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**ADDING DOE NURSES AND THERAPISTS TO THE  
CYBERSHIFT AUTOMATED TIME AND ATTENDANCE SYSTEM**

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
- 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.

The present CyberShift procedures for timekeeping and payroll will be used to pay all hourly nurses, occupational and physical therapists who work this summer. Concerned employees will be notified of the new timekeeping procedures by the D75 Office and the Office of School Health

ROCs will provide training, technical assistance and support to the secretaries.

If you have any questions about CyberShift or anything contained herein, please call Beth Knipping at (718) 935-5969. Questions pertaining to Administrative Rules and Regulations should be directed to your personnel liaison.