



## The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article

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### **NEW CYBERSHIFT DIAL UP FEATURE**

Beginning September 27, 2009, CyberShift will implement a new dial-up feature, which will require all administrative school-based staff to log in and out, via the telephone, during the school day. Staffs involved are: parent coordinators, computer techs, business managers, SAPIS personnel, etc. Nurses and therapists may use the system if they wish, but are not required to do so. Since involved staff members will be taken off "Pay to Schedule" (pre-filled bubble sheets) as of this date, it is incumbent upon them to use this new feature or risk payroll deductions. Concerned staff will have four options, log-in to start day, log out for lunch, log back in after lunch, and log out for day.

Wallet cards, with instructions printed on them including the 800 number to be called. (1-877-363-3635) will be distributed to all schools during the week of September 20, 2009.

For security purposes, calls may only be made from authorized DOE phone numbers that are incorporated within CyberShift. Calls from cell phones will not work. The average call takes about 20 seconds. Please make a phone available to staff for this purpose. It may be any phone in your school.

This new feature will lessen the workload of school secretaries who will now only have to enter the system to record absences and approve the staff's time.

Any questions should be sent to the CyberShift Mailbox in Outlook.