

DIIT Quick Reference Sheet for the Cybershift Time Keeping System

How to Login

<https://nycdoe.cybershift.net>

To login, type your username and password

User name: ALL CAPS: first initial, first 3 letters of your last name, then the last 4 digits of your SS#
e.g. Mike Martin, SS #066-77-2758 would be MMAR2758

Password: last 4 digits of your SS#

Accrual Information

Choose shortcut box "A" for Accrual Information.

Accrual Information	
Employee Name	BAILEY, RACHAEL
Employee ID	00000009
Monthly Annual Leave Accrual Rate	2 day(s) 0 hrs 35 min
Monthly Sick Leave Accrual Rate	1 day(s) 0 hrs 0 min
Remaining Balance	
Annual Leave	35 day(s) 5 hrs 0 min
Sick Leave	21 day(s) 3 hrs 0 min
Comp Time	10 day(s) 3 hrs 10 min
Vested Annual Leave	0 day(s) 0 hrs 0 min
Vested Sick Leave	0 day(s) 0 hrs 0 min
Vested Comp Time	0 day(s) 0 hrs 0 min
Floating Holiday	0 day(s) 0 hrs 0 min

Legend: 1 day = 07:00

Frequently Used Codes:

ABP Paid Absence Code	LTP Arrived Late (Paid)
ABU Unpaid Absence Code	LTU Arrived Late (Unpaid)
ALE Annual Leave Earned (ALE is an automatic function)	PH Public Holiday
ANL Annual Leave	SDN Sick Doctor's Note
FHP Floating Holiday (Paid)	SLE Sick Leave Earned (SLE is an automatic function)
LEP Left Early (Paid)	SST Sick Leave Self Treated
LEU Left Early (Unpaid)	UA1 Unexpected Absence
LLP Long Lunch Paid	UDO Unpaid Day Off

How to Clock-In/Clock-Out

This is the first screen you will see after logging in.
To clock in:

- 1 Click the "C" button
- 2 A second window will pop up. Click "Clock On" or "Clock Off" as is appropriate.

* The icons A through E are shortcuts for the following actions:

	A: Accruals
	B: BubbleSheet
	C: Clock via Web Clock
	D: Absence Request
	E: Work Flow Messages

How to Submit an Absence Request

Choose shortcut box "D" to submit an Absence Request.

- 1 Select the Type of absence from the drop-down list.
- 2 Select the Code from the drop-down list.
- 3 Check off "Full Day Absence" if out for the entire day;
-OR-
Enter the Duration in hours and minutes, such as 02:30.
- 4 Enter the Reason if applicable.
- 5 Click "Request Absence."

For more information on Cybershift and user guides:
<http://www.nycenet.edu/dfo/business/cybershift/cybershift.html>

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How to View your Approval Status

Users can view their approval status for previously submitted requests.

	Type	Status	Requestor	Pdate	Shift	Start Date	End Date	Requested
6	Absence Approval Requ	pending	HADAWAY, MICHAEL	n/a	n/a	2006-01-09	2006-01-10	2005-12-06

- 1 Change the “What” field to “Approval Status Summary.”
- 2 Change the “When” field to the date range of the request.
- 3 Click on the “Get” button.
- 4 Click on one or more options (drag for more)
- 5 Show Requests **Show Request**
- 6 Click on Details for more information

How to Edit a BubbleSheet

To edit the times and/or codes on your BubbleSheet:

- 1 Click on “Pay Period.”
- 2 Click the “B” button **B**
- 3 Click on “Get.”
- * You can also change the “What” field to “BubbleSheet.”
- Click on “Pay Period.”
- Click on “Get.”

Date	Sched Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	Abs & Dep Type	Abs & Dep Code	Abs & Dep Hours	Appr	Approved By	Bonus Codes	Bonus Value	Protected/ Frozen	Clock Data	Total Paid
Sunday 04/10	0					<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	AUTOPOLL			O	i	
Monday 04/11	1	9:00 AM	11:30 AM	12:30 PM	4:00 PM	<input type="checkbox"/>	06:00	ABP	LTP	01:00	<input type="checkbox"/>	MMAR2758			O	i	07:00
Tuesday 04/12	1	8:00 AM	11:30 AM	12:30 PM	4:00 PM	<input type="checkbox"/>	07:00				<input checked="" type="checkbox"/>	AUTOPOLL			O	i	07:00
Wednesday 04/13	1	8:00 AM	11:30 AM	12:30 PM	4:00 PM	<input type="checkbox"/>	07:00				<input checked="" type="checkbox"/>	AUTOPOLL			O	i	07:00
Thursday 04/14	1	8:00 AM	11:30 AM	12:30 PM	2:30 PM	<input type="checkbox"/>	05:30	ABP	LEP	01:30	<input type="checkbox"/>	MMAR2758			O	i	07:00

- 4 Click on the time field and change the time as required, including In/Out or Lunch time.
- 5 These fields can be edited. (Illustrated above is an absence-paid lateness for one hour.)
- 6 Click on “Save.”