Rowan University
INFORMATION RESOURCES & TECHNOLOGY

NOVATIME

TRAINING MANUAL

APRIL 2022

CONTACT

Information Resources & Technology
Rowan University
irt.rowan.edu

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Introduction to NOVAtime

- NOVAtime is a biometric clocking system, as well as an online timekeeping system, and a mobile application providing timekeeping services. This guide provides instructions on using the biometric time clock, the online web portal, and the mobile application.
- This manual covers information for Employees, Supervisors, and Timekeepers.

Objectives

By the end of this manual the user will be able to:

1. Use the time clock for Employees.
2. Use Employee Web Services for Employees.
3. Use the NOVAtime mobile application for Employees.
4. Register Employees in the clock for Supervisors.
5. Use Supervisor Web Services for Supervisors.
6. Perform Timekeeper activities for Supervisors.
7. Run Reports for Supervisors.
8. Delegate responsibilities for Supervisors.
9. Use Help with NOVAtime.

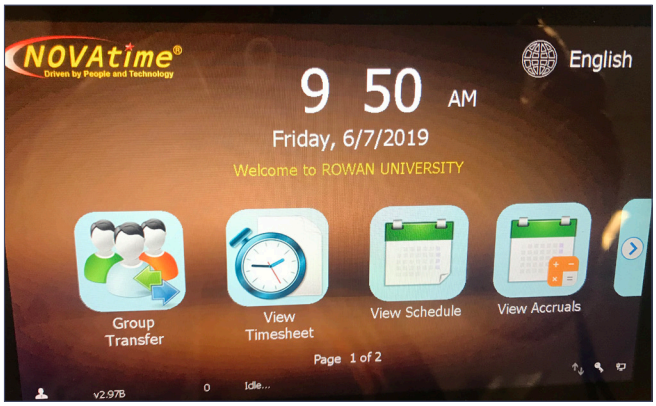
Employee Clock & Web Services

GETTING STARTED: EMPLOYEES

GETTING TO NOVATIME:

There are multiple ways to get to the NOVAtime system for employees. There are biometric time clocks available in various locations across the campus. Employees may be restricted to using a particular clock, depending on their position. The NOVAtime system automatically pairs up punches depending on the time of day they are performed, so there are no separate punch functions for 'in' and 'out'. In addition to punching in/out on the clock, employees can check their schedule, and request time off. To punch in/out using the biometric clock, to check your schedule, or request time off, follow the steps below.

CLOCK HOME SCREEN



VIEW SCHEDULE

To Punch In/Out, follow these steps:

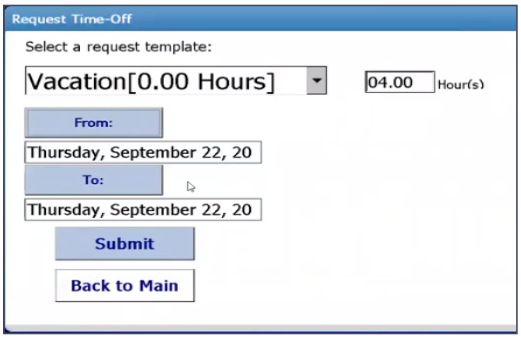
1. Type your Banner ID on the time clock keypad.
2. Press the **Enter** key on the keypad.
3. Place the finger you selected when you were registered into the clock on the finger sensor surface.
4. When the punch is accepted the clock will emit a loud beep and the sensor light above the keypad will turn green, if it emits a buzzer sound and the light turns red, select **Cancel** and try again.

To view your schedule, follow these steps:

1. On the clock screen press the **View Schedule** function.
2. Type your Banner ID on the time clock keypad, press the **Enter** key, and verify with your finger.
3. Once your schedule is displayed use the day summary with the horizontal and vertical scroll bars to navigate to the information you would like to see.
4. Tap the **Back to Main** function on the screen to return to the main screen.

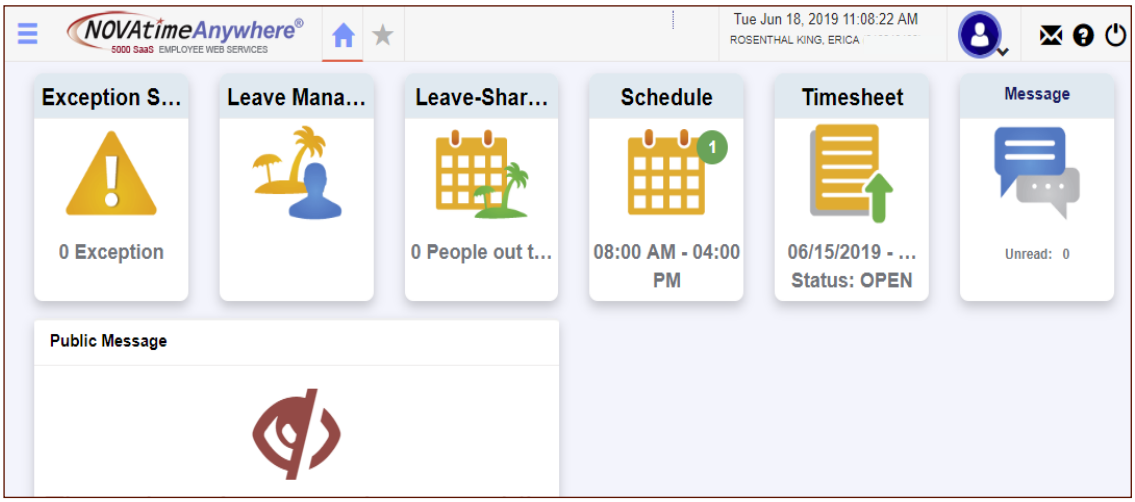
To request time off, follow these steps:

1. On the time clock screen press the **Request Timeoff** function.
2. Type your Banner ID on the time clock keypad, press the **Enter** key, and verify with your finger.
3. Select the type of time off you are requesting based on the templates available (Sick, Vacation, etc).
4. Tap the hour(s) field and enter the number of hours you are requesting. If you are requesting whole days enter the amount of hours in your shift.
5. If you are requesting days, tap the **From** button and choose a date on the calendar to begin your time. Then tap the **To** button to choose a date on the calendar to end your time off request.
6. Choose **Submit**.



TIME-OFF SCREEN

LOG IN TO NOVATIME



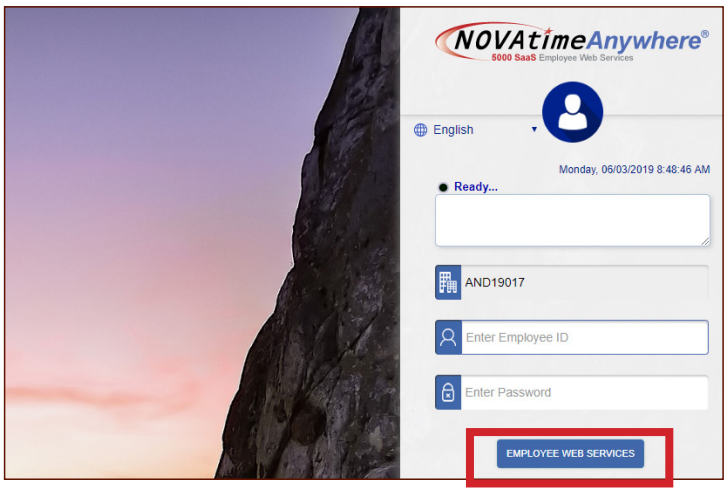
EMPLOYEE WEB SYSTEM DASHBOARD

The NOVAtime Employee Web System is available using any modern internet browser. The first time you visit the system you will be prompted to set a password. Employees can check their schedules, view timesheets, request time off, and submit a timesheet.

GETTING INTO NOVATIME EMPLOYEE WEB SERVICES:

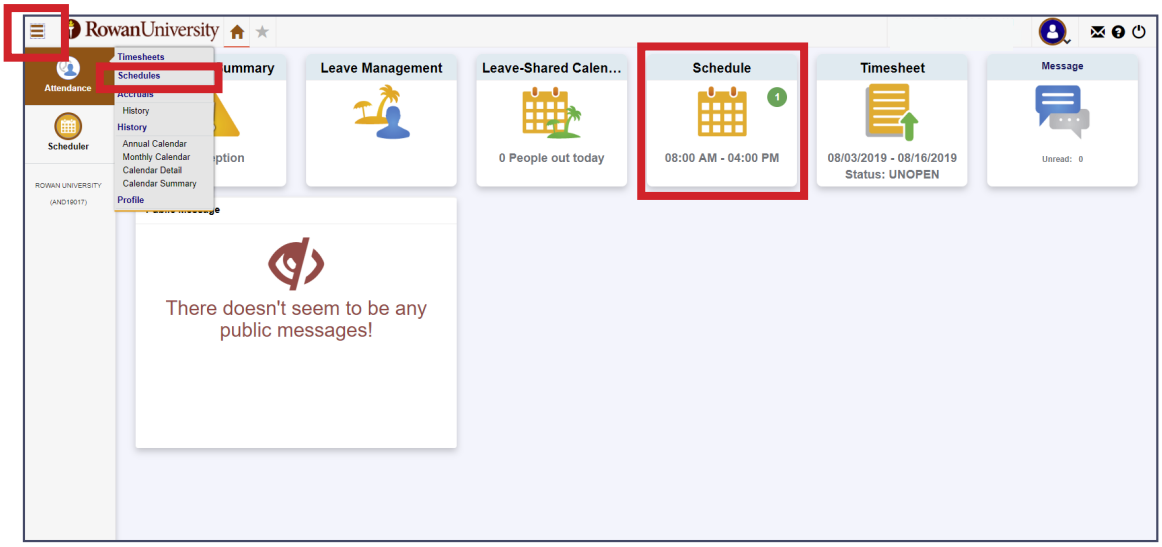
Navigate to the NOVAtime Employee Web System by going to https://online5.timeanywhere.com/novatime/Ewskiosk.aspx?CID=f5f468c6-7317-47ab-8f37-49c81c4b7514&.

Or go to http://www.Rowan.edu/payroll and click the link

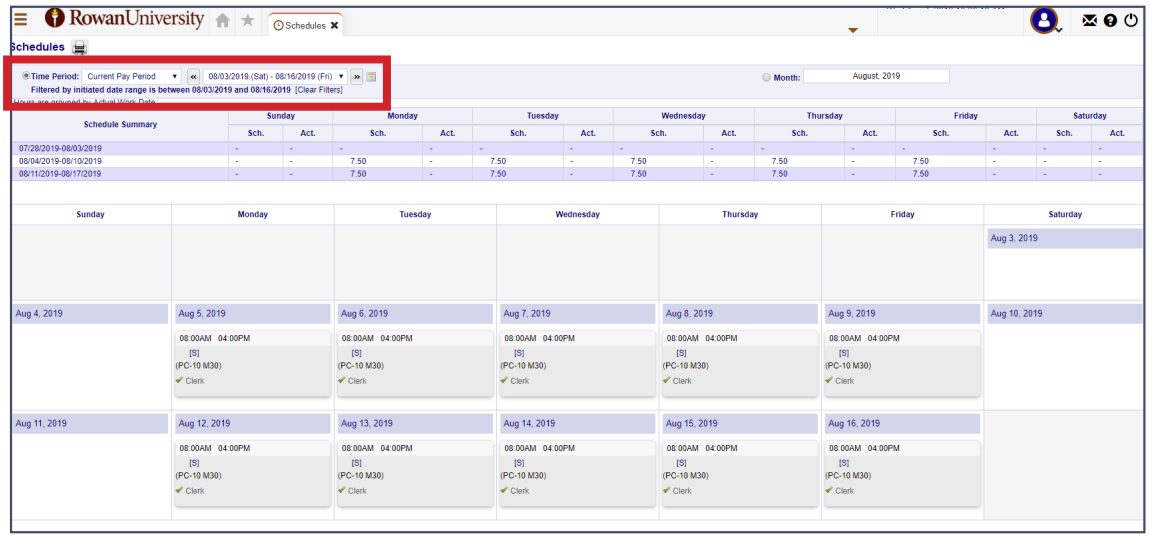


Log in with your user name (Banner ID) and password and choose **Employee Web Services**.

CHECK SCHEDULE



EMPLOYEE OPTIONS FOR CHECKING A SCHEDULE

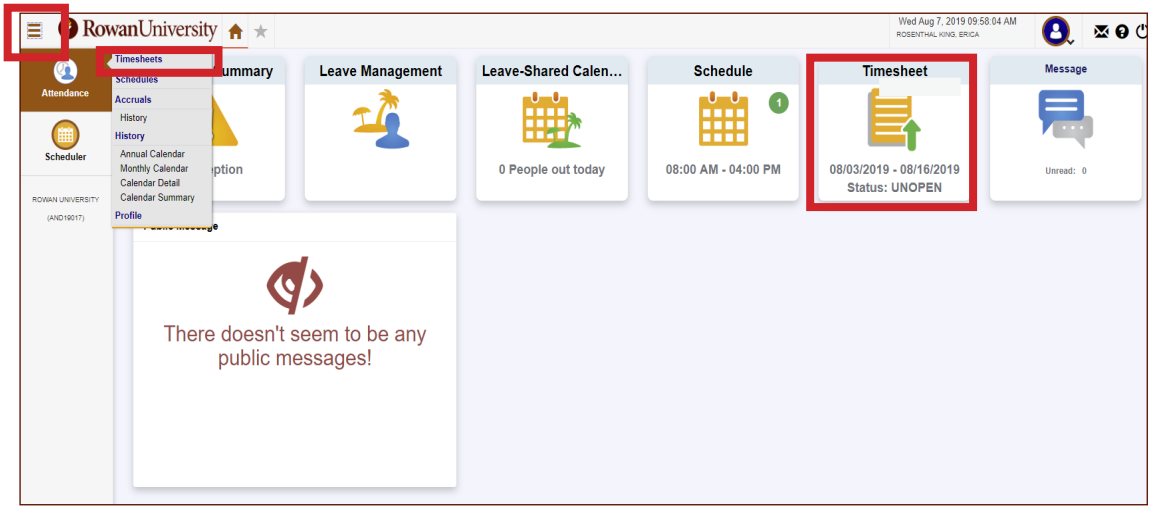


EMPLOYEE VIEW OF SCHEDULE

If you would like to check your schedule, it can be accessed two ways. Follow these steps:

1. Click on the **Hamburger Menu** icon on the upper left hand corner of the screen. Place the cursor over the attendance icon and click on the **Schedule** option. Your current schedule will load.
2. You can also click on the **Schedule** icon on the **Employee Dashboard**. Schedules can be viewed from the current pay period, the past, future, or a certain date range if the information is available in the system. Change your viewing options using the **Time Period** drop down menu.

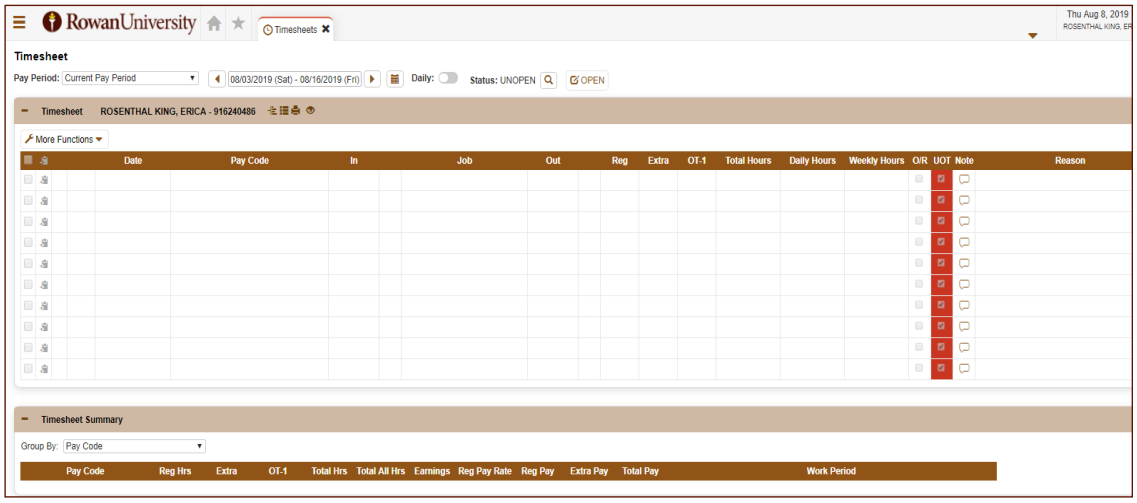
VIEW TIMESHEET



EMPLOYEE WEB SYSTEM DASHBOARD

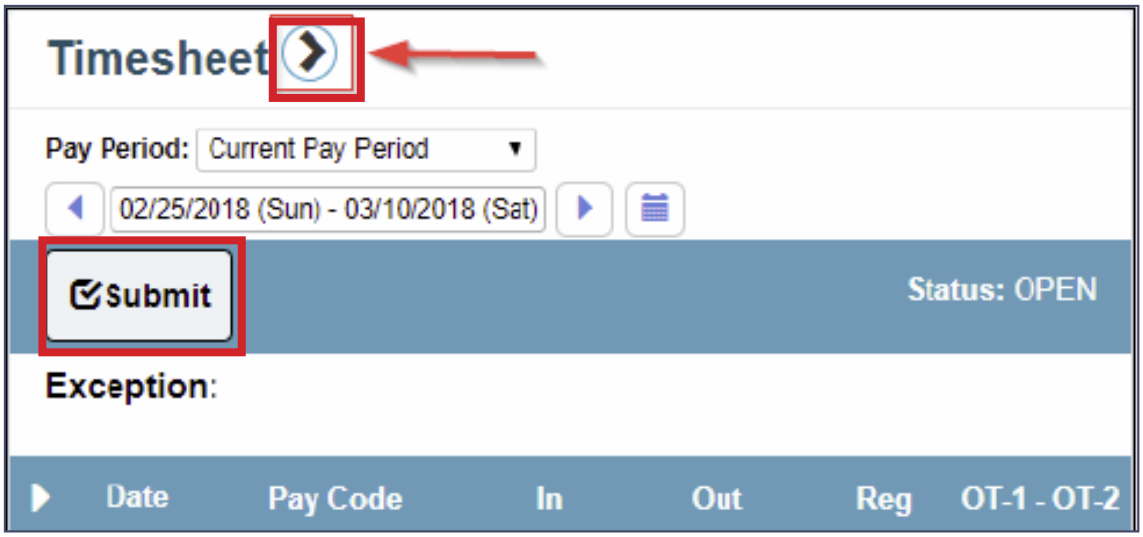
To check your schedule in the NOVAtime Employee Web System follow the steps below:

1. Click on the **Hamburger Menu** icon on the upper left hand corner of the screen. Place your cursor over the attendance icon and click on the **Timesheets** option. Your current timesheet will load.
2. You can also click on the **Timesheet** icon on the **Employee Dashboard**.
3. Timesheets can be viewed from the current pay period, the past, future, or a certain date range if the information is available in the system. Change your viewing options using the **Pay Period** drop down menu.
4. Accruals for leave can also be accessed from here by clicking the plus icon next to **Accrual Summary** at the bottom of the **Timesheet** screen.



TIMESHEET

SUMBIT TIMESHEET AND REQUEST OFF

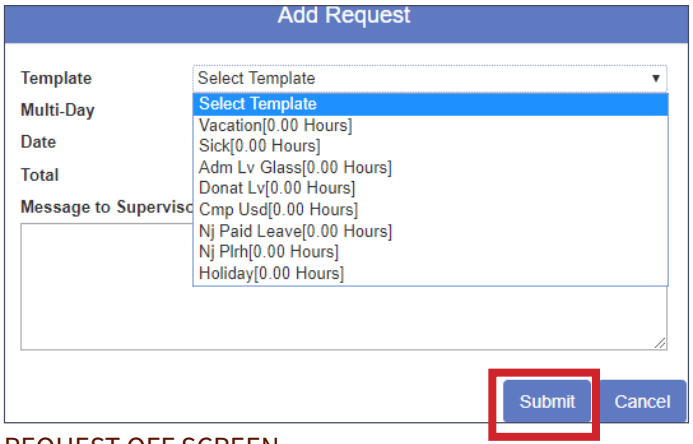


SUBMIT A TIMESHEET

To submit your timesheet, follow these steps:

1. After logging in, find the **Timesheet** function on the dashboard and choose the triangle next to **Timesheet** to see details. You can choose **Submit** right from dashboard if the timesheet is correct.
2. If the **Timesheet** function is not on the dashboard, choose the **Hamburger Menu**, hover over the **Attendance** section and choose **Timesheet**.
3. Ensure everything is correct and choose the **Submit** button.
4. Choose **Yes**.

Contact your department timekeeper if your timesheet needs corrections.

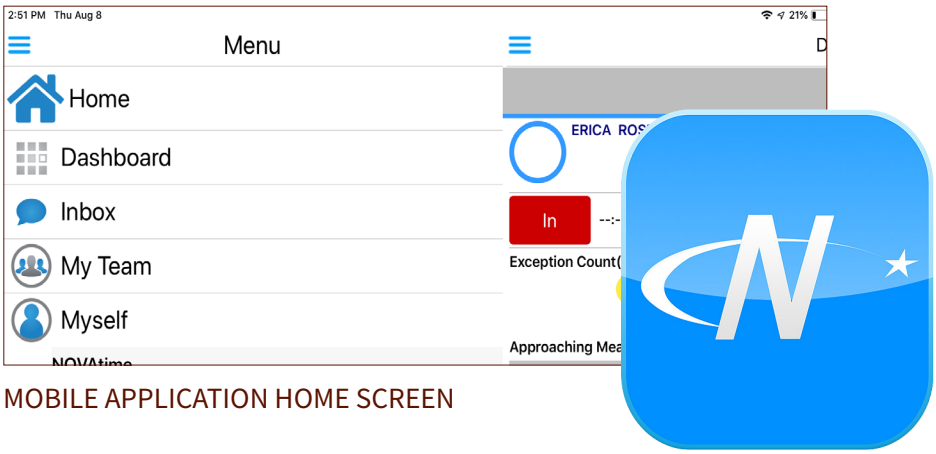


REQUEST OFF SCREEN

To request time off, follow these steps:

1. Click the **Hamburger Menu** icon and hover your cursor over the **Scheduler** icon and click on the **Requests** option.
2. Click **Add Request** from the toolbar.
3. Fill in the appropriate information based on the leave you are requesting and type a note to your supervisor if needed.
4. Click **Submit**.

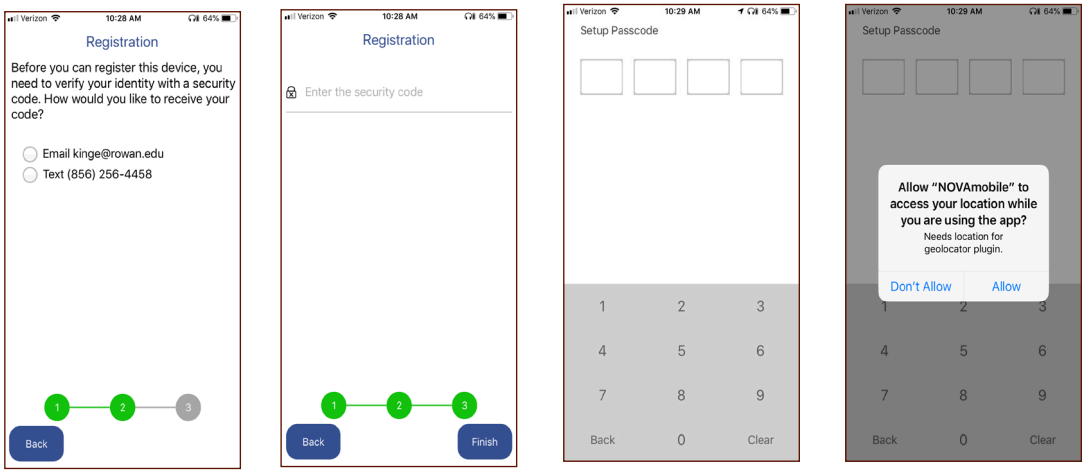
MOBILE APPLICATION: EMPLOYEE



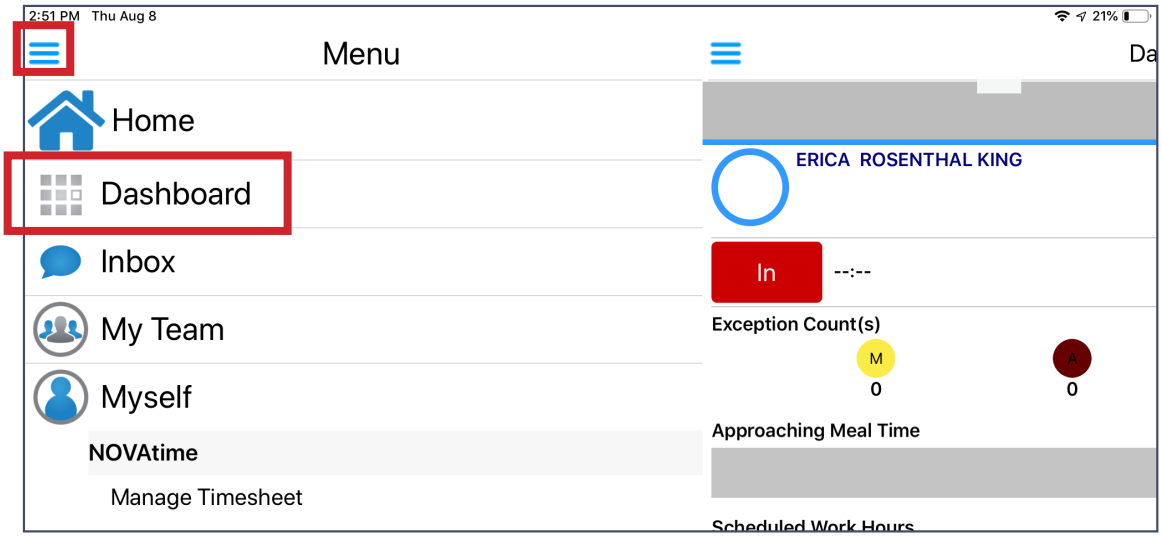
MOBILE APPLICATION HOME SCREEN

For some employees, the mobile application by NOVAtime will be used to punch in/out, check their schedule, and view their timesheet.

1. To download the NOVAmobile application, follow the directions from your phone manufacturer or mobile service provider for downloading and installing mobile applications on your specific phone.
2. Once you have installed the application on your device, you will register the device and sign in. Follow the prompts when you open the application. A verification code should be sent to you using your Rowan email only. You will need to sign in with AND19017, your Employee ID (Banner ID), and password. This is the same information you use to sign in when accessing the NOVAtime employee portal online.
3. Set a numerical passcode when prompted. Make sure you are using a passcode you will remember. You will need to log in with this code every time you use the mobile application.
4. In some cases, employees will need the application to track their location while using it. Check with your supervisor if you have questions about the application using your location.



APPLICATION SET-UP

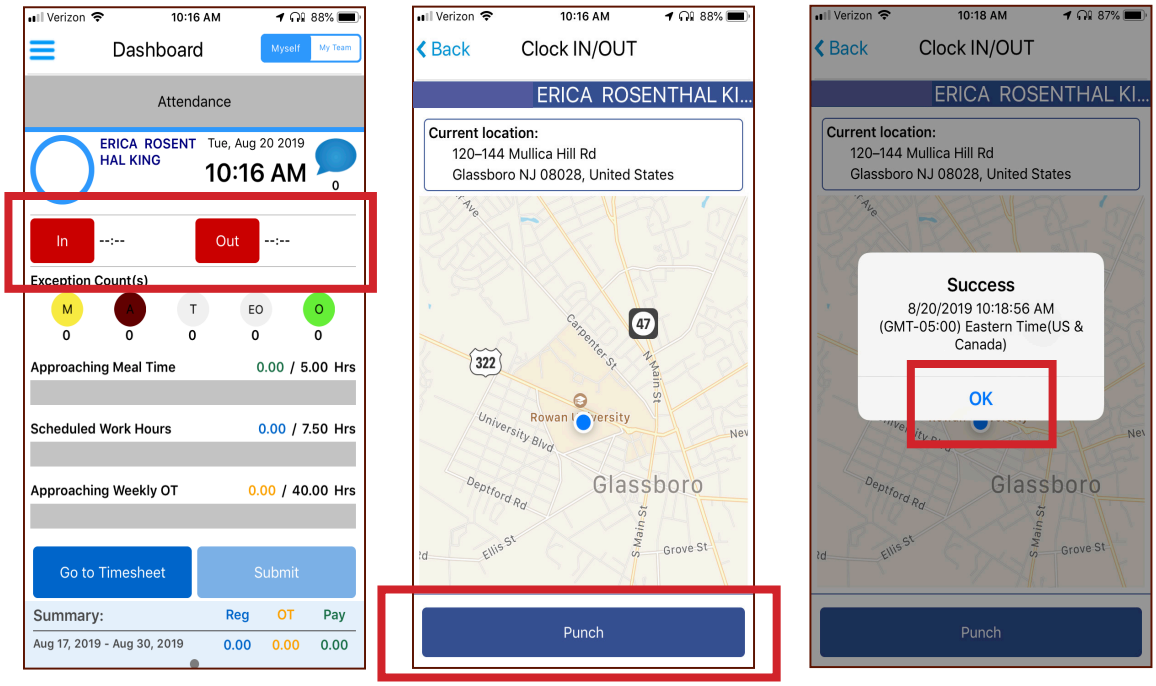


MOBILE APP MENU

To punch in/out, follow these steps:

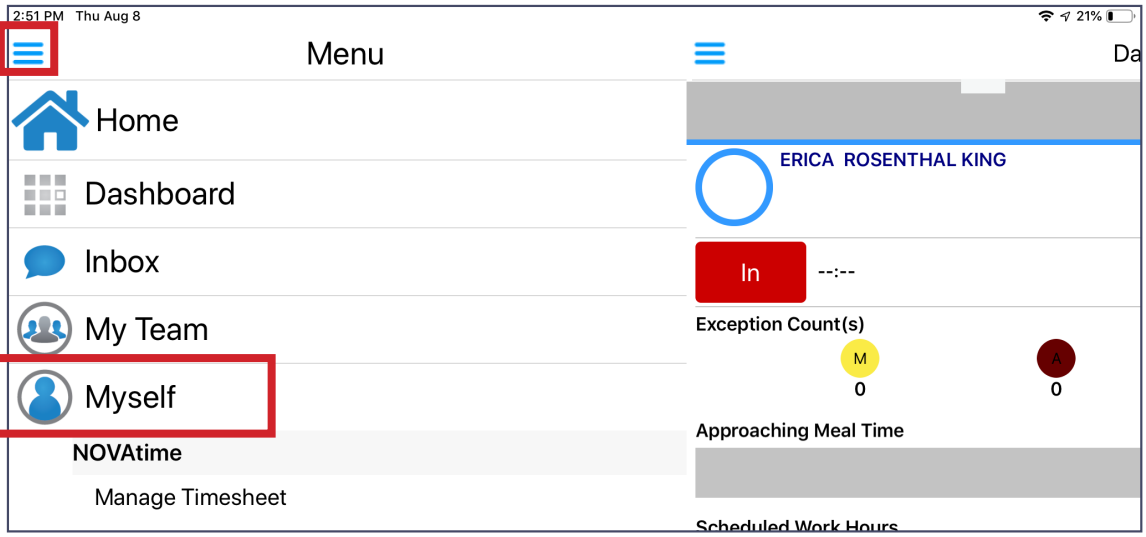
1. From the Dashboard screen tap the **In** or **Out** button.
2. The application will use GPS to locate you. Once this has occurred you will have the option to tap the **Punch** button on the bottom of the screen.
3. Tap the **Punch** button.
4. You have now punched in/out. Tap **OK** to close the window.

If you do not have the ability to see the **Punch** button, contact your department so you can be added to the proper group. Not all employees will use this feature.



PUNCH SCREEN

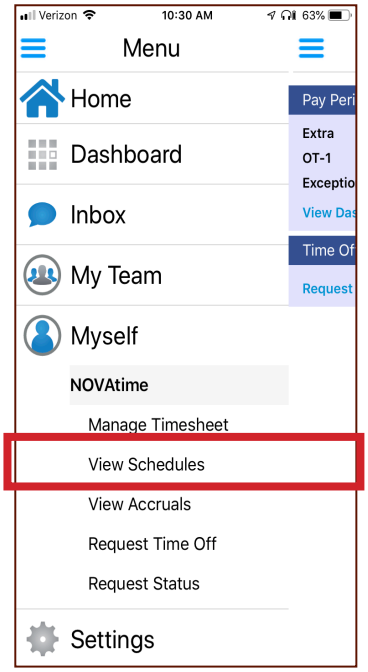
MOBILE APPLICATION: SCHEDULE



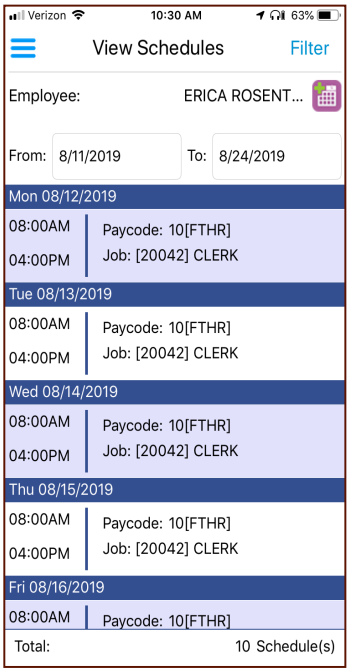
MOBILE APP MENU

To check your schedule:

1. Tap the **Hamburger Menu** on the upper left corner of the screen.
2. Tap **Myself**.
3. Tap **View Schedules**.

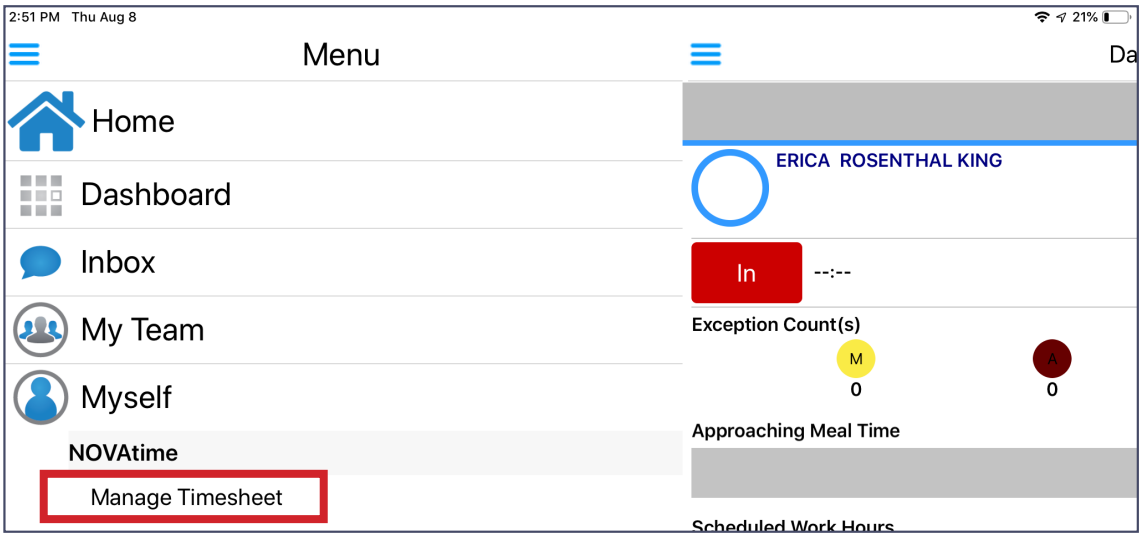


VIEW SCHEDULES



EMPLOYEE SCHEDULE SCREEN

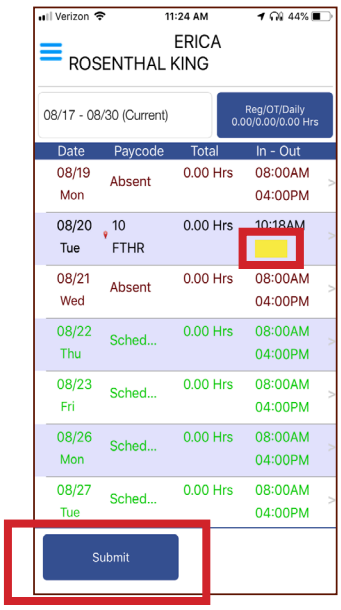
MOBILE APPLICATION: TIMESHEET



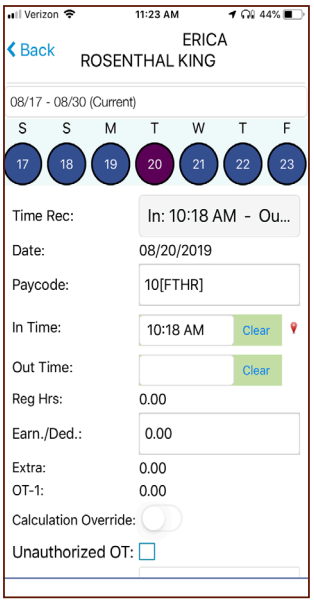
MANAGE TIMESHEET

To manage your timesheet:

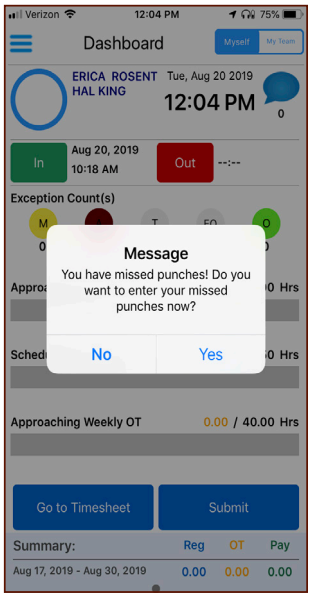
1. Tap the **Hamburger Menu** on the upper left corner of the screen.
2. Tap **Myself**.
3. Tap **Manage Timesheet**.
4. From the **Timesheet** screen, you can view your schedule and the time worked. If there is a missing punch, a box will appear where the punch should have occurred. You can tap the box to enter information from the missing punch. You will also see a message pop up when first logging in to the application if you have a missing punch, giving you the option to fix the punch at log in.
5. When your timesheet is correct and complete, from the **Timesheet** screen tap the **Submit** button on the bottom of the screen.



TIMESHEET SCREEN

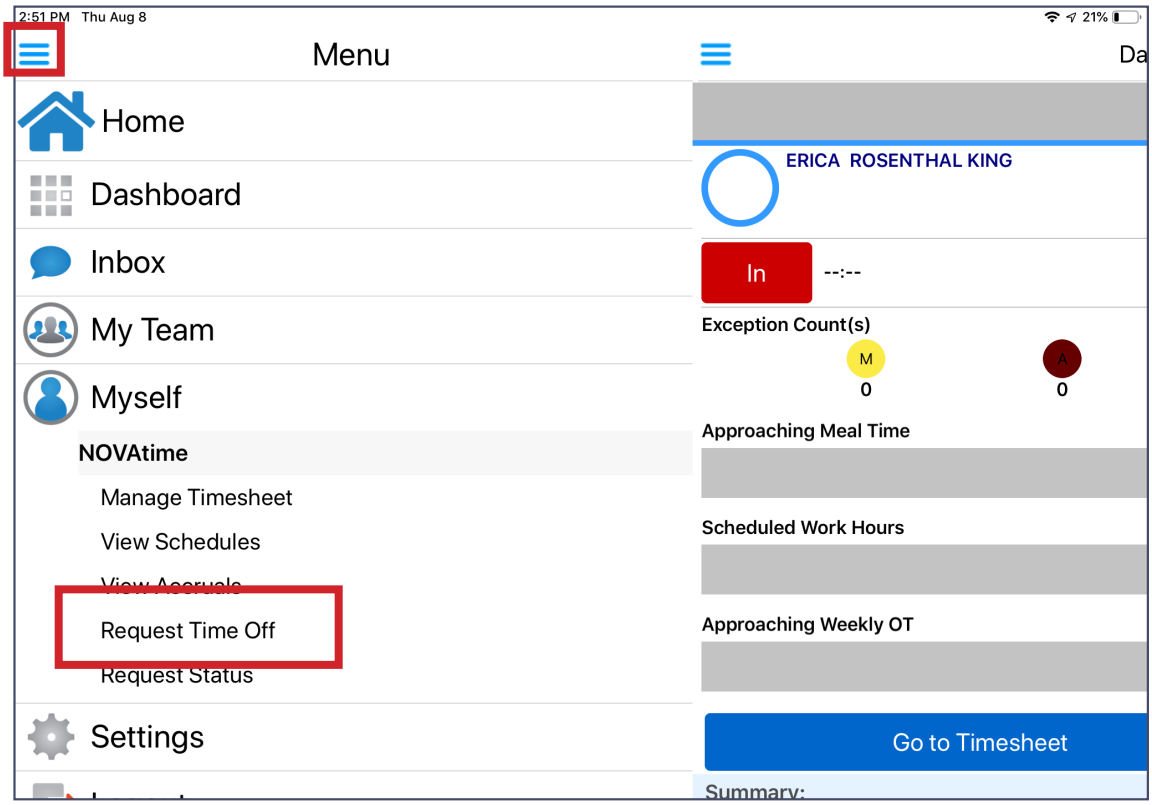


FIX PUNCH SCREEN



MISSED PUNCH AT LOG IN

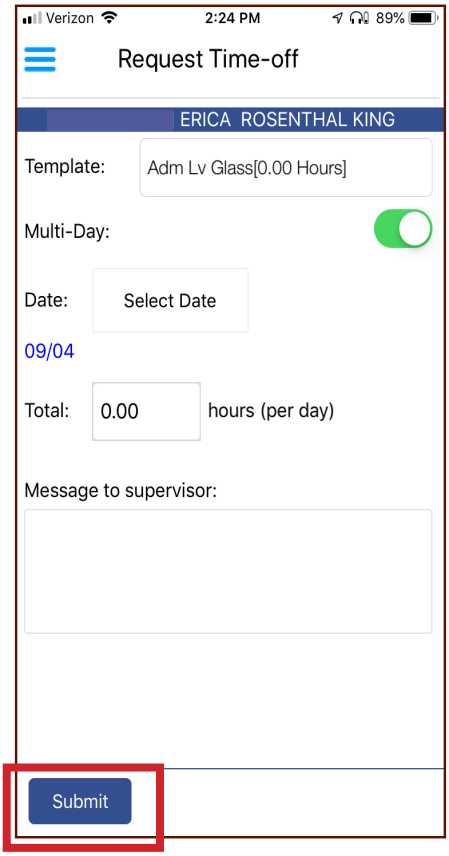
MOBILE APPLICATION: REQUEST OFF



MOBILE APP MENU

To request time off:

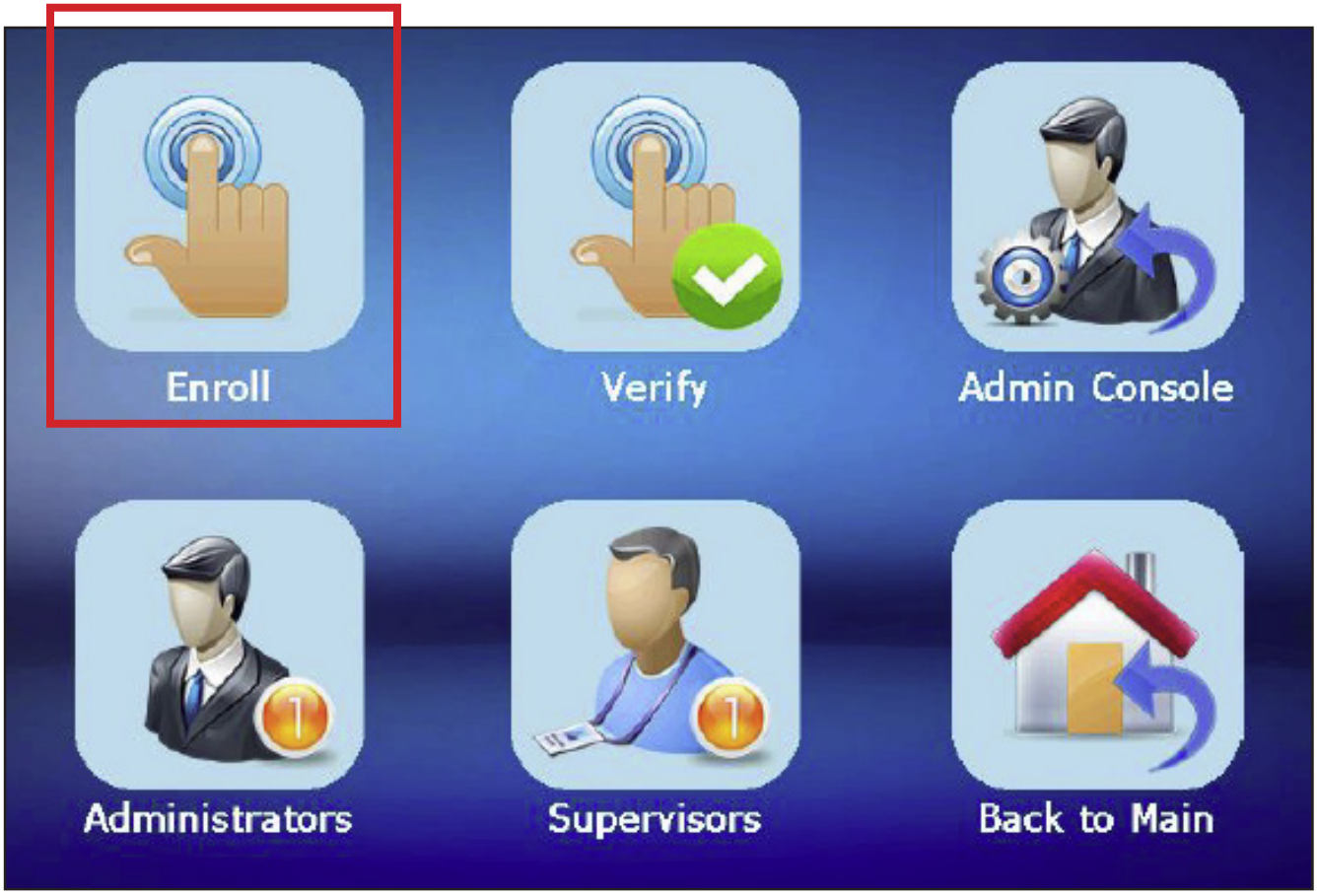
1. Tap the **Hamburger Menu** on the upper left corner of the screen.
2. Tap **Myself**.
3. Tap **Request Time Off**.
4. Fill out the request according to the details that apply to your request. Enter a message to the supervisor if needed.
5. Tap **Submit**.



REQUEST TIME OFF SCREEN

Supervisor Clock & Web Services

GETTING STARTED: SUPERVISOR MENU



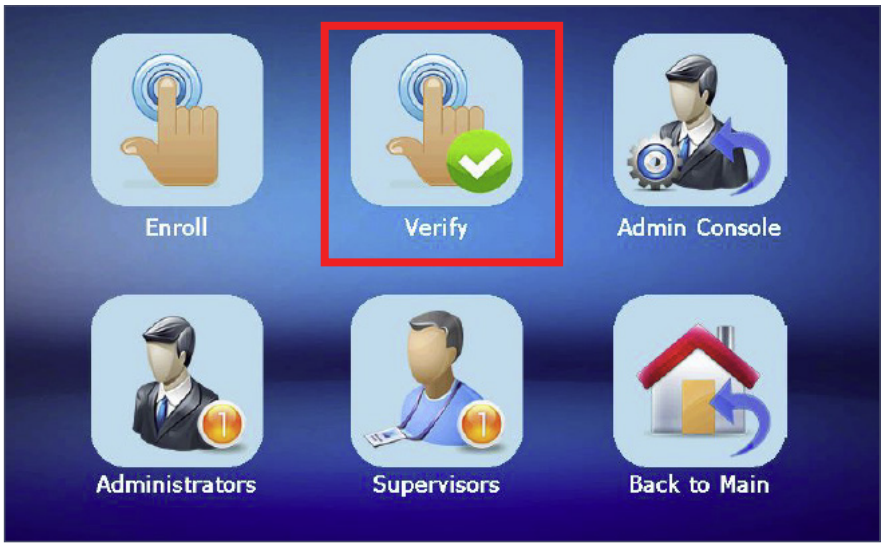
MOBILE APP MENU

Supervisors will need to be enrolled in a time clock first so they may enroll others. Contact your clock administrator to enroll you in the time clock. Once you are enrolled in a time clock, you will be able to enroll new employees in the clock. To enroll an employee, please follow the steps below and on the next page:

1. On the timeclock screen tap the arrow field on the right side of the screen to see more options.
2. Press the **Supervisor/Admin** function
3. Type your Banner ID on the time clock keypad, press the **Enter** key, and verify your finger print.
4. Press the **Enroll** function.
5. Proceed to the section for enrolling an Employee on the next page.

To see employee functions of the clock, see page **5** in the manual.

ENROLLING AN EMPLOYEE

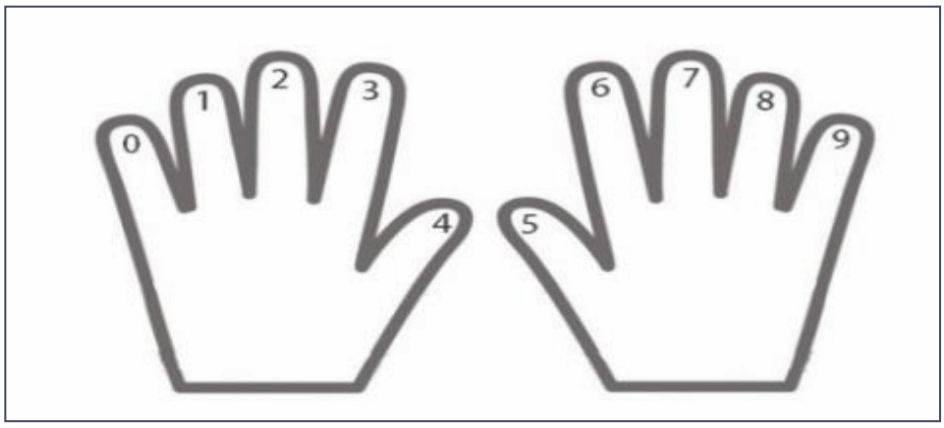


ENROLLING AN EMPLOYEE SCREEN

1. Have the employee enter their Banner ID on the keypad and hit **Enter.**
2. Type **0** for an Employee or **1** for a Supervisor for authority level and **3** on the keypad for security level (security level is always a 3).
3. The employee will choose the fingers they want to use, one on each hand.
4. Follow the prompts on the screen regarding lifting and placing a finger to get a biometric scan.
5. Always choose **1** for "yes" to register a second finger and follow the lift and scan process for the second finger.
6. Choose **3** for security level for the second finger.
7. Choose **Verify** when you return to the menu.
8. Have the employee type their Banner ID, press **Enter** and place one of the two registered fingers on the scanner.

0 - Left little finger
1 - Left ring finger
2 - Left middle finger
3 - Left index finger
4 - Left thumb

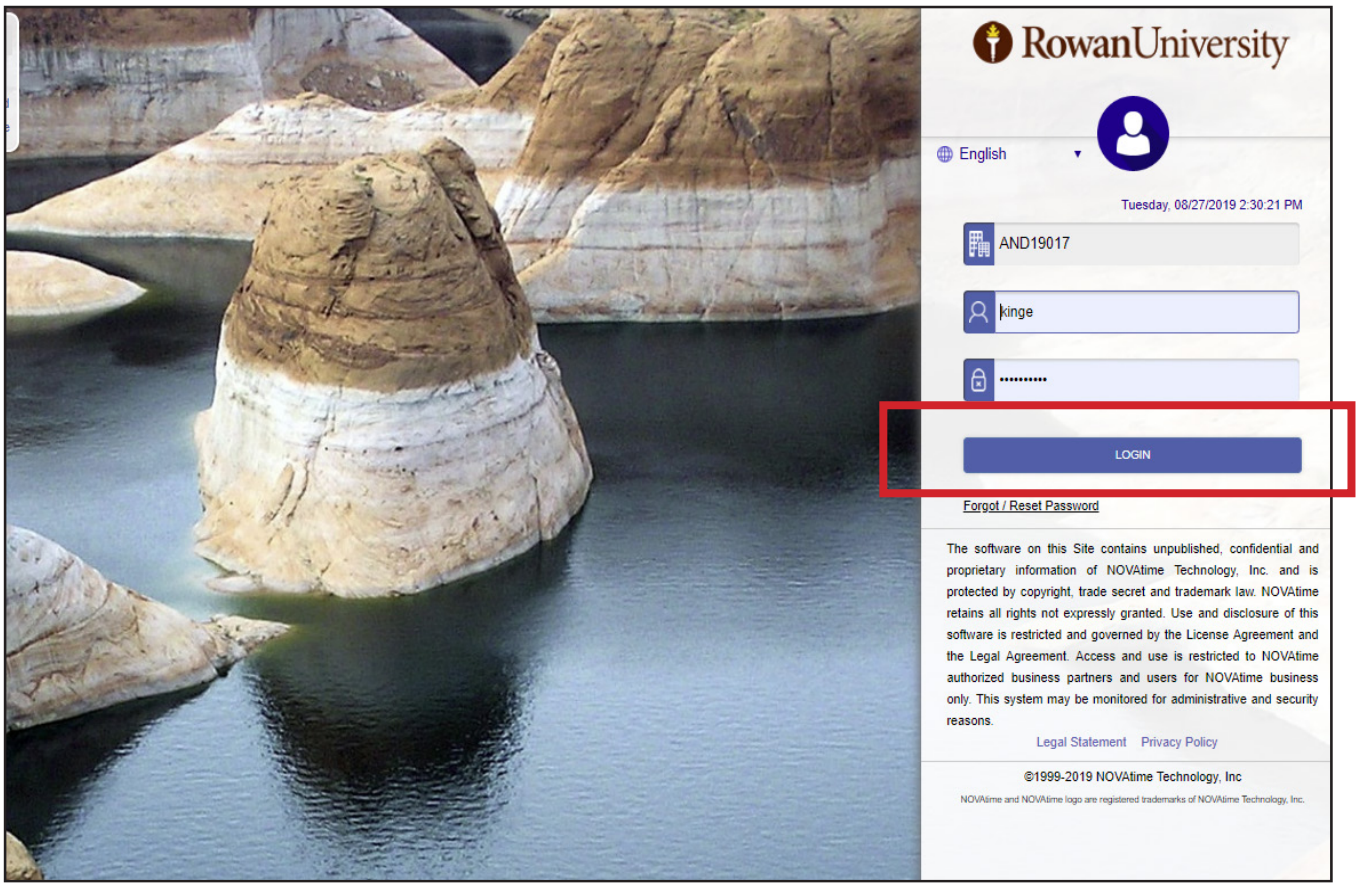
5 -Right Thumb
1 - Right index finger
2 - Right middle finger
3 - Right ring finger
4 - Right thumb



FINGER CHOICE

1. Each finger corresponds to a number.
2. After the employee registers the fingerprint, the clock will ask for the correct finger number.
3. Please use this guide to enter the correct number based on which finger the employee used.

SUPERVISOR LOG IN



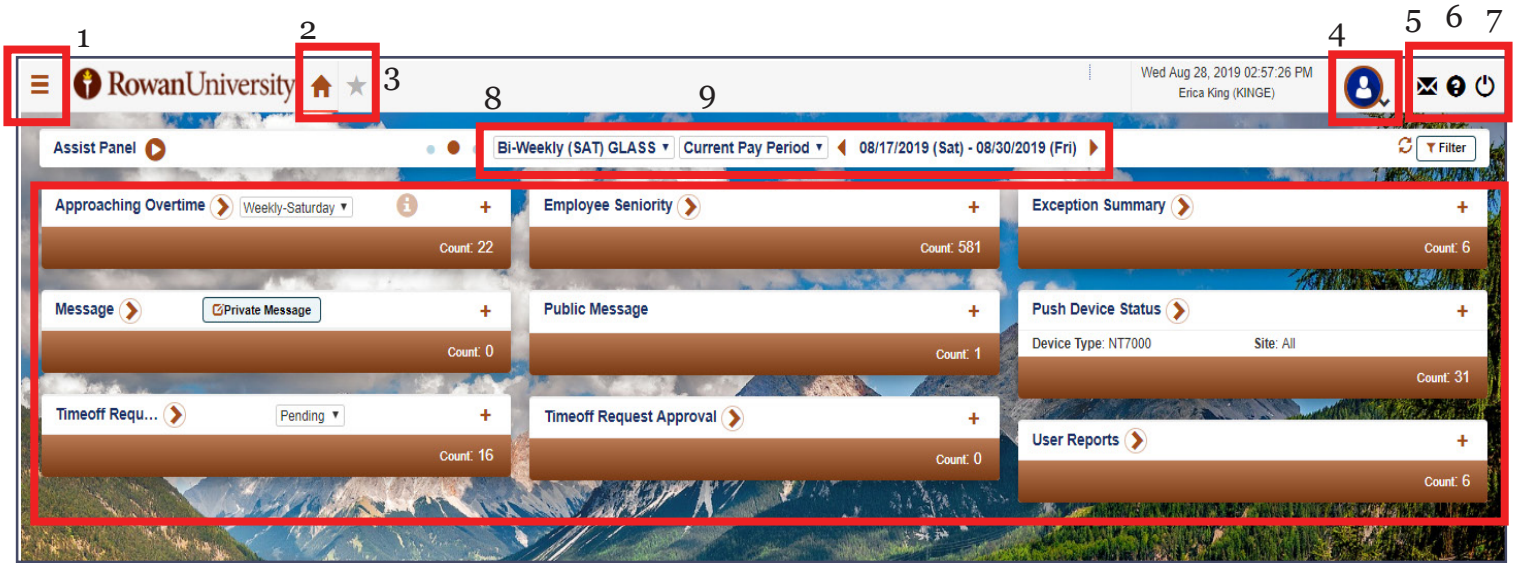
NOVATIME SUPERVISOR LOG IN

Supervisors will perform most of their NOVAtime tasks in the Supervisor/Administrator system. These tasks include reviewing and approving timesheets, approving leave requests, setting up shifts, editing timesheets, fixing punches, and setting up clock usage. To get to the Supervisor page for NOVAtime, follow the instructions below:

1. Go to https://online5.timeanywhere.com/novatime/wslogin.aspx?CID=f5f468c6-7317-47ab-8f37-49c81c4b7514&Site=AWS
2. The first box should display **AND 19017**
3. Type your given username and password
4. Press the **Login** button.

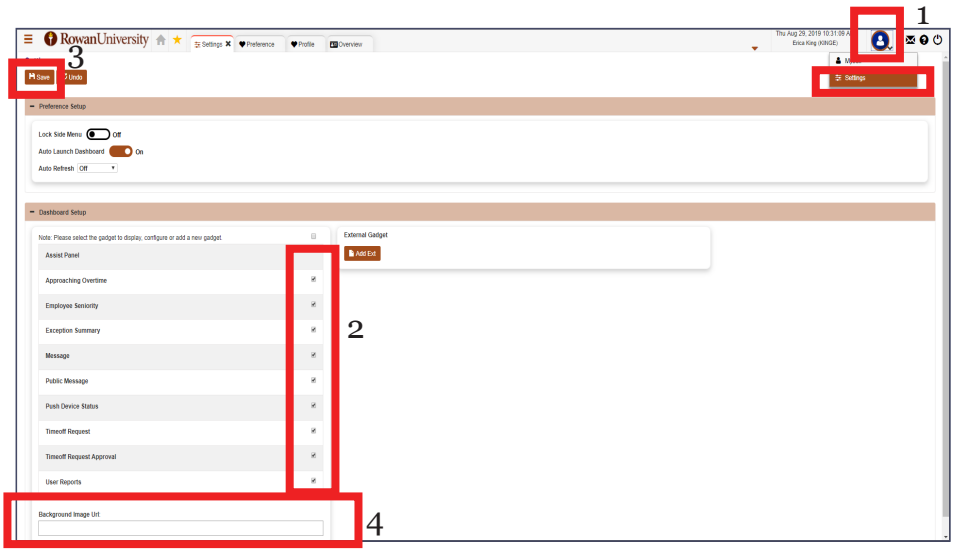
When logging in, ensure you are in the Supervisor system and not the Employee system. The easiest way to tell you are logging in to the **Supervisor** site is to look at the login button. If it says "**Login**," you are on the correct page. If it says "**Employee Web Services**," you are not on the correct page.

SUPERVISOR NAVIGATION



SUPERVISOR HOME SCREEN

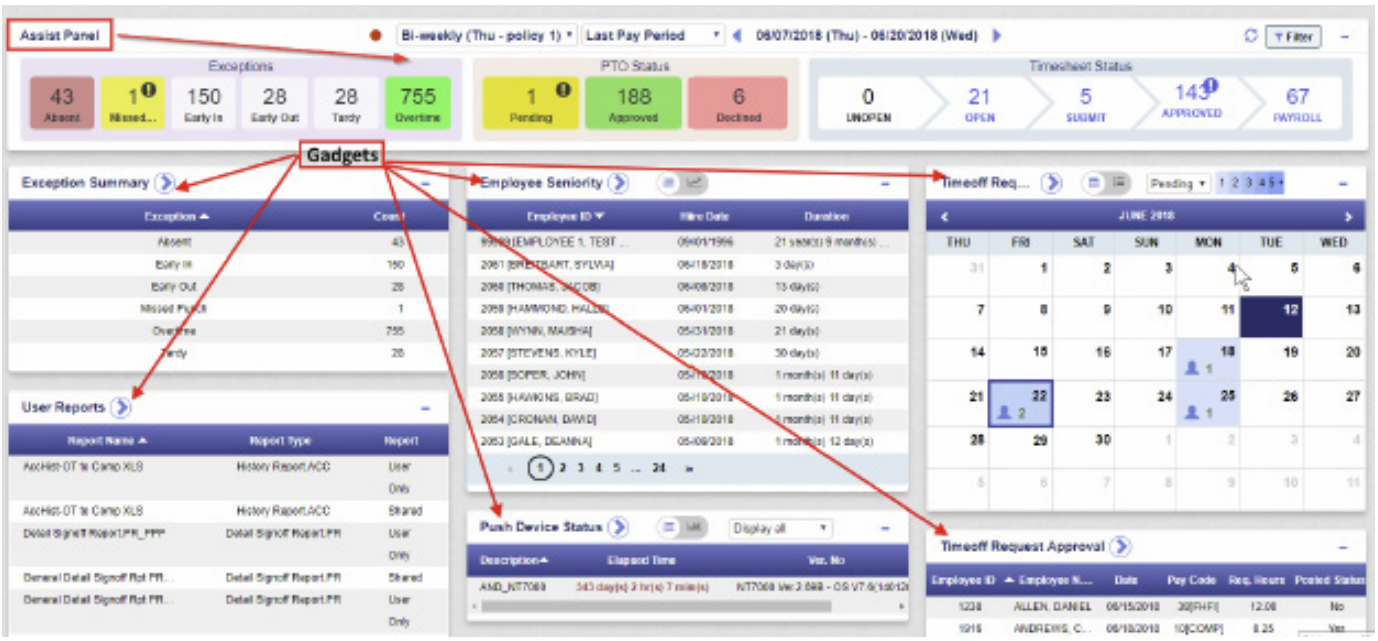
1. Hamburger Menu - Options for navigation in the Supervisor site.
2. Home Screen - Return to this Dashboard view.
3. Favorite List - Shortcuts to screens that are marked as your favorites
4. User Dropdown - Personal information (switches to employee system) and settings
5. Private Message - Read your private messages.
6. Help Menu - See page **34** to learn how to effectively use the help menu
7. Logout - Exit the NOVAtime system
8. Group - This is the group you are viewing currently (Rowan has multiple functional groups based on role and location).
9. Pay Period - Information for the pay period that you are currently viewing.



DASHBOARD SETTINGS

1. To change what gadgets show on the dashboard screen go to the **User Dropdown** and choose **Settings**.
2. Choose which Gadgets you would like to see by checking off the boxes to the right of the Gadget title.
3. Choose the **Save** button on the top left hand side of the screen to save your changes.
4. You can add the URL of an image on the internet in the **Background Image URL** box as your background image if you desire.

NAVIGATE DASHBOARD



SUPERVISOR DASHBOARD

Upon logging into the NOVAtime program, you will be presented with the NOVAtime Supervisor Dashboard. The NOVAtime Dashboard provides each user with a concise inititial point of reference and provides tools to efficiently view and manage your employees time and attendance status.

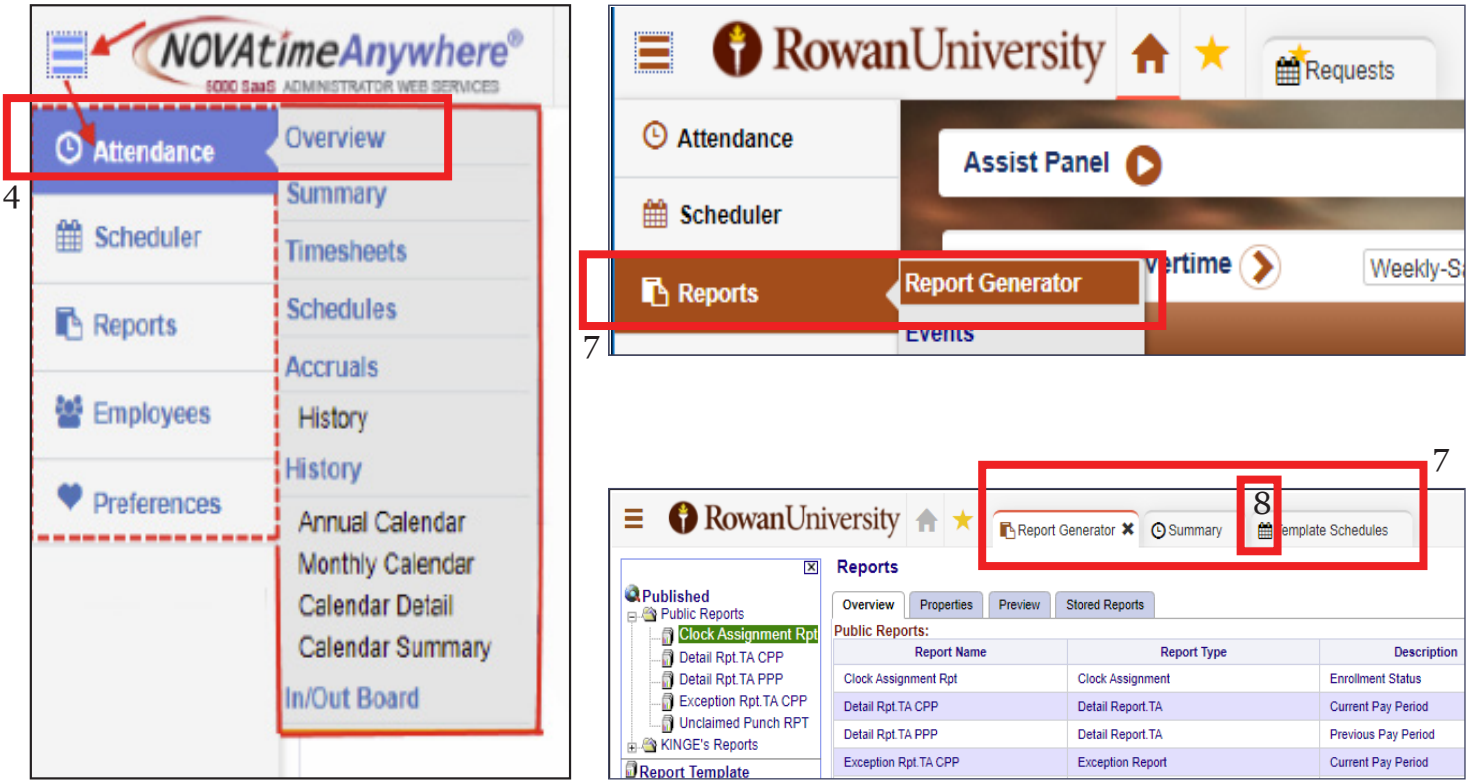
- The NOVAtime Dashboard consists of an “ASSIST PANEL” which provides a focus on employees timesheet Status, Exceptions and PTO submissions.

- Below the Assist Panel are multiple “GADGETS” which provide additional information and access to Reports, Push Device Status, Exceptions etc.

- Click on one of the Assist Panel fields and/or the displayed Gadgets to access additional information about your Employees.

THE IMAGES AND INFORMATION APPEAR COURTESY OF NOVATIME AND WITH PERMISSION.

NAVIGATE DASHBOARD

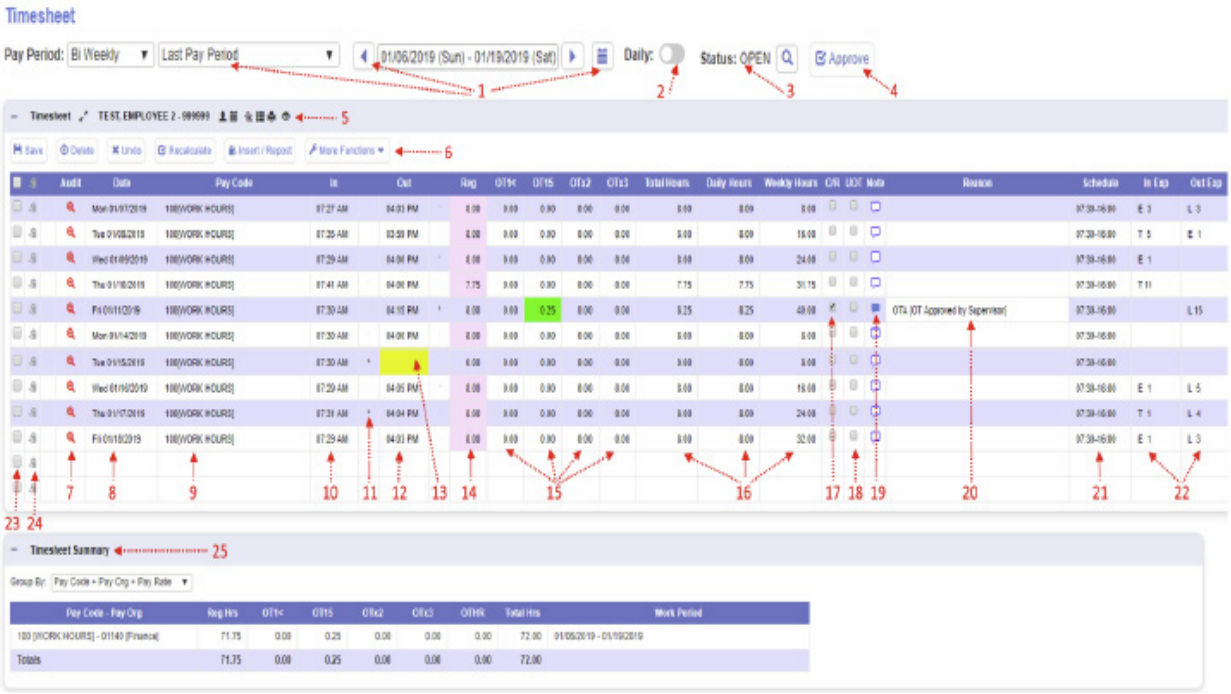


HAMBURGER MENU NAVIGATION

To navigate through the system and switch pages and tabs:

1. In the upper left corner of the NOVAtime page, click on the **Hamburger Menu** icon to open the listing of available categories.
2. Each category provides and performs a specific function within the NOVAtime system.
3. The available Categories can vary based upon the configuration of the AWS, SWS & EWS access groups.
4. Simply click on the desired category to access it's available features. The selected category's color scheme will change to a bold blue color. In the example above, the **Attendance** category is selected.
5. When the desired category is selected, the available options or "Pages" will appear in menu form.
6. Click on the specific page to open the page and access it's features. (Ex: Summary/Overview)
7. As you choose pages, they open in tabs. In the example above the user has selected **Reports** and then **Report Generator** from the **Hamburger Menu.** Prior to navigating to the **Report Generator**, the user navigated to the **Summary** page. Prior to that, they navigated to the **Template Schedules** page.
8. To select a page as a **Favorite**, click on the upper left corner of the tab that is opened.

TIMESHEET NAVIGATION



TIMESHEET EXPLANATION

1. Pay Period Cycle Dates: Reflects/Allows the User to toggle through the pay cycle date range of the timesheet data below.
2. Daily button: Click to change the Timesheet view to a Daily view, to see all the records for a specific day/date.
3. Timesheet Status: OPEN by default then updated to APPROVED/PAYROLL status based on the User approving the sheet.
4. Approve Stamp: Click on this button to Approve the content of the timesheet. Timesheet is locked upon Approval.
5. Employee/Timesheet shortcuts: Click to the selected Employee, Scheduler pages, Column Setup, Quick Print.
6. Timesheet editing buttons: Allows the User to edit and manage employee timecard information and column layout.
7. Audit: Will provide a timesheet audit trail, by line item, for each User that modifies the selected timesheet record.
8. Date: The actual date of the In and Out punches performed at the clock, or manual data input to the timesheet.
9. Pay Code: The selected pay code used in the timesheet to pay out hours or dollar amounts. Default value is Pay Code "0".
10. IN: The time of the employee's IN punch.
11. Modified Column: Will display an * whenever a record is manually saved to the system or an actual punch is modified.
12. OUT: The time of the employee's OUT punch.
13. Missed Punch indicator: Highlighted IN or OUT cell, reflected a missed punch on the timesheet.
14. REG: Will reflect the total of regular work hours per line item. Also, where non-calculated pay codes values are input.

Cont. on the Next Page

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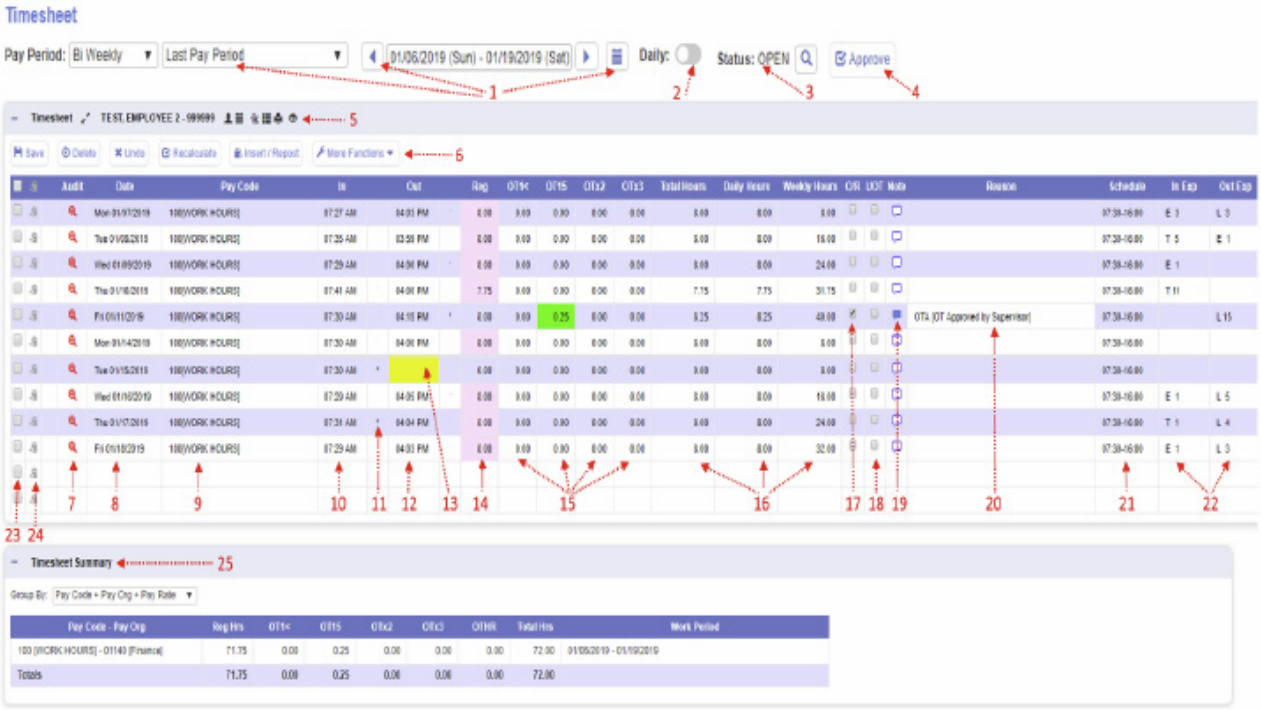
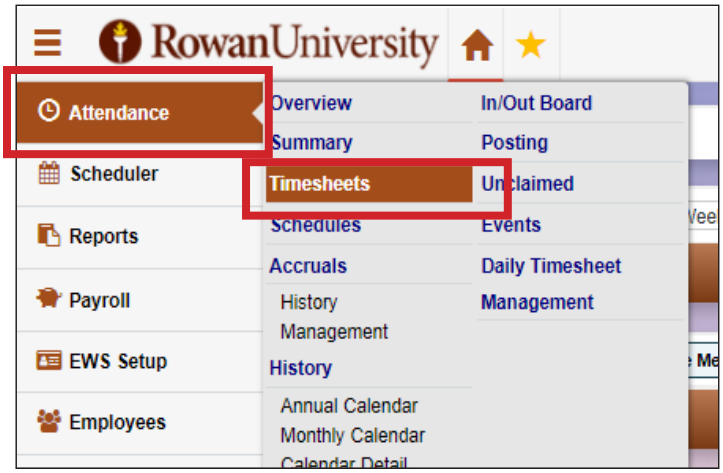
TIMESHEET NAVIGATION



EMPLOYEE TIMESHEET

15. OT-1->OT3: Will reflect in a green highlighted box any hours that are classified as Overtime hours.
16. Total, Daily & Weekly Hrs: Reflects calculated paired punch totals, by Line Item, and accumulated hours by Day and Week
17. O/R: A Calculation Override option: Check this box to modify the total hours' payout for a line item/day.
18. UOT: Unapproved Overtime: Check this box to disapprove any Overtime earnings for the specific Line item by day/week.
19. Notes: Allows you to input free form text "comments" about a timesheet scenario, per line item, within the timesheet.
20. Reason Code: Allow you to insert a preconfigured "Reason Code" value (Ex: OTA) per line item, within the timesheet.
21. Schedule: Reflects the Employees assigned work schedule, for the day, either by assigned Shift or defined Schedule.
22. IN Exp / OUT Exp: Displays timesheet "exceptions" to identify such items as Tardiness (T), Early In/Out (E) and Grace (G).
23. Selection Box: Check to the box to perform functions such as Delete or options under the "More Functions" box.
24. Copy Selection: Click to select the line item to "copy" the record to the clipboard, to paste to another timesheet line item.
25. Timesheet Summary: Provides the summary of the Pay Code, Jobs and hours and $$ worked throughout the Pay Period.

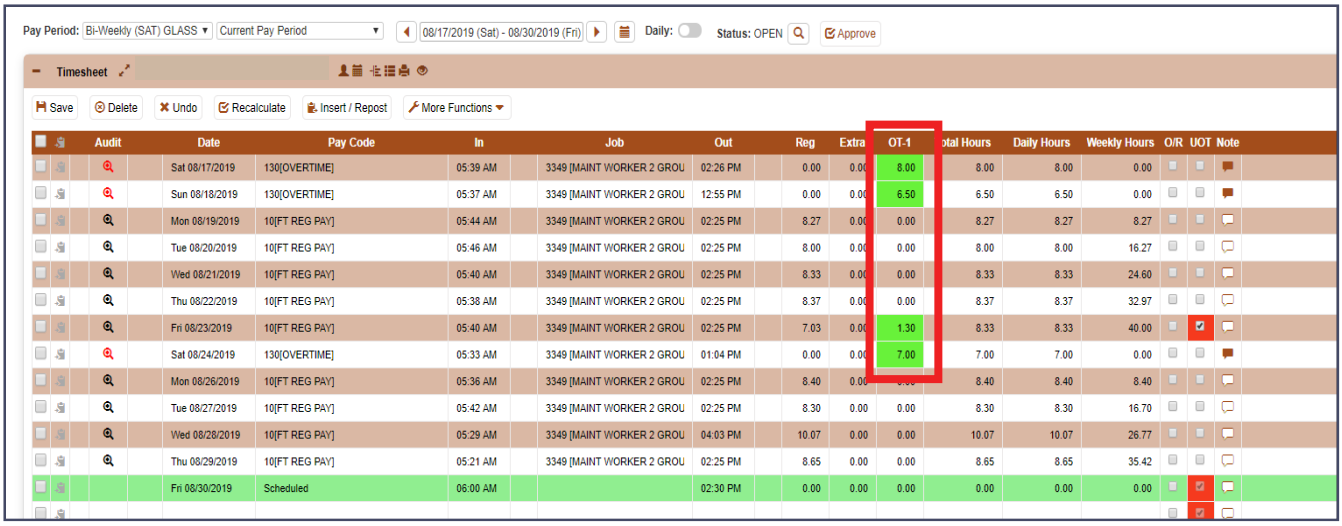
REVIEW TIMESHEETS



ATTENDANCE MENU

Supervisors will be responsible for reviewing employee timesheets for their team to ensure accuracy. To review timesheets:

1. Go to the **Hamburger Menu** and choose **Attendance** followed by **Timesheets**.
2. When the **Timesheets** screen loads you should see a list of your team members.
3. Select the team member's name to see their timesheet.
4. Review the timesheets of your team members and make any changes that need to be made.



EMPLOYEE TIMESHEET

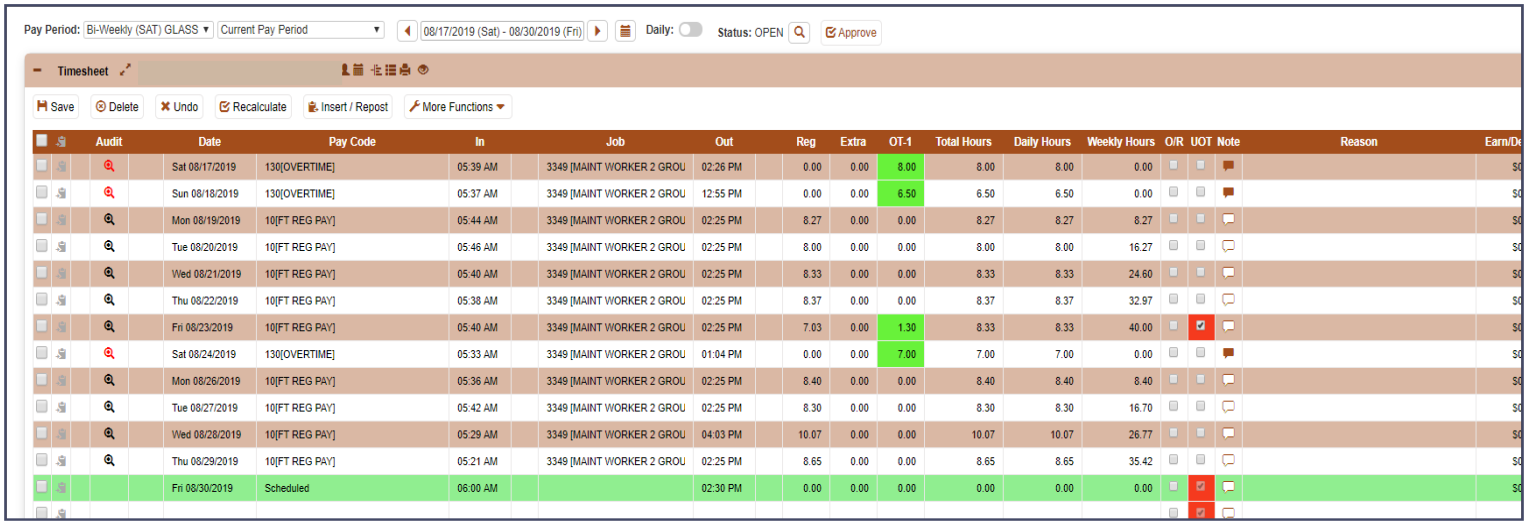
Green indicates overtime. To approve overtime:
If overtime is worked and unauthorized, but you are allowing it, uncheck the **UOT** (unauthorized overtime) box and choose **Save**. If the employee returns for work after their initial shift and works overtime, go to the additional shift on the timesheet and change the paycode accordingly. You can also choose the job code and use the magnifying glass to change it to reflect the correct pay for that extra shift.

Yellow indicates a missed punch:
Speak to the employee and see why there was a missed punch. Click on the yellow box and enter the time the employee should have punched. Choose **Save**. Add a note in the **Note** section regarding the missed punch. Use the reason codes, if possible, under the reason drop down menu.

Dark Red Indicates an Absence:
Choose the correct pay code from the drop down menu based on the absence reason, and add the correct hours to the Regular Pay column (REG). Choose **Save**.

When the clock has recognized the out as the first punch of the day (employee forgot to punch in):
On the top of the timesheet, choose **Insert/Repost**. Select the correct day the punch should have occurred from the drop down menu. Enter the time the punch should have been made after consulting with the employee to see what time they arrived and the reason they did not punch in. Choose the envelope icon to enter notes about why the punch is missing. If more than one punch is missing use the rest of the lines to enter the missing information. Choose **OK** to add the punches. Choose **OK** confirming you are adding punches to the timesheet.

TIMESHEET SCENARIOS



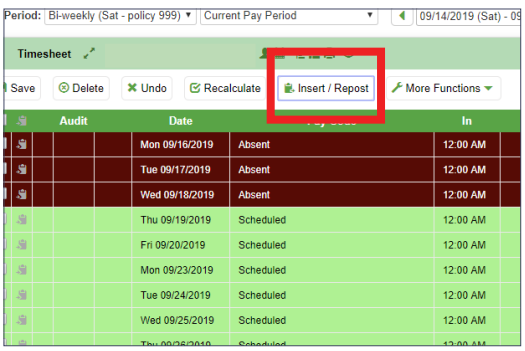
EMPLOYEE TIMESHEET

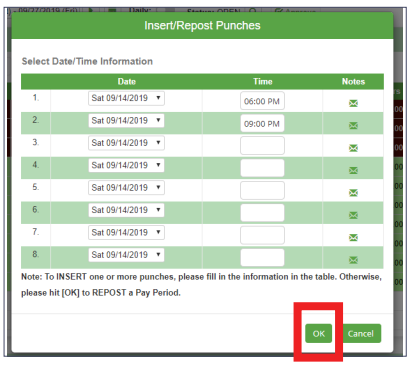
Timesheets may need changes to categories like **Job** and **Pay Code**, especially when employees may work shifts with different job titles or functions. In this case, **Job** and **Pay Code** can be changed by clicking on the line where the **Job** or **Pay Code** is incorrect for that shift and selecting the correct **Job or Pay Code** in the drop down menu under that column. Choose **Save**. Occasionally, correcting timesheets will be more complicated. Below is a scenario, followed by the appropriate way to correct the timesheet for that scenario within the NOVAtime system.

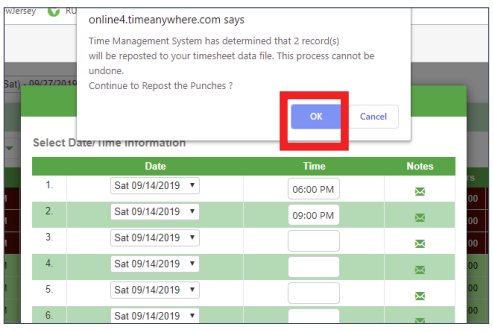
Scenario: Joe was scheduled to work 8 am to 4 pm as his regularly scheduled shift. Due to unforeseen circumstances, Joe is called in to work the same day, from 6 pm to 9 pm.

Joe reports back to work at 6 pm and forgets to punch back in using the time clock. At the end of the additional shift, he forgets to punch out as well. How would you fix this in Joe's timesheet?

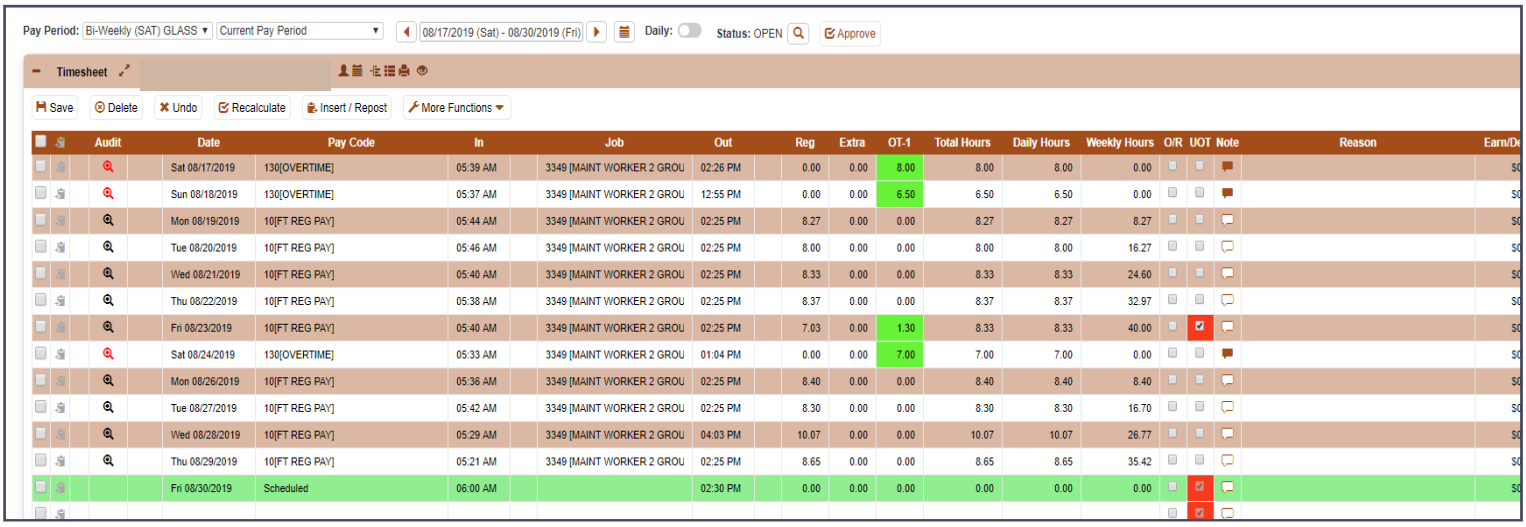
Answer:
On the top of the timesheet, choose **Insert/Repost**. Select the correct date the punch should have occurred from the drop down menu. Enter 6:00 PM as the in time. On the next line, select the correct date from the drop down menu and enter 9:00 pm as the out time. Choose the envelope icon to enter notes about why the punch is missing for each line. Choose **OK** to add the punches. Choose **OK** confirming you are adding punches to the timesheet. Choose the correct code for overtime under the **Pay Code** column for the lines you have just entered to reflect the correct pay for that extra shift.







TIMESHEET SCENARIOS



TIMESHEET SCREEN

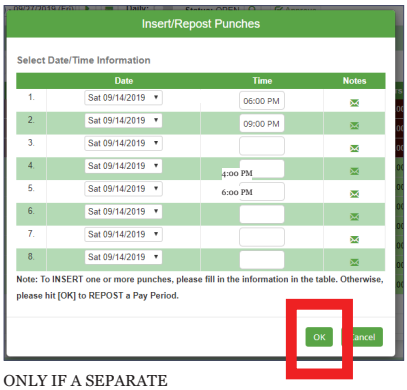
Below you will see a scenario followed by the appropriate way to correct the timesheet for that scenario within the NOVAtime system.

Scenario: Joe was scheduled to work 8 am to 4 pm as his regularly scheduled shift. Due to unforeseen circumstances, Joe has to stay until 6 pm.

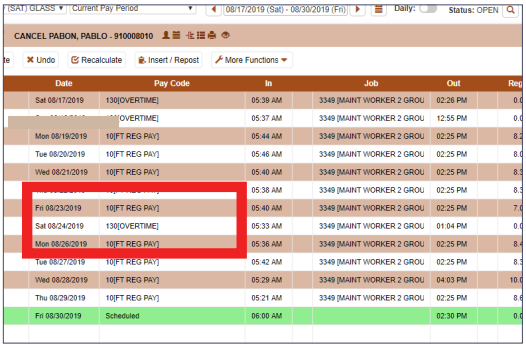
Joe punches out at 6 pm, two hours later than his scheduled time. Now his shift is a mixture of **Regular Pay** and **Overtime**. How would you fix this in Joe's timesheet?

Answer:
On the timesheet, find the line where the combination shift has occurred. Is it showing the shift has the proper overtime hours? In this case, 2 hours? If so, uncheck the **UOT** box to authorize the overtime and choose **Save**. If the overtime doesn't show, check off the **O/R** (Calculation Override) box for that line. The **Pay Code** should be **Regular** but the 2 hours of overtime will need to be entered in the **OT-1** Column. Choose **Save** on the top left hand corner of the timesheet. Now even though the **Pay Code** is Regular, the checked box in the **O/R** (Calculation Override) and the **OT-1** column listing 2 hours will ensure that when the payroll data is fed to Banner, the shift will be paid correctly.

You can check off the **O/R** (Calculation Override) box for that line, and change the hours to the amount of the Regular time, and **Save**. Then use **Insert/Repost** to enter a separate line with the 2 hours of overtime, under the **Pay Code** for overtime, but you do not have to. This way would only be if you have to show a separate line for overtime based on your preferences.

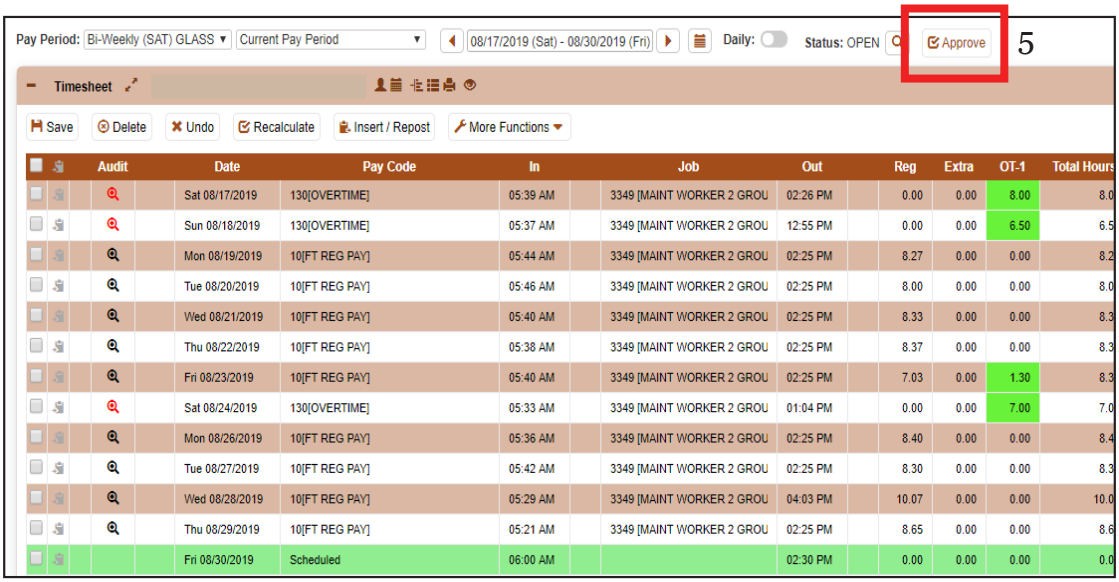


ONLY IF A SEPARATE LINE IS NEEDED



APPROVE TIMESHEETS

Supervisors will be responsible for reviewing employee timesheets for their team to ensure accuracy, and approving them. To approve a timesheet:



Audit	Date	Pay Code	In	Job	Out	Reg	Extra	OT-1	Total Hours
	Sat 08/17/2019	130[OVERTIME]	05:39 AM	3349 [MAINT WORKER 2 GROU	02:26 PM	0.00	0.00	8.00	8.0
	Sun 08/18/2019	130[OVERTIME]	05:37 AM	3349 [MAINT WORKER 2 GROU	12:55 PM	0.00	0.00	6.50	6.5
	Mon 08/19/2019	10[FT REG PAY]	05:44 AM	3349 [MAINT WORKER 2 GROU	02:25 PM	8.27	0.00	0.00	8.2
	Tue 08/20/2019	10[FT REG PAY]	05:46 AM	3349 [MAINT WORKER 2 GROU	02:25 PM	8.00	0.00	0.00	8.0
	Wed 08/21/2019	10[FT REG PAY]	05:40 AM	3349 [MAINT WORKER 2 GROU	02:25 PM	8.33	0.00	0.00	8.3
	Thu 08/22/2019	10[FT REG PAY]	05:38 AM	3349 [MAINT WORKER 2 GROU	02:25 PM	8.37	0.00	0.00	8.3
	Fri 08/23/2019	10[FT REG PAY]	05:40 AM	3349 [MAINT WORKER 2 GROU	02:25 PM	7.03	0.00	1.30	8.3
	Sat 08/24/2019	130[OVERTIME]	05:33 AM	3349 [MAINT WORKER 2 GROU	01:04 PM	0.00	0.00	7.00	7.0
	Mon 08/26/2019	10[FT REG PAY]	05:36 AM	3349 [MAINT WORKER 2 GROU	02:25 PM	8.40	0.00	0.00	8.4
	Tue 08/27/2019	10[FT REG PAY]	05:42 AM	3349 [MAINT WORKER 2 GROU	02:25 PM	8.30	0.00	0.00	8.3
	Wed 08/28/2019	10[FT REG PAY]	05:29 AM	3349 [MAINT WORKER 2 GROU	04:03 PM	10.07	0.00	0.00	10.0
	Thu 08/29/2019	10[FT REG PAY]	05:21 AM	3349 [MAINT WORKER 2 GROU	02:25 PM	8.65	0.00	0.00	8.6
	Fri 08/30/2019	Scheduled	06:00 AM		02:30 PM	0.00	0.00	0.00	0.0

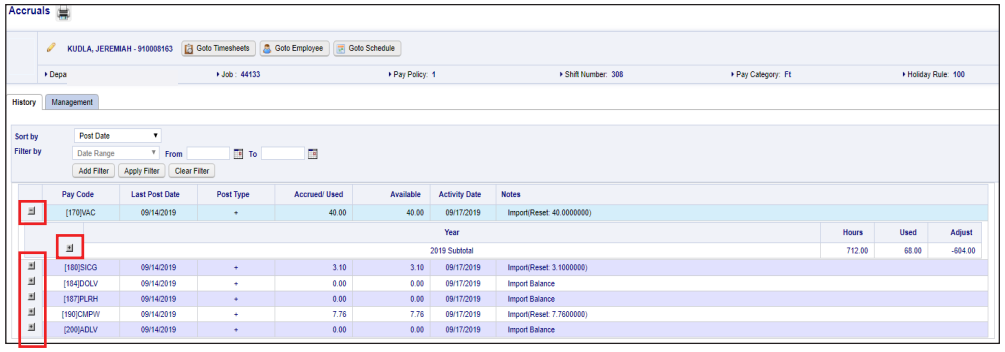
EMPLOYEE TIMESHEET

1. Go to the **Hamburger Menu** and choose **Attendance** followed by **Timesheets**.
2. When the Timesheets screen loads you should see a list of your team members.
3. Select the team member's name to see their timesheet.
4. Review the timesheet of your team member and make any changes that need to be made.
5. Click on the **Approve** button on the upper right hand corner of the screen.
6. The status will now read **Approved**.

*If for some reason you have approved, but then realize you need to make an adjustment, you can choose the **Undo Approval** button, make the necessary adjustments and then **Approve** again.

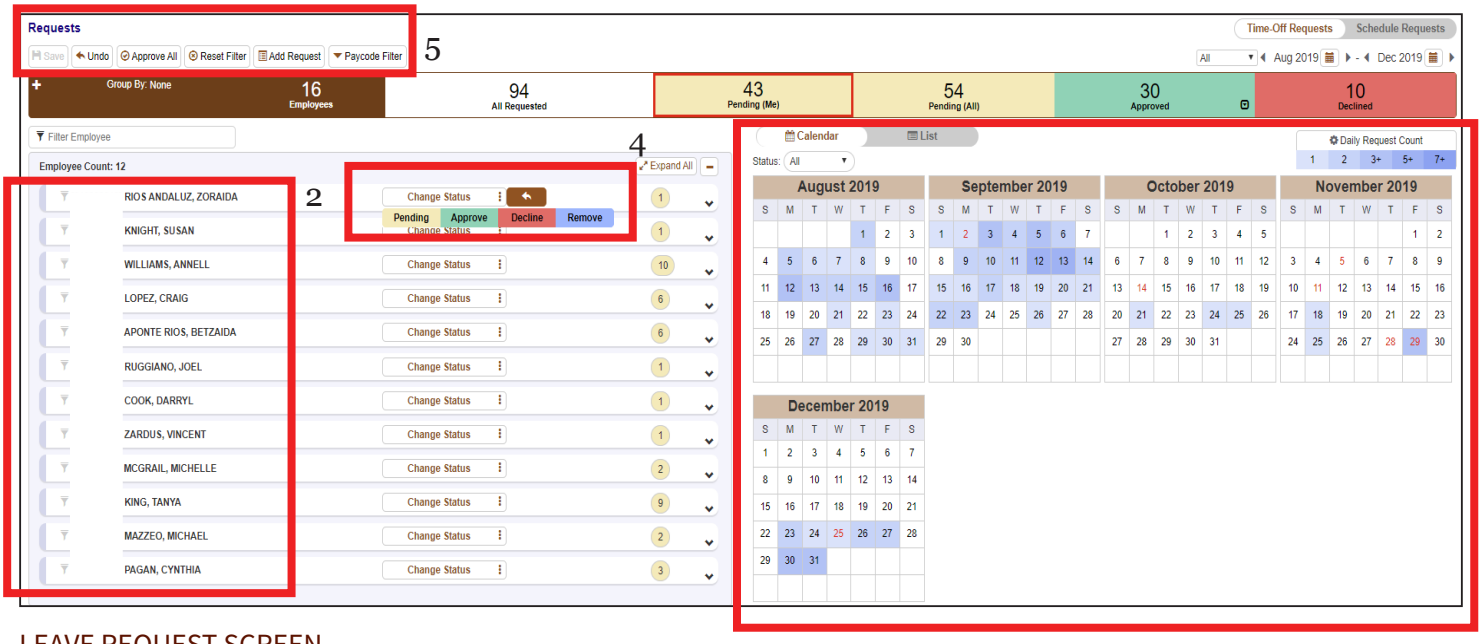
As employee timesheets are entered into the system and payroll is processed, leave balances will update in NOVAtime. As the NOVAtime system communicates back and forth with Banner, the leave balances in NOVAtime will update based on the correct information being fed from Banner. If an employee notices that their information for **Leave Balance** is incorrect in NOVAtime, they should check the Banner system to ensure it is correct there. If it is correct in Banner, NOVAtime will update leave correctly when Banner and NOVAtime communicate. To see **Leave Accruals**:

1. Go to the **Hamburger Menu** and hover over **Attendance**, then choose **Accruals**.
2. Choose an employee from a list of your team members.
3. Accruals will load for the employee.
4. Click on the + to expand a section and see more information.



Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Activity Date	Notes
[170]VAC	09/14/2019	+	40.00	40.00	09/17/2019	Import\Reset: 40.0000000)
Year						Hours: 712.00, Used: 68.00, Adjust: -604.00
2019 Subtotal						
[180]SICG	09/14/2019	+	3.10	3.10	09/17/2019	Import\Reset: 3.1000000)
[184]DOLV	09/14/2019	+	0.00	0.00	09/17/2019	Import Balance
[187]PLRH	09/14/2019	+	0.00	0.00	09/17/2019	Import Balance
[190]CMPW	09/14/2019	+	7.76	7.76	09/17/2019	Import\Reset: 7.7600000)
[200]ADLV	09/14/2019	+	0.00	0.00	09/17/2019	Import Balance

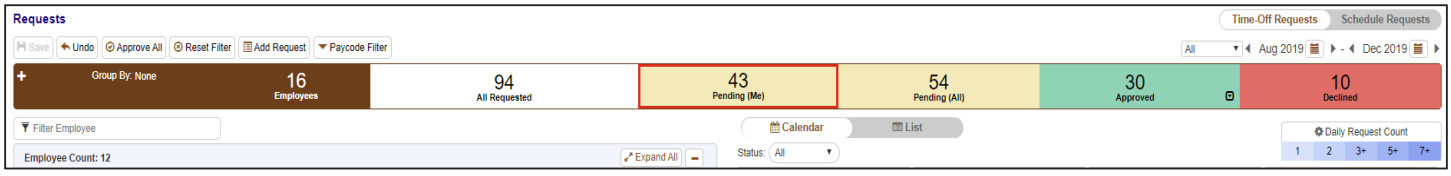
APPROVE LEAVE REQUESTS



LEAVE REQUEST SCREEN

Supervisors will be responsible for approving leave requests for employees. To approve a leave request:

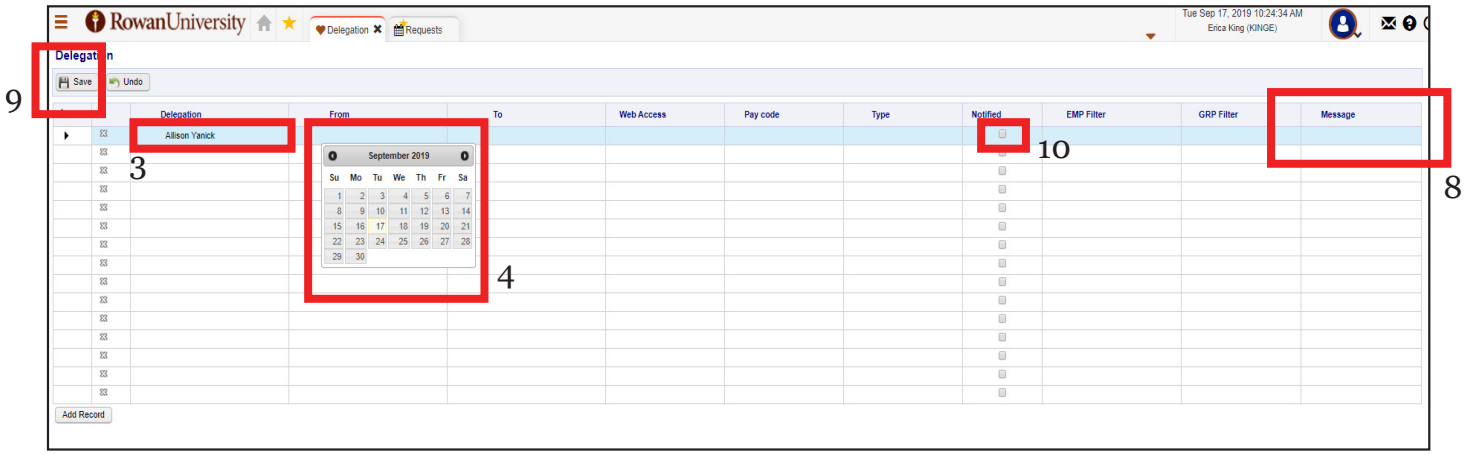
1. Go to the **Hamburger Menu** and choose **Scheduler** followed by **Requests** (or on the Dashboard choose **Timeoff Request Approval**.)
2. When the **Requests** screen loads you should see a list of your team members with requests that are pending on the left.
3. Select the team member's name to see their request.
4. You can select the appropriate action using the **Change Status** button or by clicking the drop down under the **Status** column and selecting the new status.
5. Other options are located above the employee list, including the ability to add a request on behalf of your employee, and filter by the type of leave requested.
6. To the right of the employee list is a calendar view. Days are colored various shades of blue depending on how many requests have been entered by employees for that particular day.



LEAVE REQUEST SCREEN

1. Each colored box will allow you to view and sort by that type of request when selected.
2. You can change your preferences on the color of the **Daily Request Count** based on preferences.
3. Choose **Schedule Requests** on the upper right hand corner to see employee scheduling requests.

DELEGATION

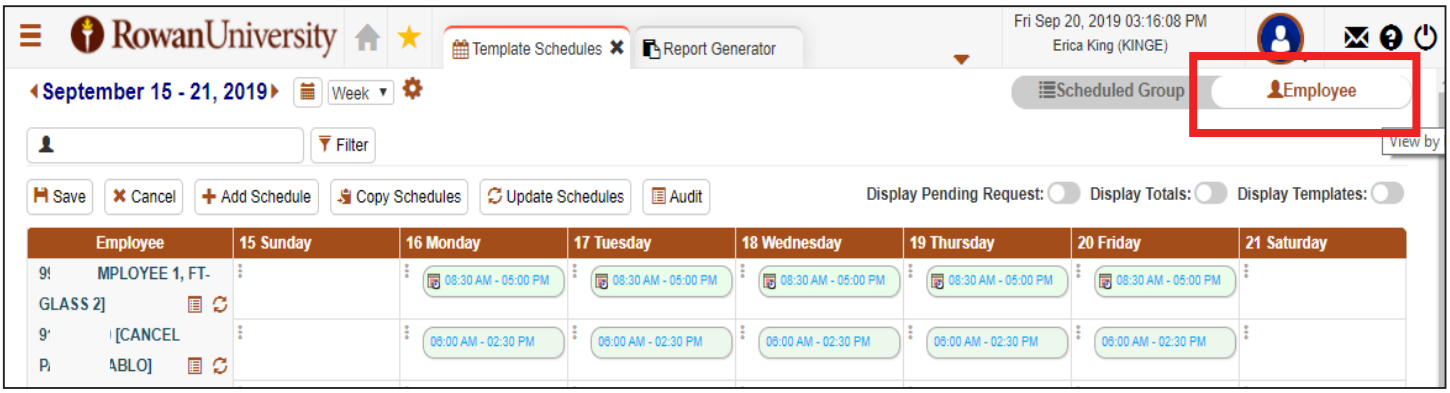


DELEGATION SCREEN

Supervisors will be responsible for adding a delegate when they will be away and need another individual to take over supervisor responsibilities in the system. To appoint a delegate:

1. Go to the **Hamburger Menu** and hover over **Preferences** then choose **Delegation**.
2. Click on the first empty box under the **Delegation** column.
3. When the drop down menu appears, select the team member's name that will act as your delegate.
4. Click on the empty box under the **From** column and choose the date the delegation will begin.
5. Click on the empty box under the **To** column and choose the date the delegation will end.
6. Click on the empty box under the **Web Access** column and choose the type of access the delegate will have to **Supervisor Web Services** based on the group the individual is a part of at Rowan University. The group chosen may affect the privileges the delegate receives.
7. Click on the empty box under the **Type** column and choose **Manual**.
8. Click on the empty box under the **Message** column and type a customized message for the individual if you need to.
9. Choose **Save** on the upper left hand corner of the screen.
10. If the **Notified** box is checked off, the delegate has been notified by the system that they will

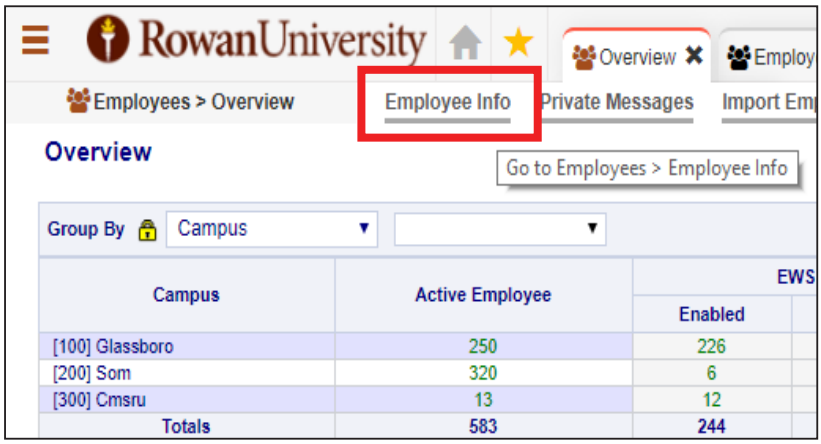
ESTABLISHING EMPLOYEE SCHEDULES



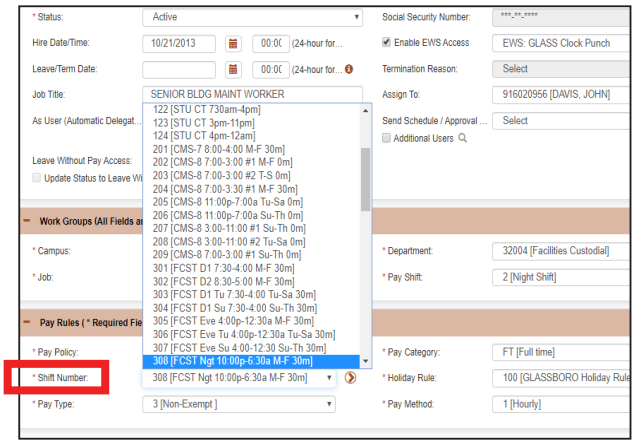
TEMPLATE SCHEDULE SCREEN

Supervisors will be responsible for choosing the correct shifts for their employees. To see the schedule entered for your employees:

1. Go to the **Hamburger Menu** and hover over **Scheduler**, then choose **Template Schedules.**
2. Choose the **Employee** button on the upper right corner of the screen to view your employees and their shifts.



EMPLOYEE INFORMATION SCREEN

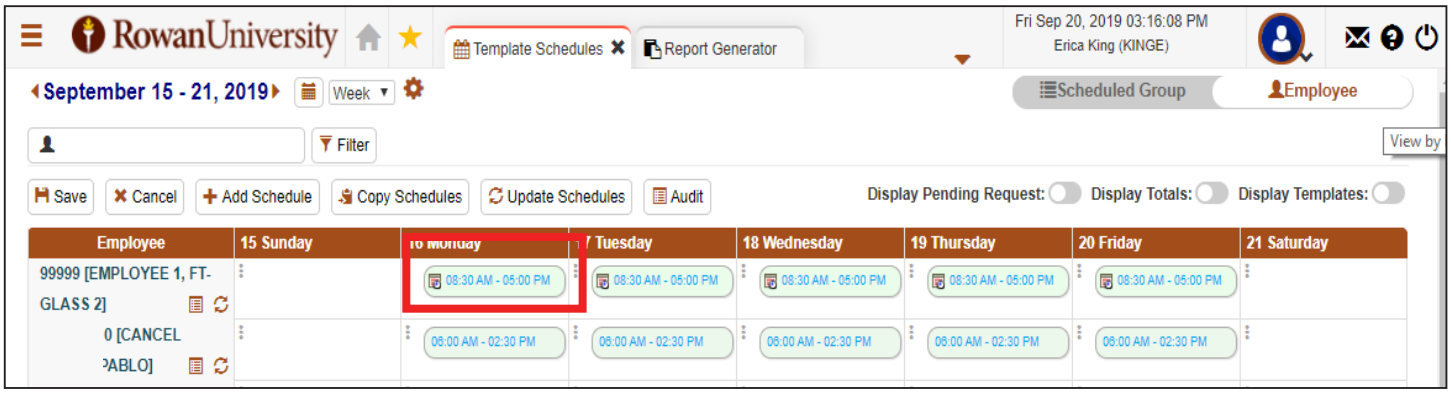


SETTING A SHIFT

To change the shift permanently for an employee (not just for a short period of time):

1. Go to the **Hamburger Menu** and hover over **Employees**, then choose **Employee Info.**
2. Choose the employee on the left side of the screen. You can search in the search box at the top of the employee list.
3. When an employee is selected, under the **Pay Rules** section, click on the shift box to choose the appropriate shift they will work from the menu in the **Shift Number** category.
4. Choose **Save**.

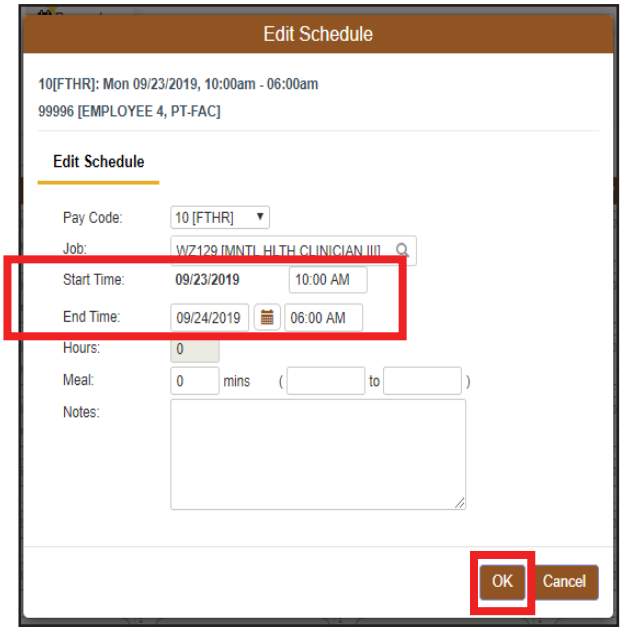
TEMPORARY CHANGES TO SCHEDULES



TEMPLATE SCHEDULE SCREEN

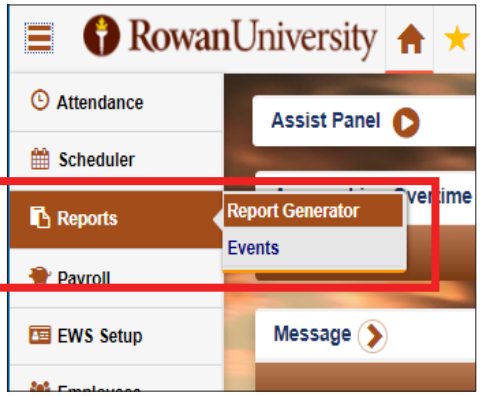
Supervisors may need to change a shift for one day or a short period of time. They may also need to take a shift off a schedule due to staffing needs. To make changes to an employee schedule for temporary situations:

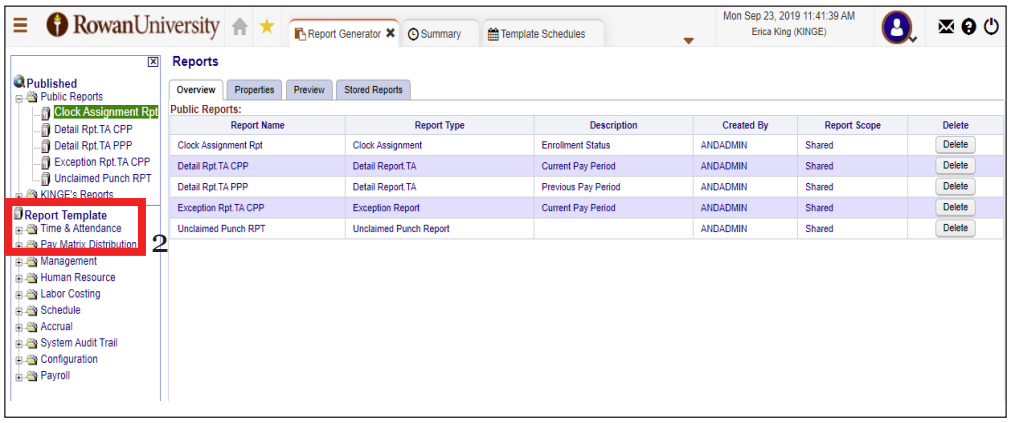
1. Go to the **Hamburger Menu** and hover over **Scheduler**, then choose **Template Schedules.**
2. Choose the **Employee** button on the upper right corner of the screen to view your employees and their shifts.
3. To remove the employee off of a shift for a day, find the employee's name on the left side and choose the employee you are looking for.
4. Go to the shift for that day and click on the **red X** that appears when you are hovering over the shift.
5. Choose **Save** on the upper left hand corner of the screen.
6. To change a shift for the day, click on the time of the shift for that day.
7. An **Edit Schedule** box will appear and allow you to change the **Start Time** and **End Time** of the shift for that day.
8. Choose the **OK** button.
9. Choose **Save** on the upper left hand corner of the screen.



EDIT SCHEDULE

REPORTS



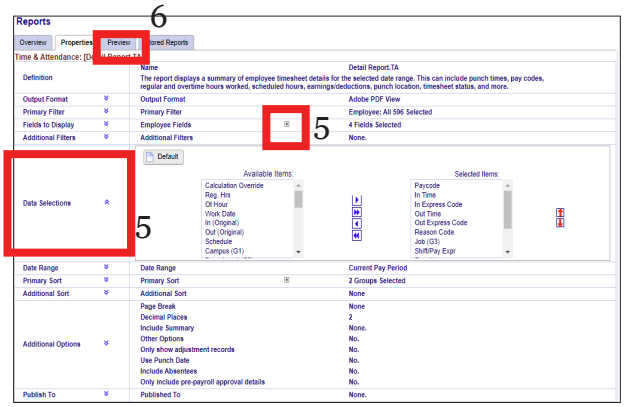


REPORT GENERATOR

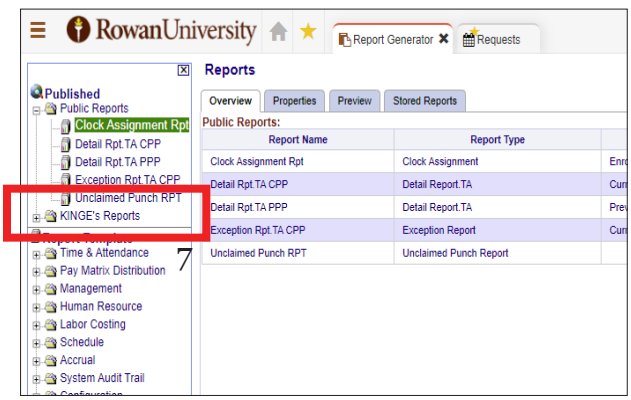
NOVAtime can run reports and generate custom reports based on individual needs. To generate reports:

1. Go to the **Hamburger Menu** and hover over **Reports**, then choose **Report Generator.**
2. From this screen, if you need to run a **Time & Attendance** report, click on the + to the left of the **Time & Attendance** category to see the report options. Each category is navigated the same way.
3. Then choose a report title to set the appropriate criteria for that report.
4. Each report will provide an explanation of the information it provides in the **Definition** section at the top of the report.
5. To set the criteria you would like included in the report, go through the sections of the report and click on the arrows to the right of the section titles, and the + signs to the right of the field titles.
6. Once you have set up your criteria, if you would like to see a preview of the report, choose the Preview tab on the top of the report window.
7. If the report looks sufficient in the preview window, choose **Publish** on the upper left corner of the window. This will take you to the main window, scroll down to the **Publish To** section. Type a name for your report. Choose **Publish** on the upper left corner of the section. This report will now show in the list on the side of the screen, under your user folder.

To watch a tutorial on generating reports, as there are so many options for reports, visit: https://youtu.be/XFasVSOos7U or https://www.youtube.com/watch?v=mf6MwycKGcc&feature=youtu.be

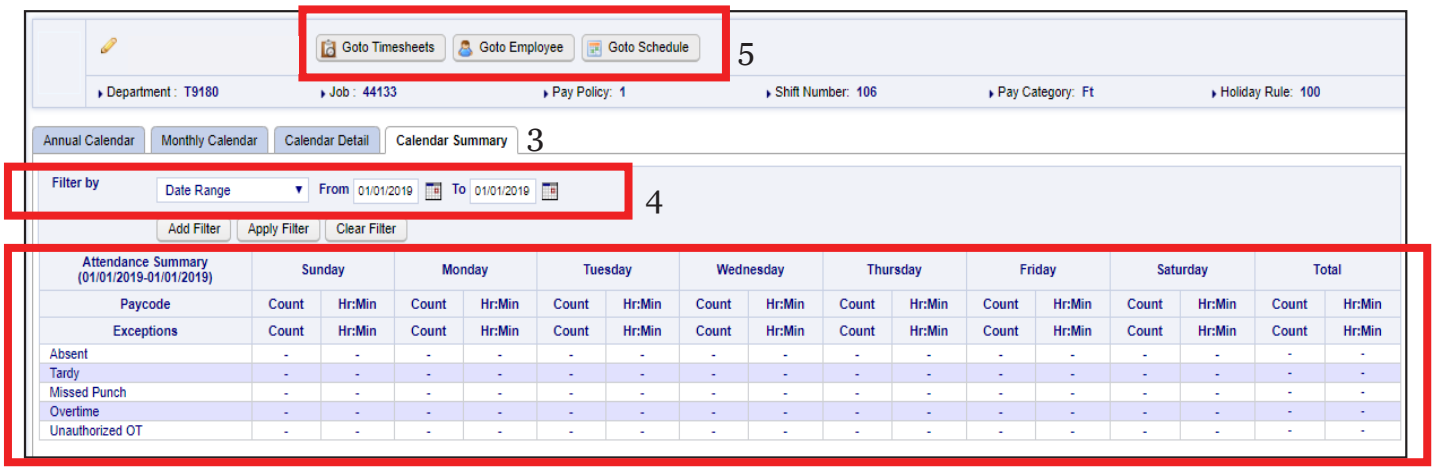


REPORT DETAILS



PUBLISHED REPORTS

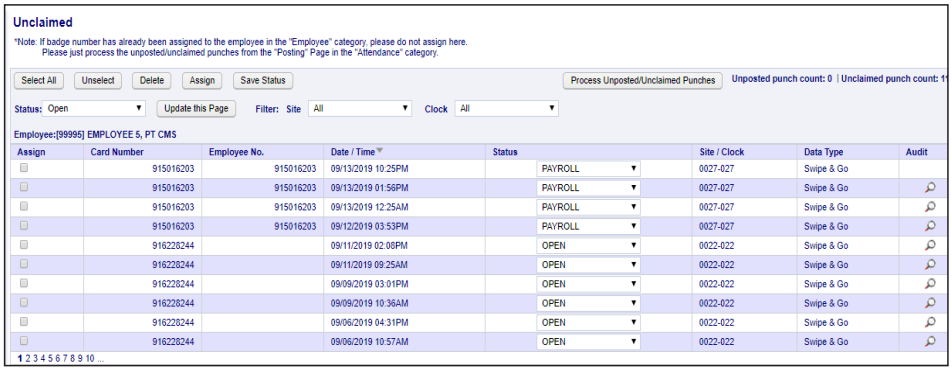
ATTENDANCE HISTORY & UNCLAIMED PUNCHES



ATTENDANCE HISTORY

Supervisors may want to view the attendance information for an employee. To see a detailed history:

1. Go to the **Hamburger Menu** and hover over **Attendance** then choose **History**.
2. Choose an employee from the list on the left, or use the search box to search for a specific employee.
3. Once you have selected an employee you will see a breakdown of all of their attendance information for the last calendar year. Information is categorized by yearly, monthly, detail and summary.
4. You can filter by date range to see information from a specific time period.
5. From this view you can go to the employee's **Timesheet**, **Information** or **Schedule**.

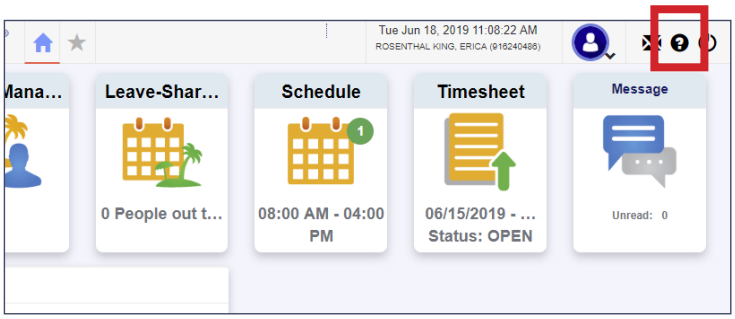


UNCLAIMED PUNCHES

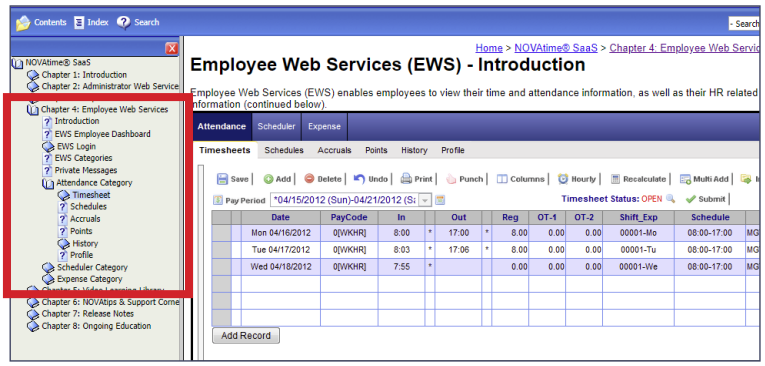
When viewing an employee, if you notice they have an abnormally large amount of missed punches, their punch information might be going into unclaimed punches. To see if there are unclaimed punches that match the employee schedule:

1. Go to the **Hamburger Menu** and hover over **Attendance** then choose **Unclaimed**.
2. Verify with that employee what their Banner ID is.
3. In the employee information ensure the **Badge Number** and **Employee ID** shows the correct Banner ID. If it is not correct, change it and **Save** your change.

USING HELP



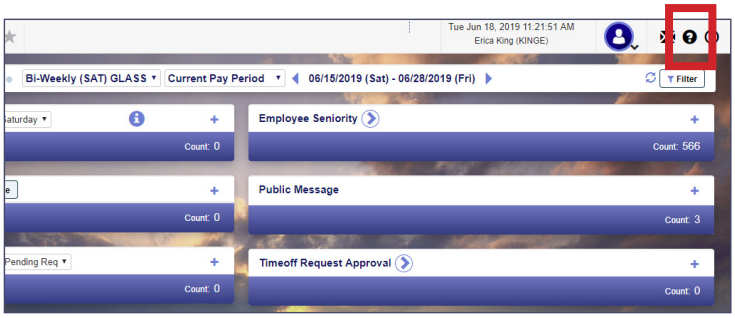
EMPLOYEE HELP MENU



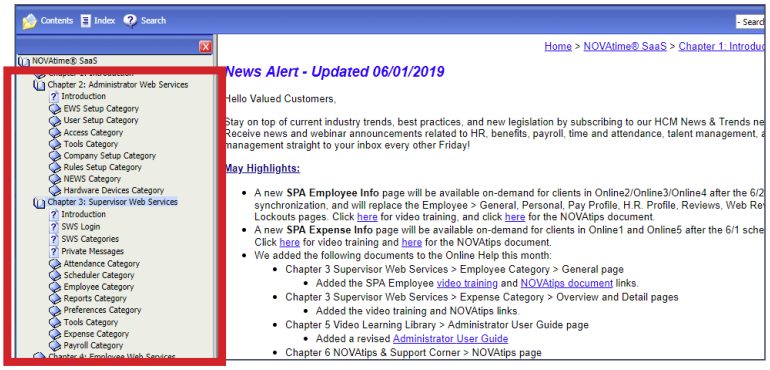
EMPLOYEE HELP TOPICS

To view the **Help** options for an Employee:

1. Click on the **Help** menu icon in the toolbar, at the top of the screen.
2. A separate window will open with the help menu.
3. Help topics are located on the left side of the menu separated by chapters.
4. Click on **Chapter 4: Employee Web Services**.
5. Each of the items listed are help topics for employees in the NOVAtime system. There are screenshots, links to videos, and links to printed materials to help employees navigate the system. Click on a topic title to bring up training materials regarding that topic.



SUPERVISOR HELP MENU



SUPERVISOR HELP TOPICS

To view the **Help** options for a Supervisor/Administrator:

1. Click on the **Help** menu icon in the toolbar, at the top of the screen.
2. A separate window will open with the help menu.
3. Help topics are located on the left side of the menu separated by chapters.
4. Click on **Chapter 2: Administrator Web Services** or **Chapter 3: Supervisor Web Services**.
5. Each of the items listed are help topics for **Administrators** or **Supervisors** in the NOVAtime system. There are screenshots, links to videos, and links to printed materials to help **Administrators** or **Supervisors** navigate the system. Click on a topic title to bring up training materials regarding that topic.

ADDITIONAL RESOURCES

Supervisor Basics Tutorials from NOVAtime
Dashboard Setup:
https://www.youtube.com/watch?v=V64hkcsXe0Y&feature=youtu.be
Delegation Setup:
https://www.youtube.com/watch?v=fcz23GrIPxs&feature=youtu.be

Employee Profiles
General Overview:
https://www.youtube.com/watch?v=TAF6bPzQvBI&feature=youtu.be
Approving Leave Requests:
https://www.youtube.com/watch?v=9fyytz5mVwk&feature=youtu.be

Overview
Overview Summary Tab:
https://www.youtube.com/watch?v=HfrBGNCl7VI&feature=youtu.be
Attendance Overview:
https://www.youtube.com/watch?v=Gb9QATQRcmo&feature=youtu.be
Supervisor/ Admin Dashboard User Interface Enhancements:
https://www.youtube.com/watch?v=0IqM0amtiKo&feature=youtu.be
Enhanced Template Schedules:
https://www.youtube.com/watch?v=ZySDREfkcOE&feature=youtu.be

Timesheet
https://www.youtube.com/watch?v=C7UQ4DhXjcE&feature=youtu.be

For Additional Help contact Andrews Technology by calling their support line:

1-888-357-7299

http://irt.rowan.edu/training/index.html

ADDENDUM A - PAYCODE INFORMATION

Please Note: You must ensure that the shift number is correct for your employees under the **Pay Rules** that your location uses. The Pay Rules section is located in the **Employee** tab, in the **Maintenance** section under **Pay Rules**.

For example, locations that use Shift Number: 601 [Fam Med FLEX/OPEN 60m] in the **Pay Rules** section of the form need to verify that shifts put into the system are correct for their employees when the employee is entered into the system and scheduled. This ensures that the employee is able to take breaks according to the policies of their work location and that the NOVAtime system codes the punches correctly.

Look at the scenario below to see an example of how the system will process the corresponding punches when the code is entered correctly.

Punches:

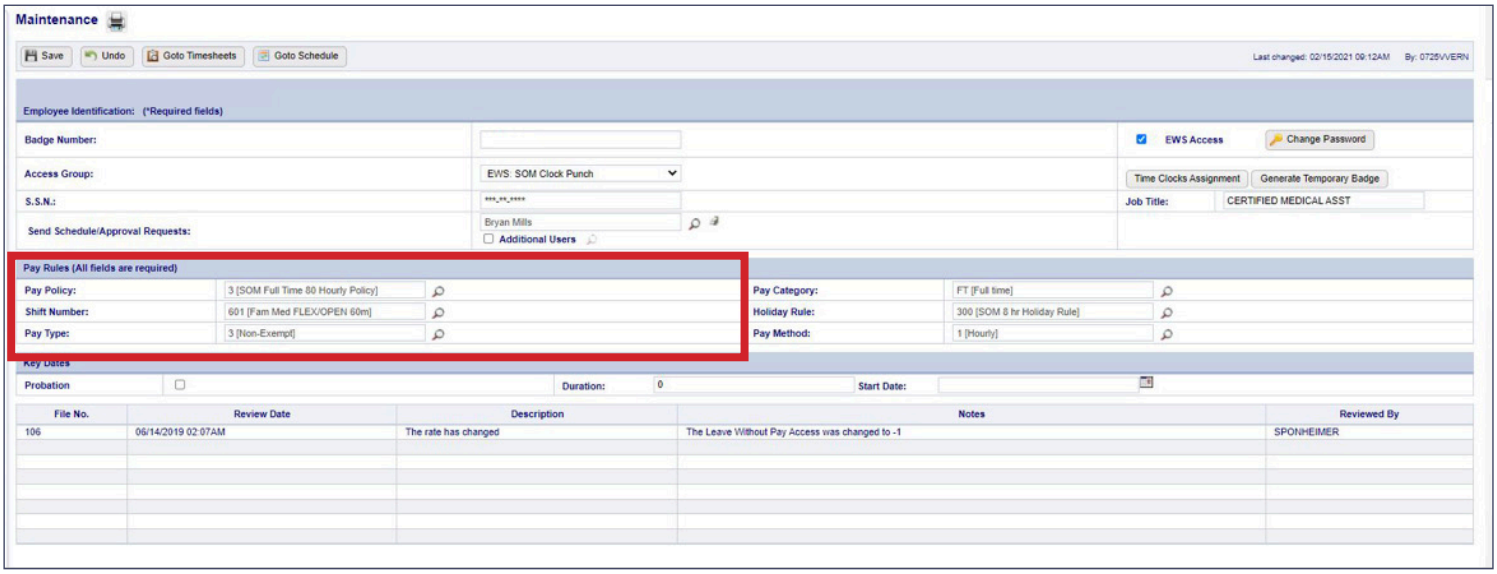
Date	Pay Code	In	Job	Out	Reg	Extra	OT-1
Mon 04/11/2022	10[FT REG PAY]	07:30 AM	WT312 [Job WT312]	12:01 PM	4.52	0.00	0.00
Mon 04/11/2022	10[FT REG PAY]	01:01 PM	WT312 [Job WT312]	05:01 PM	4.50	0.00	0.00

PUNCHES SCREEN

Scenario: Joe Smith works for Family Medicine. The policy is all breaks are to be taken together. Joe gets an unpaid 30 minute break, and two paid 15 minute breaks, all used together. Joe punches out for break at 12:01 pm and punches back in at 1:01 pm. Joe's shift should be scheduled using the Shift Number: 601 [Fam Med FLEX/OPEN 60m] in the **Pay Rules** section of NOVAtime. The system will take the one-hour break and add back in 30 minutes to the total time worked automatically under this Pay Rule. This is to account for the two paid 15 minute breaks that Joe is entitled to receive. As long as the shift is entered using the correct **Pay Code**, the system will perform the correction automatically. Joe's shift will look like this in NOVAtime.

ADDENDUM A - PAYCODE INFORMATION

NOVAtime entry:



PAY RULES SECTION

Because the shift was entered using the correct shift number code, 601 [Fam Med FLEX/OPEN 60m], the system has automatically changed the hours worked after break from 4 to 4.5. This is to account for the 30 minutes (two 15 minute breaks) Joe is legally entitled to be paid for.

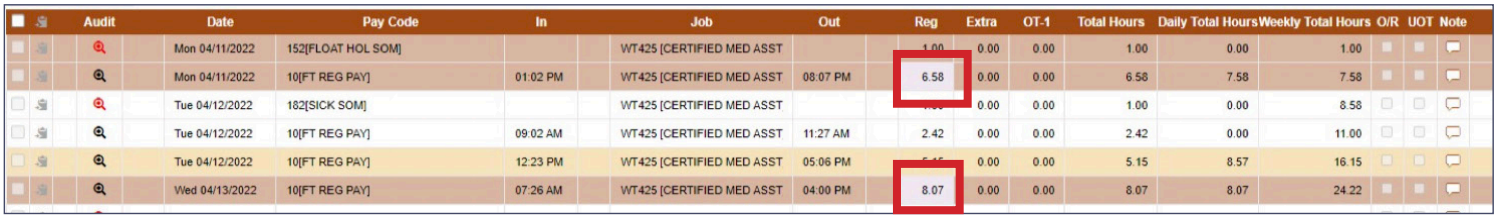
It is a best practice for the supervisor of a new employee who will be working at a site using this policy to check on the first day of the pay period to ensure that the employee is under 601 [Fam Med FLEX/OPEN 60m] in NOVAtime. Monthly checks are also suggested to verify that the correct Pay Rule is being used for the employee. If you notice that there is a discrepancy, contact the Family Medicine Practice Manager or Director of Administration, Human Resources and Payroll to work collectively to fix the issues.

Please Note: This will only take effect if the employee is out for at least 60 minutes and punches back in within 75 minutes. If the employee punches back in early, the rule will not apply.

If an employee needs to punch out for an additional hour, due to a personal matter or personal appointment, and that time will not be paid, the Practice Supervisor will need to ensure the employee has a full 30 minute deduction.

ADDENDUM B - MEAL AUTODEDUCT

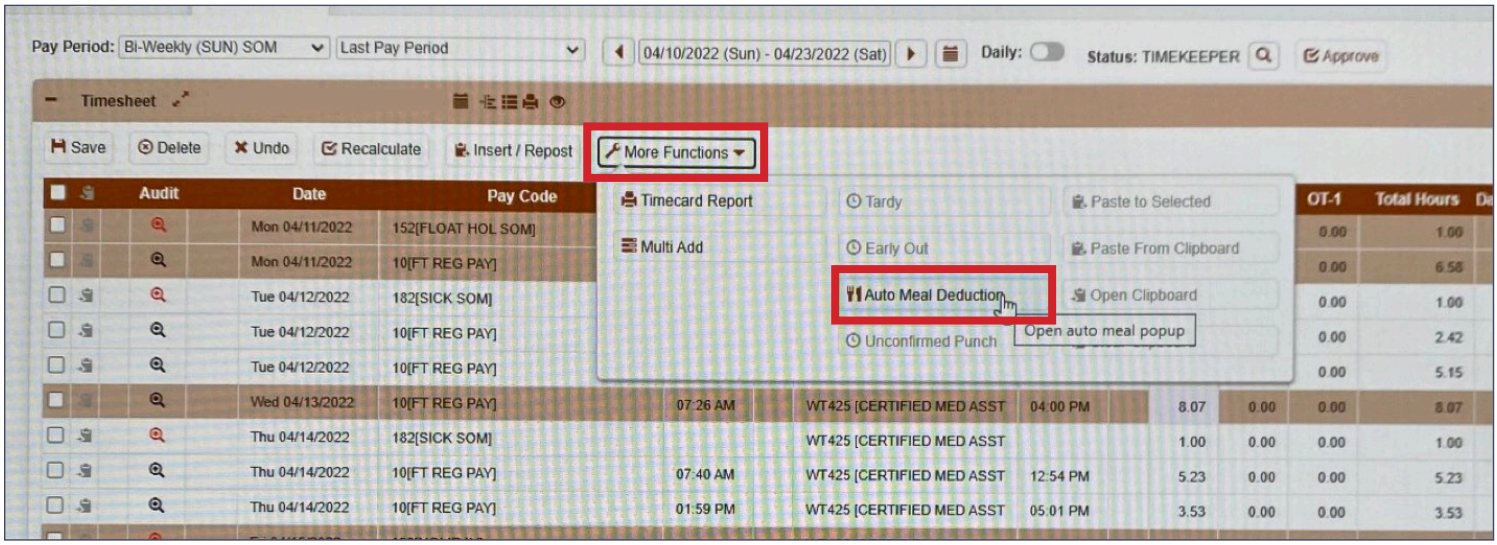
There is a function in NOVAtime that will automatically deduct an employees 30 minute meal break if they punched in for six (6) or more consecutive hours and **DO NOT** punch out for a break. This is easily identified on the timesheet in the **Regular Hours** column as the cell will turn silver.



Audit	Date	Pay Code	In	Job	Out	Reg	Extra	OT-1	Total Hours	Daily Total Hours	Weekly Total Hours	O/R	UOT	Note
	Mon 04/11/2022	152[FLOAT HOL SOM]		WT425 [CERTIFIED MED ASST		1.00	0.00	0.00	1.00	0.00	1.00			
	Mon 04/11/2022	10[FT REG PAY]	01:02 PM	WT425 [CERTIFIED MED ASST	08:07 PM	6.58	0.00	0.00	6.58	7.58	7.58			
	Tue 04/12/2022	182[SICK SOM]		WT425 [CERTIFIED MED ASST			0.00	0.00	1.00	0.00	8.58			
	Tue 04/12/2022	10[FT REG PAY]	09:02 AM	WT425 [CERTIFIED MED ASST	11:27 AM	2.42	0.00	0.00	2.42	0.00	11.00			
	Tue 04/12/2022	10[FT REG PAY]	12:23 PM	WT425 [CERTIFIED MED ASST	05:06 PM		0.00	0.00	5.15	8.57	16.15			
	Wed 04/13/2022	10[FT REG PAY]	07:26 AM	WT425 [CERTIFIED MED ASST	04:00 PM	8.07	0.00	0.00	8.07	8.07	24.22			

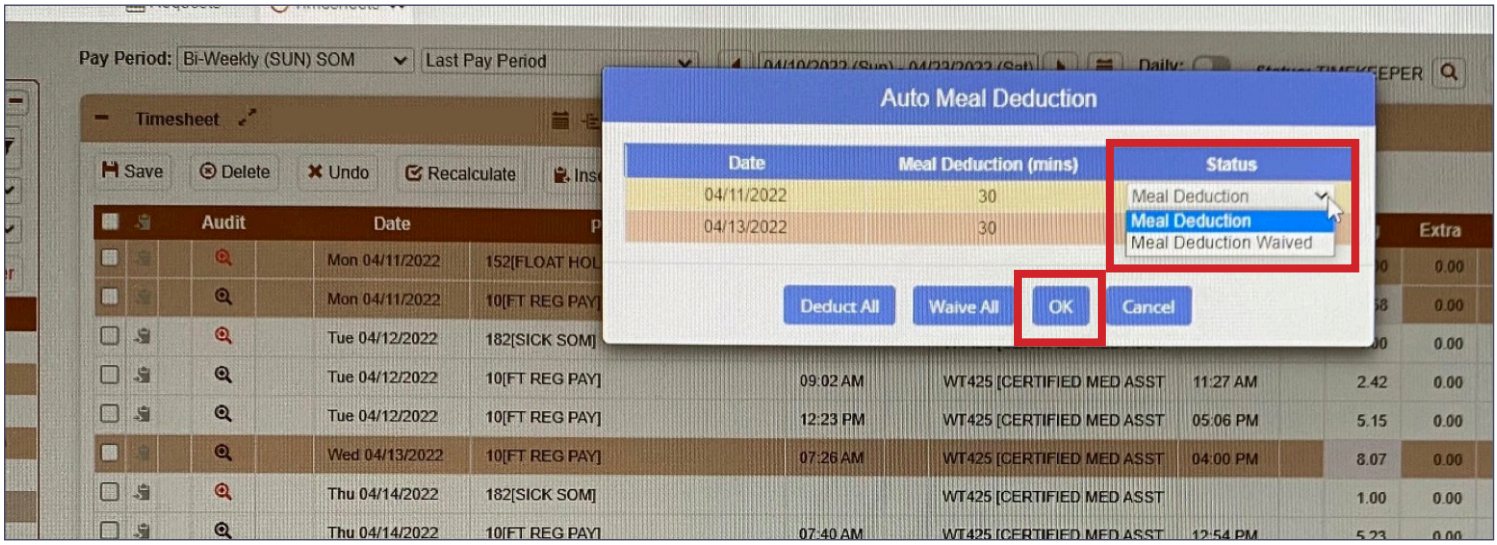
HOURS SCREEN

Should this occur, and the employee is entitled to a 30 minute break, for example if they worked through the break, it can easily be fixed without manually adding the punch back in. To do this, click on the **More Functions** tab and navigate to the **Auto Meal Deduction** tab.



AUTO MEAL DEDUCTION OPTIONS

To correct the punch, go to the appropriate date and change the drop down box from **Meal Deduction** to **Meal Deduction Waived**. Then select **OK** and save the timesheet. This will add the 30 minutes back on the timesheet and the cell will no longer be silver.



AUTO MEAL DEDUCTION OPTIONS