



## The DIVISION OF FINANCIAL OPERATIONS

Has Published the Following Article  
Which Appears in the  
**OCTOBER 6, 2009**  
Edition of the Principal's Weekly Newsletter



### Update to CyberShift Dial Up Feature

In the August 25, 2009 edition of PW, DFO published an article regarding the new [CyberShift Dial-Up Procedure](#). This article was followed up with a [reminder](#), in the September 1, 2009 edition that the function would be implemented on September 27, 2009. [Click here](#) for a memorandum on the subject: *CyberShift Dial-up Solution for School Based Employees*.

The articles neglected to mention the **Web Clock feature** in CyberShift, which is another choice school-based administrative staff (including, but not limited to parent coordinators, community associates community coordinators, community assistants, school business managers, SAPIS, computer techs, clerical titles, annual and hourly) have in keeping their time. Although this feature is not new, we are reminding concerned staff to [log into](#) CyberShift in order to access this additional feature.

The timekeeping for the annual nurses and therapists remains the same as last year.

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