thu - 12/15/2011

**Payroll Shift Detail**

Select ☐ Sched Shift: 1000 Apply Default Start Date: 12/15/2011 Start Time: 09:00

Actual Shift: 1000 End Date: 12/15/2011 End Time: 17:00

**Payroll Details**

User Defined Field Overrides: Submitted By: P. RICE

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note	Amount
<input type="radio"/>	ABU	WORKERS COMP	100	8040	09:00	17:00	8.0		\$

REG 8.0 OT1 0.0 OT2 0.0 ABS 0.0 WRK \$0.00 Total \$0.00

Approval Status: ☐ Autopoll

REG 8.0 OT1 0.0 OT2 0.0 ABS 0.0 WRK \$0.00 Total \$0.00

Apply Changes View Clock Data... Submit for Approval View Item Description...

Save All View All Clock Data... Submit All for Approval

\* Management should record “Voluntary Layoff” as **“ABU – Workers’ Comp”** for an employee who meets **Workers’ Compensation** criteria. In the “Note” field (shown blank above), indicate “Voluntary Layoff”. “Mandatory Layoff” should be entered as **“ABU – Workers’ Comp”** and indicated in the “Note” field as **“Mandatory Layoff”**.

Please refer to the CDS Global Employee Handbook for more details regarding the handling of Workers’ Compensation (general policies, Workers’ Compensation Insurance information, etc.).

<https://www.mycdsglobal.com/documents/48400/72614/Employee+Handbook+Secti on+2-+General+Policies.pdf?version=1.4>

## **Leave of Absences, How Time is Paid Out:**

Use of PTO and CIB hours will be required for Family Medical Leave Act (FMLA), medical absences, personal and short term disability (STD) leaves.

Employees will be required to use time in the following manner for these leaves of absence:

### **FMLA Leaves and Other Medical Absences, Intermittent or Full-time (Non-STD-qualifying Leaves or if Not Enrolled in STD)**

Use of PTO and CIB hours will be required for employee and family FMLA leaves and other medical absences, intermittent or full-time. Employees will be required to use time in the following order:

1. Employee must use all PTO hours first.
2. Employee then uses CIB hours. Use of CIB hours must qualify under the Family Medical Leave Act. CIB is limited to 80 hours per year for family FMLA leaves.
3. Employee then must use all personal holidays and all other awarded time off.
4. When all paid time off benefits are exhausted, the employee goes unpaid.

### **Personal Leaves**

Use of PTO hours will be required for personal leaves. Employees will be required to use time in the following order:

1. Employee must use all PTO hours first.
2. Employee then must use all personal holidays and all other awarded time off.
3. When all paid time off benefits are exhausted, the employee goes unpaid.

### **Short Term Disability Leaves**

A minimum amount of PTO hours must be used for the waiting period when an employee is approved for short term disability benefits. All accrued CIB hours must be used before STD benefits begin. Employees approved under the short term disability plan will be required to use time in the following order:

1. At minimum, the employee must use PTO hours for the STD waiting period specified in the short term disability plan (14 calendar days). For a traditional, regular, full-time employee working 40 hours per week, this equals 80 hours. This enables the employee to reserve any remaining PTO hours for time off later in the year.
2. The employee may choose to use additional PTO after the minimum requirement listed above. Communication to the manager and Benefits Specialist is required if additional PTO hours are going to be used during the STD leave.
3. CIB hours must be used next until exhausted.
4. If there are not enough PTO and CIB hours to cover the waiting period, it would be unpaid.
5. The employee could elect to use all personal holidays and all other awarded time off next.
6. After all the employee's own time is exhausted, the employee could apply for the CIB Donation Bank if eligible. If approved CIB Donation hours would be paid next.
7. Lastly, STD benefits (66%) would then be paid

# Cybershift Paid and Unpaid Codes

## 1. Action: WRK – Worked

### a. Codes Available:

Select	Action	Code	Cost Center	Position	Role
<input type="radio"/>	WRK	HOURS WORKED	100	8075	
Total Paid Hours:		HOURS WORKED			
Approval Status:					
Apply Changes		View Clock Data...		Submit for Approval	
Save All		View All Clock Data...		Submit All for Approval	

b.

## 2. Action: ABP – Absent Paid

### a. Codes Available:

Payroll Details					
User Defined Field Overrides: Submitted By: <input type="text"/>					
Select	Action	Code	Cost Center	Position	
<input type="radio"/>	ABP		100	8001	
REG 8.0 STP 0.0 OT		AWARDED TIME OFF (UNITED WAY)			
Approval Status:		EARLY CLOSING/SHTD			
Apply Change		CATASTROPHIC ILL			
Extended Details -		FUNERAL			
Summary Totals		HOLIDAY			
Code		INJURY			
Description		JURY DUTY			
(W)		PERSONAL DAY			
HOURS WORKED		PTO	OT3	OT4	PAID UNPAID
TOTALS		SHORT-TERM DISABILITY	0.0	0.0	8.0 0.0
		NO PAY	0.0	0.0	8.0 0.0

b.

## 3. Action: ABU – Absent Unpaid

### a. Code Available:

Select	Action	Code	Cost Center	Position	Start T
<input type="radio"/>	ABU		100	8860	09:00
REG 8.0 STP 0.0 OT		ABSENCE - EXCUSED	Total \$0.00		
Approval Status:		ABSENCE - UNEXCUSED			
Apply Change		COMPANY REQUEST			
Extended Details -		FMLA	Clock Data...		
Summary Totals		ILLNESS - NOT PAID	Submit for App		
Code		LAYOFF			
Description		MILITARY			
(W)		MEDICAL LEAVE	OT2	OT3	OT4 PAID UNPAID
HOURS WORKED		NO CALL - UNKNOWN	0.0	0.0	0.0 8.0 0.0
TOTALS		PERSONAL LEAVE	0.0	0.0	0.0 8.0 0.0
		CDS CIB	0.0	0.0	0.0 8.0 0.0
		SCHEDULED OFF	0.0	0.0	0.0 8.0 0.0
		SUSPENSION			
		NO CLOCK SWMPES			
Page Totals: REG 8.0		WORKERS COMP	WRK \$0.00 Total \$0.00		
Grand Totals: REG 8.0		WEATHER	WRK \$0.00 Total \$0.00		

b.

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

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\*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