Entering Time using the Webclock feature for WFH day

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.

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

5. Select **Clock off** to end the day.

Enter WFH in Absence section

An employee or supervisor with edit rights must enter the WFH code by selecting ABP in the ABS Type field, Click magnifying glass and select WFH, enter 00:01 in ABS Hours

Date	Sched Shift	Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Code	ABS Hours	BNS Code	BNS Value	ENT Code
Mon - 03/09/2020	1	1	08:00 AM	10:30 AM	11:30 AM	03:59 PM	☐	06:59	ABP	WFH	00:01			

IMPORTANT

Click save to record the time worked.

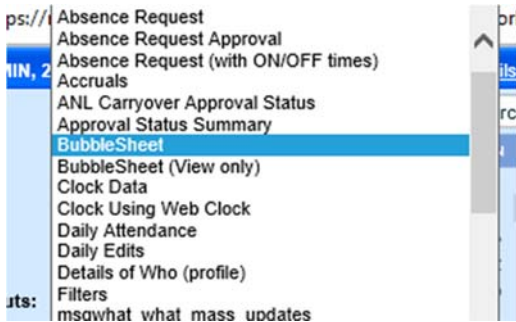| Date	Sched Shift	Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Code	ABS Hours
Mon - 03/09/2020	1	1	08:00 AM	10:30 AM	11:30 AM	03:59 PM	☐	06:59	ABP	WFH	00:01
Employee Totals:								06:59			

Save Employee Records   View Clock Data

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.

   • **Sched Shift**. Choose your scheduled shift if needed to change your shift for the day

   • **In.** Enter the time you began work in 12 hour, hh:mm format (e.g., 08:00 AM, 04:30 PM).

   • **Lunch Out.** Enter the time you left to take your lunch break in 12 hour, hh:mm format (e.g., 08:00 AM, 04:30 PM).

   • **Lunch In.** Enter the time you returned from lunch 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).

Date	Sched Shift	Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Code	ABS Hours
Mon - 03/09/2020	1	1	08:00 AM	10:30 AM	11:30 AM	04:00 PM	☐	07:00	[v]		
Employee Totals:								07:00			

| Save Employee Records | View Clock Data |

Total Paid Hours: 07:00

| Save All Records | View All Clock Data | Approve All |

· **Abs. Hours.** Delete the hours (07:00)

Date	Sched Shift	Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Code	ABS Hours
Mon - 03/09/2020	1	1	08:00 AM	10:30 AM	11:30 AM	04:00 PM	☐	07:00	[v]		
Employee Totals:								07:00			

| Save Employee Records | View Clock Data |

Total Paid Hours: 07:00

| Save All Records | View All Clock Data | Approve All |

Enter WFH in Absence section (ON A DAILY BASIS)

Select ABP in the ABS Type field, Click magnifying glass and select WFH, enter 00:01 in ABS Hours

Date	Sched Shift	Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Code	ABS Hours	BNS Code	BNS Value	ENT Code
Mon - 03/09/2020	1	1	08:00 AM	10:30 AM	11:30 AM	03:59 PM	☐	06:59	ABP	WFH	00:01			

IMPORTANT

Click save to record the time worked.

Date	Sched Shift	Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Code	ABS Hours
Mon - 03/09/2020	1	1	08:00 AM	10:30 AM	11:30 AM	03:59 PM	☐	06:59	ABP	WFH	00:01
Employee Totals:								06:59			

| Save Employee Records | View Clock Data |

If the employee works overtime and is approved by the supervisor, the overtime will be credited as paid or comp time depending on which is selected.

Date	Sched Shift	Shift	In	Lunch Out	Lunch In	Out	No Lunch	Total Worked	ABS Type	ABS Code	ABS Hours	BNS Code	BNS Value	ENT Code	ENT Hours	Comp/Paid	Paid Hours	Submitted	Pay OT	Approve Comp OT	Approve Day By	Reason
Sun - 03/08/2020	0	0					☑		[v]									No	No	No	☑ W. MARDEN	
Mon - 03/09/2020	1	1	08:00 AM	10:30 AM	11:30 AM	03:59 PM	☐	06:59	ABP	WFH	00:01						07:00	No	No	No	☐ 2. CSADMIN	
Tue - 03/10/2020	1	0					☑		ABP	ANL	07:00						07:00	No	No	No	☑ W. MARDEN	
Wed - 03/11/2020	1	0					☑		ABP	CVF	07:00						07:00	No	No	No	☑ W. MARDEN	
Thu - 03/12/2020	1	0					☑		ABP	CVF	07:00						07:00	No	No	No	☑ W. MARDEN	
Fri - 03/13/2020	1	1	08:00 AM	10:30 AM	11:30 AM	05:59 PM	☐	08:59	ABP	WFH	00:01					CMP 02:00 C	07:00	No	No	Yes	☑ 2. CSADMIN	
Sat - 03/14/2020	0	0					☑		[v]									No	No	No	☑ W. MARDEN	
Employee Totals:								15:58									36:00					