

**Quick Reference for the CyberShift Time and Attendance 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. John Rodriguez, SS 555-55-1234 would be JROD1234  
**Password:** last 4 digits of your SS# e.g. 1234

The login form includes fields for 'User Name' and 'Password', a 'Login' button, and checkboxes for 'Open in a new window' and 'Change password'.

**Home Window**

- How to set the date range:
- Click in the "From" and "To" boxes to Set a start and end date OR Click and drag on the Calendar.
  - Click on "GO"

The screenshot shows the user interface for George Clooney (9900099) in February 2009. It includes a calendar grid and a 'Go' button.

**How to schedule an absence for an employee**  
 In the "Who" list, select the employee  
 Select "Schedule/Rescind Absence" in the "WHAT" list.  
 In "From" input the date the absence is to start.  
 In "To" input the date the absence is to end.

Click "GO"

Select if the absence is to be paid or unpaid in ABS Type.  
 Select the type of absence in Absence Codes.  
 Click the check box if absence is a full day. If the absence is only for a partial day enter the number of hours in the duration box, then Click "Schedule Absence"

The screenshot shows the 'Schedule/Rescind Absence' form with fields for 'From', 'To', 'ABS Type' (set to PAID), 'ABS Code', 'Full Day Absence' (checkbox), 'Duration', and 'Reason (Optional)'. Buttons for 'Schedule Absence', 'Remove Absence', 'View Accruals Availability', and 'View Calendar' are visible.

**Accrual Information**

In the Home Window Click the "Accruals" shortcut link  
 The accruals screen will populate the main window in CyberShift displaying your current annual leave, sick leave, comp time and floating holiday accruals

**Shortcuts:** [Accruals](#) [BubbleSheet](#) [Clock via Web Clock](#) [Absence Request](#)

<b>Employee Name</b>	CLOONEY, GEORGE
<b>Employee ID</b>	9900099
<b>Monthly Annual Leave Accrual Rate</b>	2 day(s) 0 hrs 35 min
<b>Monthly Sick Leave Accrual Rate</b>	1 day(s) 0 hrs 0 min
<b>Annual Leave</b>	76 day(s) 1 hrs 54 min
<b>Sick Leave</b>	49 day(s) 0 hrs 39 min
<b>Comp Time</b>	1 day(s) 1 hrs 0 min
<b>Floating Holiday</b>	0 day(s) 0 hrs 0 min
Legend: 1 day = 07:00	

**Frequently used Codes:**

- ABP Paid Absence
- ABU Unpaid Absence
- ANL Annual Leave (**Comp time used first, then annual leave**)
- SST Self Treated Sick (**Six in Six month, no more than 3 days in a row**)
- SDN Sick Doctor's Note (**Doctor's note needed**)
- SFM Sick Family Member (**No documentation needed, 3 per year**)
- SPB Sick Personal Business (**Nurses and Therapists Only**)
- SIC Sick (**Summer Nurses and Therapists Only**)

**System Generated Codes**

- ALE Annual Leave Earned
- SLE Sick Leave Earned
- LTP Late Paid
- LTU Late Unpaid
- LLP Long Lunch Paid
- LLU Long Lunch Unpaid
- LEP Left Early Paid
- LEU Left Early Unpaid