



CyberShift 3G Unified Workforce Interface

User Guide

**cybershift@schools.nyc.gov
(Help Desk)**



CyberShift 3G Unified Workforce Interface

User Guide

May 2008

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CyberShift Help Desk

All questions and/or problems regarding CyberShift should be directed to the CyberShift Help Desk, which can be contacted at:

cybershift@schools.nyc.gov

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Getting Started

Logging In to the Unified Workforce Interface

To log into the **Unified Workforce Interface**, do the following:

1. Use the CyberShift icon on your desktop or open your web browser and type the following URL in your browser – <https://nycdoe.cybershift.net/>
2. The login screen displays.

The image shows a web-based login form for CyberShift. At the top, there is a logo with the word "CyberShift" in a stylized blue and red font, followed by the word "Login" in a blue font. Below the logo, there are two input fields: "User Name:" and "Password:". Below these fields is a blue "Login" button. At the bottom of the form, there are two checkboxes: "Open in a new window" and "Change password".

3. **User Name.** Your user name is the first letter of your first name, the first three letters of your last name and the last four digits of your Social Security Number. You must use uppercase and this field is case sensitive. For example, Jane Doe's user name would be JDOE1111; please note that you may not change your User ID.
4. **Password.** Your default password is the same last four digits of your social security number. You may change it at any time and it does not expire. This field is also case sensitive.
5. **Open in new window.** If you want the main console screen to open in a new window, click in the check box so a check mark appears.
6. **Change password.** If you want to change your password, click in the checkbox so a checkmark appears. Follow the instructions for *Change Password* for instructions on changing your password.
7. Click the **Login** button. The main **Unified Workforce Interface** screen displays.

Logging Out of the Unified Workforce Interface

To log out of the Unified Workforce Interface, do the following:

- On the main UWI screen, move to the right and click the **Logout** option. The login screen displays.

Changing Your Password

To log into the **Unified Workforce Interface**, do the following:

1. Use the CyberShift icon on your desktop or open your web browser and type the following URL in your browser – <https://nycdoe.cybershift.net/>
2. The login screen displays.

The image shows the CyberShift Login screen. At the top is the CyberShift logo with the word 'Login' to its right. Below the logo are two text input fields: 'User Name:' and 'Password:'. A blue 'Login' button is positioned below the password field. At the bottom of the form are two checkboxes: 'Open in a new window' and 'Change password'.

3. **User Name.** Type your user name. This field is case sensitive.
4. **Password.** Type your password. This field is case sensitive.
5. **Open in new window.** If you want the main console screen to open in a new window, click in the check box so a check mark appears.
6. **Change password.** Click in the checkbox so a checkmark appears.
7. Click the **Login** button. The following screen displays. Complete the following fields to change your password.

The image shows the CyberShift Change Password screen. At the top is the CyberShift logo with the word 'Login' to its right. Below the logo are four text input fields: 'User Name:' (containing 'CSADMIN'), 'Old Password:', 'New Password:', and 'Retype New Password:'. A blue 'Change password' button is positioned below the 'Retype New Password' field.

8. **Name.** By default, your User Name is shown in this field. This field cannot be changed.
9. **Old Password.** Enter your current password. This field is case sensitive.
10. **New Password.** Enter the desired new password. This field is case sensitive.
11. **Retype New Password.** Re-enter the new password. This field is case sensitive.
12. Click the **Change Password** button. The main **Unified Workforce Interface** screen displays.

Selection Area

Use the top left portion of the **Unified Workforce Interface** to specify how actions in the system are performed. Complete each of the fields according to the instructions below.

Who:	- Me	May	2008																																																	
What:	Accruals	<table border="1"> <thead> <tr> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> </tbody> </table>		SUN	MON	TUE	WED	THU	FRI	SAT	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7
SUN	MON	TUE	WED	THU	FRI	SAT																																														
27	28	29	30	1	2	3																																														
4	5	6	7	8	9	10																																														
11	12	13	14	15	16	17																																														
18	19	20	21	22	23	24																																														
25	26	27	28	29	30	31																																														
1	2	3	4	5	6	7																																														
From:	05/21/2008																																																			
To:	05/21/2008																																																			
	Go																																																			
Shortcuts:	Accruals BubbleSheet Clock via Web Clock Absence Request Filters																																																			
	Today																																																			

Who

Use this function to identify "who" will be affected by the actions taking place on screen. By default, "Me" is displayed in the field; however, depending on your system setup, other options may be shown.

What

Use this function to select the task you want to perform - such as entering an absence request, entering time, etc.

1. Click the drop-down list and select the desired choice.
2. For many items, you will need to select dates under **When** (*see below*) before clicking the **Go** button.
3. Click the **Go** button. The screen changes appropriately.

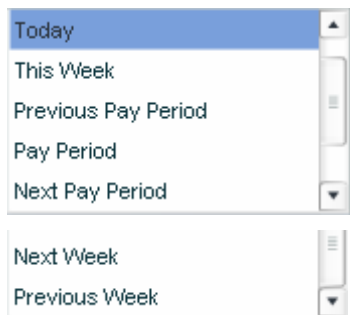
When

Use this function to specify dates/date ranges for which you want to enter or retrieve date. When working in this field, the current date is displayed by default. However, there are four ways in which you can specify different date/dates:

- Enter the dates manually in each field and in the format MM/DD/YYYY.
- Move to the calendar and select the date(s). To select a single date, click on the date. To select a range of dates, click on the first date and while still holding down your mouse button, drag the pointer across the other dates. As you move the pointer over each day, the date is highlighted.

May	2008					
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- Move to the calendar and select one of the date range buttons for Today, This Week, Previous Pay Period, Current Pay Period, or Next Pay Period.

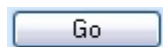


- The separate From and To fields allow you to click each, and then select individual "From" and "To" dates in lieu of dragging the cursor across multiple days in the calendar. The other alternative is to select dates using the dragging method.

A screenshot of two date input fields. The top field is labeled "From:" and contains the date "05/21/2008". The bottom field is labeled "To:" and also contains the date "05/21/2008". Each field has a small calendar icon to its right.

Once you have selected the date range, click the **Go** button. The screen changes appropriately.

Go Button



This button allows you to retrieve the desired information according to what information has been entered/selected in the Who, What, and When fields.

View Details of Who



This link displays the details about the employee(s) selected in the "Who" field. Those details include:

- The employee name
- Class
- Supervisor

Help Link



This button displays the online help. The items on included in the menu list are:

- How to Clock Via Web Clock
- How to Enter an Absence Request
- How to Enter time in Bubblesheet
- How to Enter Time in Daily Edits
- How to Format Dates
- How to User Calendar Worked Report
- How to use Reg vs. OT Report

- How to View Accruals
- How to View Codes including links to Actions, Codes, Cost Center, Titles, Shifts, and Classes.
- How to View Details of Who
- Glossary of Terms

Shortcut Bar

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

These links provide a quick way to launch tasks performed on a regular basis. This is in lieu of selecting the task from the “What” field. The function of each link is displayed simply by moving your mouse over the desired button. A date/date range will need to be selected in the “When” field(s) prior to using one of these buttons.

Canceling Your Request

When you make a request (Click Go, BubbleSheet, Details of Who, Help, or one of the Shortcut buttons) the system is “locked in” to that request until it has returned the appropriate information to your screen. If you attempt to make another request before the first request is complete you will be presented with a warning message.

By clicking OK, your current request will be cancelled and you will have to make a new request.

By Clicking Cancel, the system will continue with your previous request until it is complete.

Links

At the top and on the right of your screen are four links that provide global actions.

[Minimize Top](#) [Logout](#)

- **Logout:** Logs you out of the Unified Workplace Interface.
- **Minimize Top:** Displays the Print dialog box through which you can select details regarding printing the current page.

Entering Time

The following section describes the most common activities that you may need to do as an employee in CyberShift. (For more detail see the CyberShift User Guide document.)

Enter Time Using a Web Clock

The Web Clock allows you to track your time as it happens.

1. Log into the **Unified Workforce Interface** system.
2. On the main screen, do the following:
In the *Who* field, select **Me**.
In the *What* field, select **Clock via Web Clock**.
3. Click the **Go** button. The Web Clock will display.

Current Date: Thu - 05/08/2008 Current Time: 12:20:16

Last Recorded Transaction: Clocked Off BY SYSTEM at Wed - 05/07/2008 9:17 PM

Status	Clock Date	Clock Time	Type	Center	Title	Work Order	Work Item	Opera
--------	------------	------------	------	--------	-------	------------	-----------	-------

4. Select **Clock On** to start the timer.

Current Date: Thu - 05/08/2008 Current Time: 12:22:12

Last Recorded Transaction: Clocked On at Thu - 05/08/2008 12:21 PM

Status	Clock Date	Clock Time	Type	Center	Title	Work Order	Work Item
1	Thu - 05/08/2008	12:21 PM	ON				

NOTE

Completing the fields is optional. Depending on your system setup, you may not see all fields.

Current Date: Wed - 05/21/2008 Current Time: 12:41:17

Last Recorded Transaction: Clocked On at Wed - 05/21/2008 12:40 PM

Status	Clock Date	Clock Time	Type	Center	Title	Work Order	Work Item
1	Wed - 05/21/2008	12:40 PM	ON				

How to Enter Time Using the BubbleSheet

The BubbleSheet form enables users to view, and those with edit rights to create, and edit time records. The records include a breakdown of the time worked, as well as any days off, absences, holidays, etc. for each day within the specified date range.

1. In the WHAT field, select BubbleSheet.
2. In the WHEN field, enter the desired date range
3. Click the **Go** button. A Bubble Sheet form displays for the date range you selected. The time records will be populated according to your scheduled shifts.

Shortcut: Populate the To and From fields then select BubbleSheet from the Shortcuts menu.

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

4. If the time records are correct and it is the end of the current pay period or week, click the **Submit for Approval** button to submit the records to your time approver for approval. *Your name will appear in the Approved By field until your supervisor approves your time or makes changes to your time.*

Date	Sched Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Codes	ABS Hours	BNS Codes	BNS Value	ENT Codes	ENT Hours	Comp/ Paid	Approve Day By
Fri - 05/02/2008	101					<input type="checkbox"/>	00:00	ABU	UA	07:00		\$0.00		00:00		

Note: You must Submit your time before you are locked out of a pay period. Once submitted, you will no longer be able to edit your time for that period.

5. If you worked a different schedule than is indicated by the records, edit the appropriate fields according to the guidelines below.
 - **Sched Shift.** Choose your scheduled shift
 - **In.** Enter the time you began work in 12 hour, hh:mm format (e.g., 08:00 AM, 04:30 PM).
 - **Out.** Enter the time you completed work for the day in 12 hour, hh:mm format (e.g., 08:00 AM, 04:30 PM).
 - **No Lunch.** Select this box and leave Lunch Out and Lunch In blank if you did not break for lunch. Some employees may not be able to perform this function and will have to contact your supervisor to remove your lunch times.
 - **Absence Type.** If you are absent during the day, select the appropriate absence type. The selection you make in this field affects what is displayed in the list of available Absence Codes.
 - **Absence Code.** Select the appropriate absence code.
 - **Absence Hours.** Enter the duration of the absence.
 - **Clock Data.** Click or to view your clock data for this date,

NOTE: Clock data transactions are only available to employee's using Web Clock or a Data Acquisition Device to enter/track their time. If you are not using Web Clock or another Data Acquisition Device, the page will contain no clocking data. The Clock Data button is available on all time entry screens because it may be necessary for your time approver to view or edit the details of a team member's work records through one of the more detailed time entry screens, and may also want to see the employee's raw clock data.

6. Once you have completed the appropriate fields, click the **Save** button to save your time. The system will automatically apply the correct pay rules to the time that you entered and adjust the records accordingly.
7. Review the new time records that are displayed for correctness. Click the **Submit for Approval** or **Submit All for Approval** button to submit the records for approval at the end of pay period.

Note: Payroll Close

Editing time in the Bubble Sheet is possible when you are in the current pay period. Once the time records have been submitted to payroll they are locked. This occurs every two weeks. You will receive a system e-message prior to the actual close.

The hourly staff is always current with the actual payroll close dates. The annual staff has one payroll lag for adjustments only.

The System Administrator or the CyberShift Help Desk in Outlook can make edits after the records are locked if needed prior to running payroll and after payroll runs for the next payroll. Please remember to always copy your supervisor when requesting edits to your time records in the BubbleSheet. Always put a subject in the header of the email.

Layout of the BubbleSheet

The following section describes the layout of the BubbleSheet and the actions that can be executed by an employee with edit rights or is a supervisor.

Date	Sched Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Codes	ABS Hours	BNS Codes	BNS Value	ENT Codes	ENT Hours	Comp/ Paid	Approve Day By
Fri - 05/02/2008	101					<input checked="" type="checkbox"/>	00:00	ABU	UA	07:00		\$0.00		00:00		
<div> <input type="button" value="Save Changes"/> <input type="button" value="View Clock Data"/> <input type="button" value="Submit for Approval"/> </div> <div> <input type="button" value="Save All Records"/> <input type="button" value="View All Clock Data"/> <input type="button" value="Submit All for Approval"/> </div>																

1. **Date.** This shows the day of the week and date
2. **In.** Enter the time you began work in 24 hour, hh:mm format (e.g., 08:00, 14:30 PM).
3. **Lunch Out.** Enter the time you left for lunch in 24 hour, hh:mm format (e.g., 08:00, 14:30).
4. **Lunch In.** Enter the time you returned from lunch in 24 hour, hh:mm format (e.g., 08:00, 14:30).
5. **Out.** Enter the time you completed work for the day in 24 hour, hh:mm format (e.g., 08:00, 14:30).
6. **No Lunch.** Select this box and leave *Lunch Out* and *Lunch In* blank if you did not break for lunch.
7. **ABS Type.** If you are absent during the day, select the appropriate absence type. The selection you make in this field affects what is displayed in the list of available *Absence Codes*.
8. **ABS Code.** Select the appropriate absence code.
9. **ABS Hours.** Enter the duration of the absence.
10. **BNS Codes.** This displays any bonuses awarded for the particular day, such as Meal Pay.
11. **BNS Hours.** This displays the hours of the associated BNS Code.
12. **ENT Codes.** This displays any entitlements award on a particular day, such as Annual or Sick Leave.
13. **ENT Hours.** This display the hours of the associated ENT Code.
14. **Comp/Paid.** Displays if any OT hours were compensated or paid.
15. **Approve Day.** Indicates if the day was approved
16. **By,** Shows the user name of the supervisor that approved/edited the day.

Absence Requests

When working with absences, you will want to (1) check to ensure that there is sufficient time available if the absence is associated with an accrual, and (2) submit the request or schedule the absence if approval is not required.

Entering an Absence Request

Use this function to request an absence and to have your request approved by the appropriate person(s) in your organization.

1. Log into the **Unified Workforce Interface** system.
2. On the main screen, do the following:
 - In the *Who* field, select **Me**.
 - In the *What* field, select **Enter Absence Request**.
 - In the *When* field, enter the desired date range.

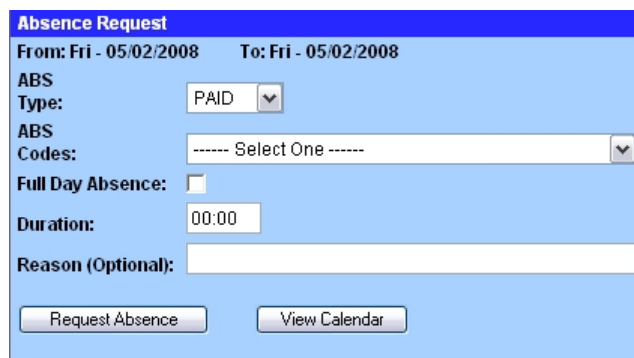
NOTE: Only absences for *future* dates can be requested.

3. Click the **Go** button. An absence request form displays.

Shortcut: Select your When dates and select Absence Request

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

The Absence Request screen, will display as such:



Entering an Absence Request (with On/Off Times)

Use this function to request an absence and to have your request approved by the appropriate person(s) in your organization.

1. Log into the Unified Workforce Interface system.
2. On the main screen, do the following:
 - In the *Who* field, select **Me**.
 - In the *What* field, select **Enter Absence Request (with ON/OFF Times)**.
 - In the *When* field, enter the desired date range.

NOTE: Only absences for *future* dates can be requested.

Click the **Go** button. An absence request form displays.

From: Tue - 04/01/2008 To: Tue - 04/01/2008

ABS
Type: PAID ▾

ABS
Codes: ----- Select One ----- ▾

Full Day Absence: ☐

In: 12:00 AM

Out: 12:00 AM

Reason (Optional):

Request Absence View Accruals Availability View Calendar







3. Enter the Absence Type (ABS); the choice is PAID or UNPAID.
4. Choose the appropriate Absence Code. The available codes in this are dependent on whether the Type is Paid or Unpaid.
5. Enter The In and Out times of the absence
6. Select **Request Absence** to submit the absence to your supervisor.

How to Check the Schedule Calendar

1. Select the applicable Type for this absence (PAID or UNPAID). This will affect which Absence Codes are displayed in the list of available Codes
2. Enter the Absence Code for the pending request. (See Appendix A for a list of codes and their meaning.)
3. Check Full Day Absence (if the requested days off will be full days)
- or -
4. Enter the Duration per day for this absence. The minimum duration is 1 hour. If you are entering an absence for multiple days, then this duration applies to each day. For example, if you enter 4:00, then 4-hours of absence will be requested for each day in the date range.
5. To check your calendar, click the **Show Calendar** button.

View Calendar

The Calendar with Shift report displays and can be used to ensure that a previously scheduled absence or schedule change, for the same date, will not conflict with the new absence you are requesting.

From: Tue - 04/29/2008 To: Fri - 05/02/2008							
Legend:							
 Worked	 Day Off						
 Holiday	 Absence						
 Permanent Shift Change	 Temporary Shift Change						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hrs
		Tue - 04/29/2008 Roster: 1 Shift: 1 Time: 08:00 AM - 04:00 PM Duration: 07:00	Wed - 04/30/2008 Roster: 1 Shift: 1 Time: 08:00 AM - 04:00 PM Duration: 07:00	Thu - 05/01/2008 Roster: 1 Shift: 1 Time: 08:00 AM - 04:00 PM Duration: 07:00	Fri - 05/02/2008 Roster: 1 Shift: 101 Time: 08:00 AM - 04:00 PM Duration: 07:00		28:00
Total Scheduled Hours:							28:00
Back							

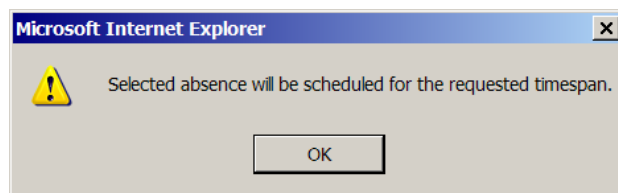
How to Request an Absence

1. Select the applicable Type for this absence (PAID or UNPAID). This will affect which Absence Codes are displayed in the list of available Codes.
2. Enter the Absence Code for the pending request. (See Appendix A for a list of codes and their meaning.)
3. Check Full Day Absence (if the requested days off will be full days)

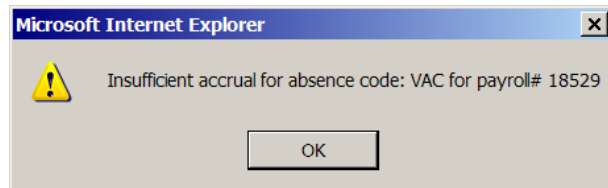
- or -

Enter the Duration per day for this absence. The minimum duration is 0 (zero) and maximum duration is 23:59. If you are entering an absence for multiple days, then this duration applies to each day. For example, if you enter 4:00, then 4-hours of absence will be requested for each day in the date range.

4. Enter a Reason for the Absence Request.
5. When all selections/entries are made, move to the bottom of the screen, and click the **Absence Request** button.



NOTE: If you do not have sufficient accruals to schedule the absence, you will receive the following error:



Accruals

Viewing Accruals

Use this function to view the number of hours you have remaining in your accrual buckets.

NOTE

The current balance does not include any scheduled absences that have not yet occurred. The balance only reflects those absences that have actually been taken.

1. Log into the **Unified Workforce Interface** system.
2. On the main screen, do the following:
 - In the *Who* field, select **Me**.
 - In the *What* field, select **View Accruals**.
3. Click the **Go** button. A report of your current accruals displays, showing the available balances for Annual Leave, Sick Leave, Comp Time and Floating Holiday. This screen will also display the current Accrual Rate for both Annual Leave and Sick Leave.

Accrual Information	
Employee Name	
Employee ID	
Monthly Annual Leave Accrual Rate	1 day(s) 1 hrs 45 min
Monthly Sick Leave Accrual Rate	0 day(s) 5 hrs 50 min
Current Balances	
Annual Leave	22 day(s) 5 hrs 30 min
Sick Leave	26 day(s) 5 hrs 2 min
Comp Time	0 day(s) 0 hrs 0 min
Floating Holiday	0 day(s) 0 hrs 0 min
Legend: 1 day = 07:00	

Reports

Report of Accrual History

The **Report of Accrual History** displays all transactions (deposits and withdrawals) that have occurred for *the date range specified*. Additionally, it provides a summary of all deposits and withdrawals.

NOTE: This report does not provide an accurate current (remaining balance unless the date range spans the employee's entire history in CyberShift. The report is designed to show the transactions. Please refer to the What entry, Accruals, if you are looking for current Accrual Balances.

1. In the *WHAT* field, select **Report of Accrual History**.
2. Enter the desired date range in the *WHEN* field.
3. Click the **Go** button.

Who: - Me

What: Report of Accrual History

From: 01/01/2008

To: 01/31/2008

Go

Shows details
and remaining
balances

Multi Accrual History Report

Date Range from 01/01/2008 to 01/31/2008

ABRAHA, SENAY

Modified Date	Pdate	Code	Accrual Action	Accrual	Duration	Remaining Balance
01/01/2008	01/01/2008	ALE	D	1	1d 1h 45m	20d 6h 5m
01/01/2008	01/01/2008	SLE	D	2	0d 5h 50m	24d 1h 20m
01/07/2008	01/02/2008	ANL	W	1	1d 0h 0m	19d 6h 5m
01/10/2008	01/10/2008	LTP	W	1	0d 0h 33m	19d 5h 32m
Annual Leave			D	1	1d 1h 45m	
Annual Leave			W	1	1d 0h 33m	
Sick Leave			D	2	0d 5h 50m	

Report of Accrual Summary

The **Report of Accrual Summary** display a summary of transactions (deposits and withdrawals) that have occurred for *the date range specified*.

NOTE: This report does not provide an accurate current (remaining balance unless the date range spans the employee's entire history in CyberShift. The report is designed to show the transactions. Please refer to the What entry, Accruals, if you are looking for current Accrual Balances.

1. In the *WHAT* field, select **Report of Accrual Summary**.
2. In the *WHEN* field enter the desired date range.
3. Click the **Go** button.

Who:	- Me	▼
What:	Report of Accruals Summary	▼
From:	01/01/2008	
To:	01/31/2008	
Go		

Accruals Summary Report

From 01/01/2008 To 01/31/2008

Employee Name FO - DIV OF FINANCIAL OPS (SWING)				
ABRAHA, SENAY				
Employee # 0611768				
Class E				
Leave Types	Beginning Balance	Deposits	Withdrawals	Ending Balance
Annual Leave	19d 4h 20m	1d 1h 45m	1d 0h 33m	19d 5h 32m
Sick Leave	23d 2h 30m	0d 5h 50m	0d 0h 00m	24d 1h 20m

Shows the various types of accruals

Beginning Amounts, based on date range

Summary of Activity, based on date range

End Balance, based on date range

Report of Calendar Worked

The Report of Calendar Worked produces a detailed report for the selected employee(s), listing the ACTUAL worked and ACTUAL absence details for each day of the selected date range. Icons are used in the upper right corner of the day's cell to indicate the day type (Scheduled work, Unscheduled work, Holiday, Day Off, etc.). Typically, a supervisor completes the selection parameter screen and a report preview is generated, reviewed and printed.

1. In the *WHAT* field, select **Report of Calendar Workder**
2. In the *WHEN* field enter the desired date range.
3. Click the **Go** button.

Who: - Me

What: Report of Calendar Worked

From: 01/01/2008

To: 01/31/2008

Go

Legend:

Worked	Day Off
Holiday	Absence

Thu - 01/01/2008 to Thu - 01/31/2008

Legend:
 Worked
 Day Off
 Holiday
 Absence

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1/1/2008 ALE, PH, SLE Time: 00:00	1/2/2008 ANL Time: 00:00	1/3/2008 (W), BRK 07:15 AM-07:00 PM Time: 10:45	1/4/2008 (W), BRK 07:15 AM-07:00 PM Time: 10:45	1/5/2008 Day Off
1/6/2008 Day Off	1/7/2008 (W), BRK 07:15 AM-07:00 PM Time: 10:45					1/12/2008 Day Off
1/13/2008 Day Off	1/14/2008 (W), BRK 07:30 AM-07:00 PM Time: 10:30					1/19/2008 Day Off
1/20/2008 Day Off	1/21/2008 PH Time: 00:00					1/26/2008 Day Off

Wednesday	Thursday
1/2/2008 ANL Time: 00:00	1/3/2008 (W), BRK 07:15 AM-07:00 PM Time: 10:45

Report of Employee Absence

The Report of Employee Absence displays an absence time (paid or unpaid), the date that is occurred, and the duration of the absence in days-hours-minutes.

1. In the *WHAT* field, select **Report of Calendar Worked**.
2. In the *WHEN* field enter the desired date range.
3. Click the **Go** button.

Who: - Me

What: Report of Employee Absence

From: 01/01/2008

To: 01/31/2008

Go

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

Employee Absence Report



Date Range From 01/01/2008 To 01/31/2008

Employee #	Employee Name	Date	Code	Paid/Unpaid	Hours	Occurrences
0611768	ABRAHA, SENAY					
		ANNUAL LEAVE				1
		01/02/2008	ANL	Paid	01d 00h 00m	
		DEATH IN IMMEDIATE FAMILY (4 DAYS)				4
		01/17/2008	DF4	Paid	01d 00h 00m	
		01/18/2008			01d 00h 00m	
		01/22/2008			01d 00h 00m	
		01/23/2008			01d 00h 00m	
		ARRIVED LATE				1
		01/10/2008	LTP	Paid	00d 00h 33m	
			Total	ANL	01d 00h 00m	1
			Total	DF4	04d 00h 00m	4

Report of Reg Time and Paid OT

The **Report of Reg Time and Paid OT** displays the day-by-day breakdown of paid hours for the *selected date range* and what those hours are paid as, such as Regular, Overtime, or Paid Absence including Holiday.

4. In the *WHAT* field, select **Report of Reg Time and Paid OT**.
5. In the *WHEN* field enter the desired date range.
6. Click the **Go** button.

Who:	- Me	▼
What:	Report of Reg Time and Paid OT	▼
From:	04/01/2008	
To:	04/05/2008	
<input type="button" value="Go"/>		

Report of Reg Time and Paid OT					
(0611768):					
Tue - 04/01/2008 to Sat - 04/05/2008					
Date	Tue - 04/01/2008	Wed - 04/02/2008	Thu - 04/03/2008	Fri - 04/04/2008	Sat - 04/05/2008
Reg	07:00	04:00	07:00	07:00	00:00
OT	03:45	06:45	03:45	03:45	00:00
BDA	00:00	03:00	00:00	00:00	00:00

Report of Time Worked

The **Report of Time Worked** displays the breakdown of paid hours for the *selected date range* and what those hours are paid as, such as Regular, Overtime, or Paid Absence including Holiday.

1. In the *WHAT* field, select **Report of Time Worked**.
2. In the *WHEN* field enter the desired date range.
3. Click the **Go** button.

Who: - Me

What: Report of Time Worked

From: 04/01/2008

To: 04/05/2008

Go

Report of Time Worked											
		Tue - 04/01/2008		Wed - 04/02/2008		Thu - 04/03/2008		Fri - 04/04/2008		Sat - 04/05/2008	
Payroll	Name	Paid	Unpaid	Paid	Unpaid	Paid	Unpaid	Paid	Unpaid	Paid	Unpaid
0611768	ABRAHA, SENAY	10:45	15:35	13:45	01:00	10:45	01:00	10:45	01:00	00:00	00:00

Report of Work and Paid Time

This report shows the overall break down of Work and Paid Absence hours by time.

4. In the *WHAT* field, select **Report of Work and Paid Time**.
5. In the *WHEN* field enter the desired date range.
6. Click the **Go** button.

Who: - Me

What: Report of Work and Paid Time

From: 01/03/2008

To: 01/11/2008

Go

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

CLOCKED AND WORKED TIME REPORT

From 01/03/2008 To 01/11/2008

DATE	SCHED ON	CLOCK ON	BS ON	SCHED OFF	CLOCK OFF	BS OFF	HOURS WORKED	HOURS PAID	OT & COMP	ABS	BREAK
EMPLOYEE: OVERTIME, OLLIE PAYROLL: 123456											
01/03/2008	7:15 AM	7:10 AM	7:15 AM	3:15 PM	7:00 PM	7:00 PM	10:50	7:00	3:45	0:00	1:00
01/04/2008	7:15 AM	7:13 AM	7:15 AM	3:15 PM	7:02 PM	7:00 PM	10:49	7:00	5:00	0:00	1:00
01/07/2008	7:15 AM	7:17 AM	7:15 AM	3:15 PM	7:06 PM	7:00 PM	10:49	7:00	3:45	0:00	1:00
01/08/2008	7:15 AM	7:17 AM	7:15 AM	3:15 PM	7:08 PM	7:15 PM	10:51	7:00	5:22	0:00	1:00
01/09/2008	7:15 AM	7:14 AM	7:15 AM	3:15 PM	7:00 PM	7:00 PM	10:46	7:00	5:37	0:00	1:00
01/10/2008	8:00 AM	8:33 AM	8:33 AM	4:00 PM	7:00 PM	7:00 PM	9:27	7:00	4:30	0:33	1:00
01/11/2008	8:00 AM	7:38 AM	7:45 AM	4:00 PM	7:10 PM	7:15 PM	10:12	7:00	5:15	0:00	1:20

Appendix A: Actions, Codes

Actions

ABP - PAID ABSENCE CODE
ABU - UNPAID ABSENCE CODE
BNK - OT BANK DEPOSIT
BNS - BONUS CODE
BRK - BREAK CODE
ENT - ENTITLEMENT CODES
OFF - OFF CODE
UNP - UNPAID CODE
WRK - WORKED CODE
WTH - OT BANK WITHDRAW

User Available Codes

(B) - BANK WITHDRAWAL
(D) - DAY OFF
(V) - WORKED DAY OFF
(W) - WORKED
(X) - WORKED ON HOLIDAY
ANL - ANNUAL LEAVE
CON - ATTEND CONVENTION
CSE - CIVIL SERVICE EXAM
DF1 - FUNERAL OTHER THAN IMMEDIATE FAMILY (1 DAY)
ERL - EARLY RELEASE
FHP - FLOATING HOLIDAY
GRA - GRADUATION
JDA - JURY DUTY (ANNUAL)
OFB - OFFICIAL BUSINESS
SDN - SICK LEAVE WITH A DOCTOR'S NOTE
SFM - SICK LEAVE FAMILY MEMBER
SST - SICK LEAVE SELF TREATED TRA TRAINING

All Codes

Code	Description
(B)	BANK WITHDRAW
(V)	WORKED DAY OFF
(X)	WORKED ON HOLIDAY
ADR	ANL DONATION RECEIVED
AFP	ACCRUAL FAILED PAID
ALB	ANL RECOVERY FOR BORROWED TIME
ALE	ANNUAL LEAVE EARNED
ALV	VESTED ANL FROM ANNUAL LEAVE
BDA	BLOOD DONATION
BRA	BORROWED ANNUAL LEAVE
CAP	COURT ATTENDANCE (PAID)
CMP	COMP TIME EARNED
CON	ATTEND CONVENTION
CTV	VESTED COMP FROM COMP
DF4	DEATH IN IMMEDIATE FAMILY (4 DAYS)
ERL	EARLY RELEASE
FHP	FLOATING HOLIDAY
FLN	FMLA (NOT PAID)
GRA	GRADUATION
IAL	MANAGER FILLER CODE
JDH	JURY DUTY (HOURLY)
LDD	LATENESS DOUBLE DEDUCTION
LEP	LEFT EARLY (PAID)
LHN	L/A/W/O PAY - HEALTH
LLP	LONG LUNCH (PAID)

Code	Description
(D)	DAY OFF
(W)	WORKED
ACS	ANL CONVERTED TO SIC
AFE	ACCRUAL FAILED ENTITLEMENT
AFU	ACCRUAL FAILED UNPAID
ALD	ANL DONATED
ALP	ANNUAL LEAVE PAY OUT
ANL	ANNUAL LEAVE
BNK	BANK DEPOSIT
BRS	BORROWED SICK TIME
CHW	CONTRACTED HOLIDAY WEEK (for SFMS's)
CNP	CHILD CARE L/A/W/O PAY
CSE	CIVIL SERVICE EXAM
DF1	FUNERAL OTHER THAN IMMEDIATE FAMILY (1 DAY)
DFT	DEATH TRAVEL
FHE	FLOATING HOLIDAY EARNED
FLF	FMLA FAMILY MEMBER (PAID)
FLP	FMLA PERSONAL (PAID)
HU	HOLIDAY UNPAID
JDA	JURY DUTY (ANNUAL)
LAP	L/A WITH PAY – HEALTH
LE	LEFT EARLY
LEU	LEFT EARLY (UNPAID)
LL	LONG LUNCH
LLU	LONG LUNCH (UNPAID)

Code	Description
LOE	LWOP - EDUCATION
LPD	LATENESS PAYROLL DEDUCTION
LTP	ARRIVED LATE (PAID)
LWP	LWOP – HEALTH (PENDING)
MAT	MATERNITY LEAVE
MRS	MILITARY - RESERVES W/PAY
MVC	MILITARY VACATION
PDP	L/A/W/O PAY - PENDING
SBN	SUMMER BONUS HOUR
SDN	SICK LEAVE W/ A DR. NOTE
SLB	SICK LEAVE RECOVERY FOR BORROWED TIME
SLE	SICK LEAVE EARNINGS
SLR	SICK LEAVE DONATION RECEIVED
SNO	SNOW DAY
SST	SICK LEAVE SELF TREATED
TDL	TRANSIT DELAY
UA	UNAUTHORIZED ABSENCE
UDD	UNPAID DOUBLE DEDUCTION
UTO	UNPAID TIME OFF
VCT	COMP TIME TO VESTED COMP
WC5	WORKERS COMP - 5 DAYS
WCD	WORKERS COMP - DISAPP
WCP	WORKERS COMP - PENDING

Code	Description
LOP	LWOP - PERSONAL
LT	ARRIVED LATE
LTU	ARRIVED LATE (UNPAID)
MAF	MANANGER ANNUAL LEAVE FILLER
MLN	MATERNITY L/A/W/O PAY
MSN	MILITARY LV W/O PAY
OFB	OFFICIAL BUSINESS
PH	PUBLIC HOLIDAY
SCA	SIC CONVERTED FROM ANL
SFM	SICK LEAVE FAMILY MEMBER
SLD	SICK LEAVE DONATED
SLP	SICK LEAVE PAY OUT
SLV	VESTED SICK FROM SICK LEAVE
SNP	SUSPENDED W/O PAY
SWP	SUSPENDED W/ PAY
TRA	TRAINING
UA1	UNAUTHORIZED ABSENCE (PAID)
UDO	UNPAID DAY OFF
VAL	ANNUAL LEAVE TO VESTED ANL
VSL	SICK LEAVE TO VESTED SICK LEAVE
WCA	WORKERS COMP - APPVD
WCH	WORKERS COMP - HEARING
WCU	WORKERS COMP UNPAID

Classes

<i>Class</i>	<i>Description</i>	<i>Class</i>	<i>Description</i>
1	MANAGERS HOURLY	2	NEW APPLICANTS HOURLY
3	CONSULTANTS HOURLY	4	TEMPS HOURLY
5	EMPLOYEES HOURLY	6	ORIGINAL JURISDICTION HOURLY
@	AUTO	C	CLOCK CLASS
E	EMPLOYEES ANNUAL	H	LOA WITHOUT PAY
J	ORIGINAL JURISDICTION ANNUAL	K	PREVAILING RATE EMPLOYEES ANNUAL
M	MANAGERS ANNUAL	N	NEW APPLICANTS ANNUAL
Q	Q BANK SUPERVISORS	V	MOTOR VEHICLES ANNUAL
Z	INACTIVE EMPLOYEES		

Glossary

Absence: The hours an employee is not working on their scheduled shift.

Accrual: A method of recording credits or debits of time for an employee and comparing it with their preset balances. The credit or debit of time can record vacation time owed, sick leave, overtime work credits, repetitive 'long lunches', jury duty, and religious absences. Another example is to compare them with buckets that store time for an employee; you can add or remove time.

Accrual Absence: An absence code that decrements or increments the associated accrual.

Actual Shift: The shift that an employee worked.

Authorized: A record that has been approved.

Auto Cost Center: An account that enables CyberShift 3G to retrieve and use the employee's default cost center.

Auto Shift: An employee's Auto Shift Group enables CyberShift 3G to determine the correct shift for an employee. For example, if an employee's shift starts at 17:00 and the employee clocks in at 12:00, CyberShift 3G uses the Auto Shift Group to determine an employee's correct shift. *See Auto Groups.*

Badge: An employee identification card that enables swiping at readers for clocking records and for access control.

Banking: The accumulation of worked time and money which is not immediately paid to the employee. The credit either permits the employee to take time in lieu of the hours or to take payment at a later date. *See Overtime Banking and Equalizations.*

Base Rate: A default rate of pay from the employee's record.

Bonus: A payment based on payroll rules, cost center positions, or assigned at the employee level. It is calculated separately from rates and can be:

- A percentage based on hours worked,
- A rate based on hours worked,
- An amount of money,
- An amount of hours.

Bonus Code: A code that indicates the reason for the Bonus and type of Bonus.

Break: A time assigned for rests and meals. *See Shift Definition.*

Call-in: A request for an employee to work an unscheduled shift without sufficient notice. *See Call-in, Overtime Rules.*

Class: An employee grouping that shares the attributes of hire status, payroll status, and clocking type. Also known as employee class. *See Employee Class.*

Click, Right-Click, Left-Click: Pressing and releasing one of the buttons on a mouse input device to send an instruction to the computer, or select a particular item from a menu that is displayed on the form.

Clock Data: The record that is created when employees swipe at readers.

Clocking: A recorded time for attendance, activity, or docket. For example, when an employee registers, or swipes on, with a time recording device they create a clocking record.

Clocking Off: The action of an employee registering, with a time recording device, the end an activity or shift. *See also Swiping.*

Clocking On: The action of an employee registering, with a time recording device, the start an activity or shift. *See also Swiping.*

Clock Processing: The processing of clock data into payroll records.

Comp Time: An accrual of time populated by an employee choosing to credit overtime worked in lieu of pay for use as future time off.

Cost Center: Cost Centers describe where an employee works or where a job is processed. Cost Centers are accounts to permit charging payroll, labor, absences, and job transactions. Cost centers are linked to Departments. Examples of Cost Centers include departments, work-centers, product lines, machines, etc. CyberShift 3G charges all payroll, labor, and job transactions to Cost Centers. Each Cost Center code must be unique. The data collection server can store the default Cost Center of every employee swipe. It is a good practice to structure the Cost Center file to match your organization's structure.

Cost Position: An abbreviation for cost center/position. Cost Center/Position is a "bound" field which means that both a cost center and position is assigned to each record. This represents the type of job or activity that an employee performs. A position can be assigned to multiple cost centers. See *Position*.

Crew: An employee grouping created to simplify scheduling and selection. See *Crews*.

Current Rate: A rate of pay assigned to a Cost Center / Position or employee, for dates after the "Effective Date". See *Rate Sets*.

Data File: A collection of stored records about a subject or topic.

Database: An organized collection of information coded in such a way that different categories of data in different forms can be accessed.

Daily Attendance: Enables supervisors to see whether or not an employee has clocked onto their shift.

Day Cutoff Time: The time setting that CyberShift 3G uses to divide the end of one day from the start of the next. For example, the Day Cutoff Time setting is 23:00, an employee clocks on at 23:00 on October 3rd and clocks off at 7:00 on October 4th. Payroll records this worked time on October 4th. If the employee clocks on at 22:59 on October 3rd, payroll records this worked time on October 3rd.

Day Off Code: A code to describe the reason an employee was not scheduled to work. CyberShift 3G assigns a Day Off Code to employees who are not scheduled to work. See *Reference Codes*.

Day Type: Determines the category for each day with respect to holidays, weekdays, and scheduled workdays. Day type determines how CyberShift 3G calculates the rates of pay and which rules to use. Examples are PH - public holiday, AB - scheduled absence. See *Shift Rules – Detail*.

Decimal Hours: A method of viewing time in which minutes are converted to decimal fractions of an hour – e.g., 1 hour and 45 minute's displays as 1.75 hours.

Default Center: An abbreviation for the employee's default cost center.

Default Cost Center: An account that is assigned to every employee. The default cost center is located in the Employee Maintenance Table. See *Default Center*.

Default Level: The rate progression level for an employee based on experience and schooling at their default Cost Center Position. Note: Each default Cost Center can have a different level. See *Default Level*.

Default Position: A "home" position, or activity, that is assigned to every employee. The default cost center is located in the Employee Maintenance Table. See *Default Position*.

Default Rate: The Rate Calculations contain the default rate of pay. Three settings that mean the same thing, in relation to the rate calculations, are Rate Code = "0", a blank description, and default calculation. The default rate is the largest of the default cost center / position rate, the worked cost center / position rate, and the employee's base rate. See *Default Rate Code "0" Calculation*.

Department: A grouping of employees and cost centers which enables assigning security permissions. Employees are grouped into Employee department and cost centers are grouped into Cost Center Departments. See *Departments*.

Department Group: A collection or grouping of Departments.

Double Back: Overtime paid to an employee who works two separate shifts that do not provide enough down time between the end of the first shift and the start of the second shift (reference item Double Back Overtime). *Reserved for Future Use.*

Duration: A view of time in gross hours instead of start and end times (i.e., worked 08:00 hours vs. started at 08:00 and ended at 16:00).

Effective Date: The date that data in a field changed from the previous information to the current information. *See Rate Sets.*

Employee #: A unique numeric identification assigned to each employee.

Employee Class: An employee grouping that shares the attributes of hire status, payroll status, and clocking type. *See Class.*

Employee Department: A grouping of employees and cost centers which enables assigning security permissions (reference Figure Main employee form). Same as Department.

Exceptions: Employee clockings that do not match the shift definitions. Examples include arrived late, overtime, unexpected absences, left early, and call-ins. Exceptions require supervisor authorization, otherwise, CyberShift 3G may not create payment records.

Extent: A time that shares the same attributes of rate, category, cost allocation, or other properties. Often, extents are called worked records. CyberShift 3G sub-divides an employee's working time during a shift into several extents, corresponding to periods worked, breaks, and overtime.

Field: A single entry or setting, for example, an employee's surname on the form that permits entering data. The terms setting and field mean the same in the CyberShift 3G documentation.

Filter: A feature that provides a means of filtering on specific codes or record types in the Time Entry screens.

Forecast Overtime: The ability for a user (typically a Supervisor) to view available resources for an overtime opportunity in the future and schedule them accordingly.

Form: A window, or screen of information containing grouped fields of data.

Global Variables: Database settings that control parameters within CyberShift 3G.

Grace - Paid: The time paid to an employee for clocking onto a shift after the start time or clocking off a shift before the end time.

Grace - Unpaid: The unpaid time for an employee that clocks onto a shift before the start time or clocks off a shift after the end time.

Hour Allocation Rule: A rule that describes how to divide the total time worked during a shift between the regular rate and the overtime rates. It describes how to apply the rounding and grace rules to clockings.

Hour Type: Determines how to pay the charged hours. Examples of hour types include Regular, Overtime (OT1, OT2, OT3, etc.), unpaid, and others. *See Hour Type* for the default list of hour types.

HR Interface: Updates employee and data hierarchy information into CyberShift 3G from an external human resources (HR) system (reference HR Refresh).

Job Rate: The rate of pay entered in the Cost Center / Position form at the appropriate learning level.

Labor Detail: The Labor Detail shows the details of an employee's work record for a single day.

Lead Hand: An employee who is responsible for subordinates and who usually assists a supervisor.

Level: The rate progression level for an employee based on experience and schooling at a position. *See Default Level.*

Lieu Days: Days that employees do not work but use a banked overtime credit.

Localization: The ability to change on-screen terminology of specified field labels to fit the culture or environment of the target organization (i.e., changing "Department" to "Division").

Locations: Locations enable a site-by-site filtering of the available selections on the Bonuses, Codes, Cost Centers, Rosters, Departments, and Shifts Maintenance forms. The Locations button on the Employee form selects location(s) for each employee. The employee's location (site) determines selections on those forms that the employee can access. *See Locations.*

Manual Exception: An override made to a record due to an exceptional rule that falls outside the standard rules of the company.

Mass Changes: Changes to records of multiple employees at one time. Examples of this are insertion of an absence, bonus or adjustment.

Military Time: A 24-hour clock that does not distinguish between morning and afternoon, for example 11:00 p.m. displays as 23:00.

Multiple - Rounding: Determines the interval for rounding of time, in minutes, when an employee starts or ends a shift. Also referred to as round multiple (reference Figure Hour Allocation - Rounding Rules). Common rounding times are 6, 10, 12, and 15 minutes.

Override: The ability to cancel automatic calculations, events, or settings to enable a manual entry.

Overtime: Time worked over and above an employee's daily or weekly maximum regular hours.

Overtime Banking: The accumulation of worked time and money which is not immediately paid to the employee. The credit either permits the employee to take time in lieu of the hours or to take payment at a later date.

Paid Absence Code: A code for an employee who did not work their scheduled hours. The code identifies the reason an employee was absent and creates payment records.

Pay Adjustment: A change to a record for a previous pay period, resulting from a change in the payroll record prior to the protect date.

Pay Group: An employee grouping with common dates in their pay period. This group has a common Protect Date to control changes to payroll records.

Payroll Date: The date for the payroll record. For example, if the "Day Cutoff Time" is 23:00 and the employee starts work at 23:00 on the 3rd, then the payroll date for this employee will be the 4th. *See PDate.*

Payroll Interface: A program that transmits data from CyberShift 3G to an external payroll system. *See Transferring data to payroll.*

Payroll Summary: A form that summarizes the events of a day to enable editing and approving the records. *See Enter Time in Detail.*

Position: Positions describe what type of job or activity that an employee performs. A position can be assigned to multiple cost centers, for example, operator, helper, maintenance, etc. Each Position can have 18 different rates corresponding to grades or learning levels. The 18 pay rates enable creating a pay rate that depends on the activity and on their learning level for the activity. *See Position.*

Position Rate: A rate of pay determined by the type of job or activity that an employee performs (reference Rate Sets).

Preferences: A feature to make optional screen display configuration changes, such as displaying/hiding columns in a grid or displaying hours as gross or split as REG and OT.

Premium: A payment that is applied for working designated hours. An example is a premium given for working from 15:00 to 23:00 (reference Figure Shift Definition). The payment can be:

- A percentage increase over the base rate,
- An addition to a rate of pay.

Previous Rate: The rate of pay for a cost center / position or employee before the "Current Rate." The Previous Rate applies to all rates of pay up until the "Effective Date:" (reference Rate Sets).

Project: A cost account object that users can book time against. Users can additionally indicate a role or task.

Proration: Balancing or adjusting time worked from one Position to several Positions based on a pre-defined set of rules.

Protect Date: The final day of the pay period. Before the Protect Date, changes to payroll records create pay adjustment records. The Protect Date restricts who is able to change records (reference Pay Groups).

Public Holiday: A government, religious, or contractual paid day off work.

Rate Set: A group of 18 settings that determine the rates of pay at each position. The settings include levels 1 – 18 learning levels, Effective Dates, and Previous Rate.

Reader: This device collects employees' clockings and transmits the information to the data collection server. Three reader functions include access control, labor distribution, and permissions to clock.

Record: An entry in a data file.

Record - Payroll: A summary of the worked (or absence) records during a day for an employee. A payroll record contains worked records.

Record - Worked: A record that characterizes a unit of work (or absence) by an employee.

Retro Change: A change to a record in the Daily Edits for a "protected" pay period.

Role: A project role or responsibility that users can book time against to indicate work in that capacity.

Roster: A repeating pattern of shifts. Rosters automate assigning of employees to shifts.

Rounding: The defined rules for changing the number of minutes to the nearest defined multiple. *See Hour Allocation – Rounding Rules.*

Round Multiple: Determines the interval, or multiple, for rounding of time when an employee starts or ends a shift (reference Hour Allocation - Rounding Rules). Common times are 6, 10, 12, and 15 minutes.

Round Split: Is the point, in the round multiple setting, that the time is rounded up to the next round multiple, instead of down (reference Hour Allocation - Rounding Rules). For example, round multiple 00:06, round split 00:04 with a scheduled end time of 14:00. The following rounding and splits occur:

- 13:54 rounded to 13:54 13:55 rounded to 13:54
- 13:56 rounded to 13:54 13:57 rounded to 13:54
- 13:58 rounded to 14:00 13:59 rounded to 14:00

Scheduled Shift: The start and end time of work that is scheduled for an employee (reference Employee scheduler).

Setting: A single entry that permits entering data, e.g., an employee's surname. The terms "setting" and "field" are the same.

Shift: The hours of work that has start and stop times, break times, and other defined events (reference Shift Definition).

Shift Rules: A ranked or prioritized list of hour allocation rules that are attached to a shift. A shift rule could also be associated to an employee.

Site: Any location, under the company's umbrella, where CyberShift 3G is used for time and attendance.

Site Administrator: The person who has been given the authority to operate and maintain the CyberShift 3G operating system.

Split: Is the point, in the round multiple setting, that the time is rounded up to the next round multiple, instead of down. Refer to round split. *See Hour Allocation – Rounding Rules.*

Station: An employee grouping, similar to crews, created to simplify scheduling and selection.

Swipe: The action of an employee registering with a time recording device. The action can be:

- Sliding a badge through a reader and receiving a confirmation of a record,
- Entering a cost center / position into a reader and receiving a confirmation of a record,

- Looking at an retina reader and receiving a confirmation of a record,
- Placing an employee badge or cost center / position badge close to a proximity detector and confirmation of a record,
- Manually entering a time record,
- Any device that creates time records.

Task: An activity associated with a Project that a user can book time against.

Time Pairs: A view of time in start and end times instead of gross hours (i.e. started at 08:00 and ended at 16:00 vs. worked 08:00 hours).

Time And Attendance Swipe: The action of an employee swiping onto a time recording device. The swipe creates records for the arrival or departure of the employee at a work area.

UDF Fields: User Defined Fields (UDF) that contain client-defined information, commands, programs, calculations, or other special data (reference User Defined Fields).

Unpaid Absence Code: A code created for an employee who did not work their scheduled hours. The code registers the absence and does not create payment records (reference Codes).

User: Identification assigned to an employee who has controlled access to CyberShift 3G.

UWI: Unified Workforce Interface; an application that provides both a unified view and interactivity to the end-user without having to traverse multiple pop-up windows or other applications.

Group: An employee grouping that enables controlling the access to information, and time. The access settings have either group or individual control settings (reference Access groups).

User Rate: Pay rate settings in the employee maintenance file. Employees have many user rates that are numbered (reference Rates).

Web Clock: A virtual Badge Reader (Data Collection Device) accessed through CyberShift 3G that enables the ability for users to clock on and clock off as well as book time against cost centers and positions.

What: A selection of screens available to the logged on user based on permissions in the Unified Workforce Interface.

When: The date range context in which to apply the selected *What* and *Who* criteria in the Unified Workforce Interface.

Who: The employee or user context in which an action can be applied or data displayed in the Unified Workflow Interface. Typically, this can be "Me", "My Team", "Custom List", or an employee's name.

Work Code: A code that indicates paid time. See *Codes*.

Workflow: A sequence of routing through which a request is passed. Examples of this are Absence Requests or Submission of a Timesheet.