

Memorandum

DATE: September 4, 2009

TO: School Payroll Secretaries and School Based Administrative Staff

FROM: William Mardenborough, Director of CyberShift Time and Attendance

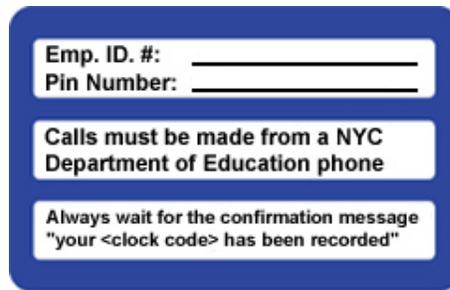
SUBJECT: CyberShift Dial-up Solution for School Based Employees

CyberShift is implementing a new dial-up feature on September 27, 2009 that requires all administrative school based staff to log in and out during the school day via the telephone. The staff includes parent coordinators, computer techs, business managers, etc. These staff will be taken off of Pay-to-Schedule (pre-filled Bubblesheets) as of this date. Therefore, if the staff does not use the feature to log their time there may be payroll deductions. Nurses and therapists may use the system too, but are not required. Wallet cards will be distributed to all schools during the week of September 20, 2009 (See Sample below). The cards have the instructions printed on them including the toll free number to be called. (1-877-363-3635)

The calls may only be made from authorized DOE phone numbers that are incorporated within CyberShift for security purposes. Calls from cell phones will not work. The staff will have four options, log-in to start day, log out for lunch, log back in from lunch, and log out for day. The average call takes 20 seconds. Principal's should make a phone available to the staff in each school for this purpose. It may be any phone in your school. This feature will lessen the workload for school secretaries who will now only have to go into the system to enter absences and approve the staff's time. Any questions should be sent to the CyberShift Mailbox in Outlook.



SAMPLE



SAMPLE

When the employee comes to work in the morning, they must follow the steps on the front of the card.

1. Call 1-877-363-3635
2. Enter their employee ID number. (This is the 7 digit employee ID which can be found on their paycheck. (See sample below))

REVISED 5/09

The City of New York			EMPLOYEE				Payroll		
ITEM #	PAY PERIOD	PAYDATE	DIRECT DEPOSIT PAY STATEMENT				PAYROLL #	W/	
	08/02/09	08/15/09	08/21/09					740	
PENSION #	ELECTRONIC FUND TRANSFER INFORMATION		USN	FUND	BOOK	REFERENCE #	CD		
			1	A 02	A 02	1234567	5		
TAX INFO	TOTAL EARNINGS	FEDERAL TAX	SOCIAL SECURITY	MEDICARE	STATE TAX	CITY TAX			
THIS PERIOD									
YEAR TO DATE									
DESCRIPTION		UNITS / HOUR	AMT. EARNED PRIOR PERIOD	UNITS / HOUR	AMT. EARNED THIS PERIOD	LEAVE BALANCE AS OF: 08/20			
						DESCRIPTION		BALANCE AT	
								HR.	
DESCRIPTION	AMOUNT THIS PERIOD	CHECK AMOUNT OR TOTAL INSTALLMENT NO	REPAYMENT PER PER	DESCRIPTION	AMOUNT THIS				

Employee ID Number

3. Enter Pin Number. This is the last four digits of the employee's social security number.
4. Press the corresponding number for the type of action you would like to do.

1 = Log-in for the day	9 = Log-out for the day
4 = Log-out for lunch	5 = Log-in from lunch
5. Listen for the confirmation message that your time has been accepted.
6. Hang up.