



The Following Article
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**ADDING DOE NURSES AND THERAPISTS TO THE
CYBERSHIFT AUTOMATED TIME AND ATTENDANCE SYSTEM
(REMINDER)**

Effective Sunday, April 29, 2007, all DOE nurses, occupational and physical therapists will be moved to the CyberShift Automated Time and Attendance System.

All current timekeeping practices, i.e., timesheets, will still be used to record time. However, timesheets will now be presented to the payroll secretary for input into CyberShift. The secretary will:

- only enter exceptions: absences, lateness, leaving early, or changes in schedules and overtime for annual staff; and
- enter all hours for hourly staff directly into CyberShift
- no longer use APRL or TKS.

Annual or hourly staff must submit their timesheets to the payroll secretary every two weeks as required by CyberShift. Training in CyberShift procedures has been provided to secretaries, who are presently using the system for administrative staff currently working in schools.

If you have questions about CyberShift please call Beth Knipfing at (718) 935-5969. Questions pertaining to Administrative Rules and Regulations should be directed to your personnel liaison.