

1. Why are the school staff be mandated to call in and out?

Currently, all administrative employees are required to either punch a time card or fill out a timesheet. On a bi-weekly basis, the employee must hand in the card or timesheet to the payroll secretary in order to have their time recorded in CyberShift. The secretary then must transpose the information from the timesheet into CyberShift in order for the employee to receive any compensatory time and/or paid overtime or have absences recorded. Unlike the full time annual staff (H bank), Z bank staff (part time) are not on an exception based payroll. If the time is not given to the secretary before payroll closes, they would not receive a paycheck on the next pay day. The new system put the ownership on the employee who is directly affected by the time entries not being recorded correctly.

1. Do the payroll secretaries have to enter lateness and early departures on the bubblesheet or will they automatically be recorded from the phone call?

The payroll secretaries will not have to enter the lateness' since the bubblesheet will be populated with the time the employee calls in. It is important that the employee schedule is correct in CyberShift so they are not charged with unwarranted lateness'. The employee and secretary should verify that the schedule in CyberShift is the correct and if there is any change needed, the secretary should email the CyberShift helpdesk with the change.

2. Do we still continue to enter absences and approve time on the bubble sheet in the way we've been doing it?

The secretaries will still be responsible to enter the exceptions. i.e. sick days, training days, meetings, Jury duty, graduations and the second shift for the PTA and CEC meetings. All of the absence code are available to the secretaries as they have been. Below is a link to the CyberShift information webpage where the absence codes can be found on the right side of the page under "Actions and Codes".

<http://schools.nyc.gov/Offices/EnterpriseOperations/ChiefFinancialOfficer/DFSBO/CyberShift/Default.htm>

3. There are some meetings or workshops that I attend before coming to my school. If it isn't at a authorized DOE phone number and calling from a cell phone do does not work, how will I log in?

If an employee attends a meeting outside of the DOE, the employee should call in when they return to their school and the secretary would change the absence code to OFB (Official Business), TRA (Training), which are codes that do not use the employee accruals to cover their time out of the office. In addition, there is an absence request feature in CyberShift, where the employee can request days or times in advance so

would populate the bubblesheet automatically once the secretary approves the request on behalf of the principal.

4. Why can't I call from my DOE cell phone?

Since a cell phone is a mobile device, questions can be raised as to where the employee was at the time of the call.

5. Most importantly, should the employee continue to clock in and out on a timecard?

It is up to the principal of each school to determine if they want the staff to continue to punch a time card or timesheet. The dial up system works as a digit time clock which all central offices have been using for the past 6 years and the time the employee called in will be recorded in the clock data which cannot be modified or changed by any staff for audit purposes.

I have attached the CyberShift user guide and a quick reference sheet for you review.

Regards,

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