

CYBERSHIFT for NURSES AND THERAPISTS

Annual Staff:

ABP Type:

SIC – (TO BE USED DURING SUMMER PER SESSION ONLY) This code is to be used when a nurse or a therapist is out due to illness. The code is available only to this population. The code comes out of the employee's current sick balance. If the employee has no balance the code will turn to UDO when you approve and save the action.

SPB – This code is to be used when the nurse or therapist is out for personal business. The time comes out of the employee's current sick leave balance. If the employee has used the 3 days allowable each school year or if there is no balance available the code will change to UDO when you approve and save the action.

SVA – This code may only be entered by the CyberShift staff. The time comes out of vested annual leave that the employee may have due to the change in their contract as of 9/1/05. There is an application process to use this time. If the application is approved then the Office of School Health or the Citywide Office will send an email to the CyberShift Mailbox in Outlook notifying the Help Desk Staff to use the vested time. They will indicate the dates and the number of hours per date. CyberShift staff will enter the transactions.

If you are to enter unpaid days off then you will use the code type ABU and select UDO from the available choices in the drop down menu for the absence code. Then you will put in 06:55, delete the work hours and save the Bubblesheet.

Hourly Staff:

The only code that you may enter is the **SIC** code for illnesses. The hourly staff does not get time off for personal business. The same applies to the hourly staff for the vested time.