

# NOVATIME

## TRAINING MANUAL

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SEPTEMBER 2019



### **CONTACT**

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# Introduction to NOVAtime

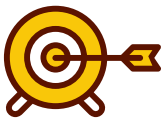
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NOVAtime is a biometric clocking system, as well as an online timekeeping system, and a mobile application providing timekeeping services. This guide provides instructions on using the biometric time clock, the online web portal, and the mobile application.



This manual covers information for Employees, Supervisors, and Timekeepers.



## Objectives

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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

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 request time off, follow these steps:

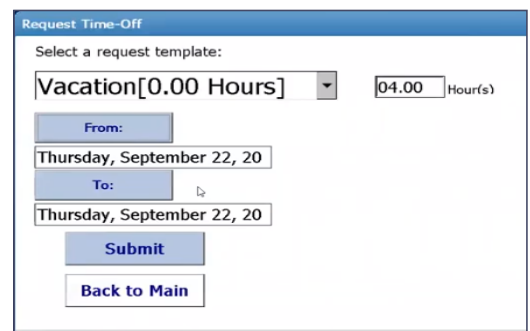
1. On the time clock screen press the **Request Timeoff** function.
2. Type your Banner ID on the time clock keypad, press the **Enter** key, and verify with your finger.
3. Select the type of time off you are requesting based on the templates available (Sick, Vacation, etc).
4. Tap the hour(s) field 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**.



VIEW SCHEDULE

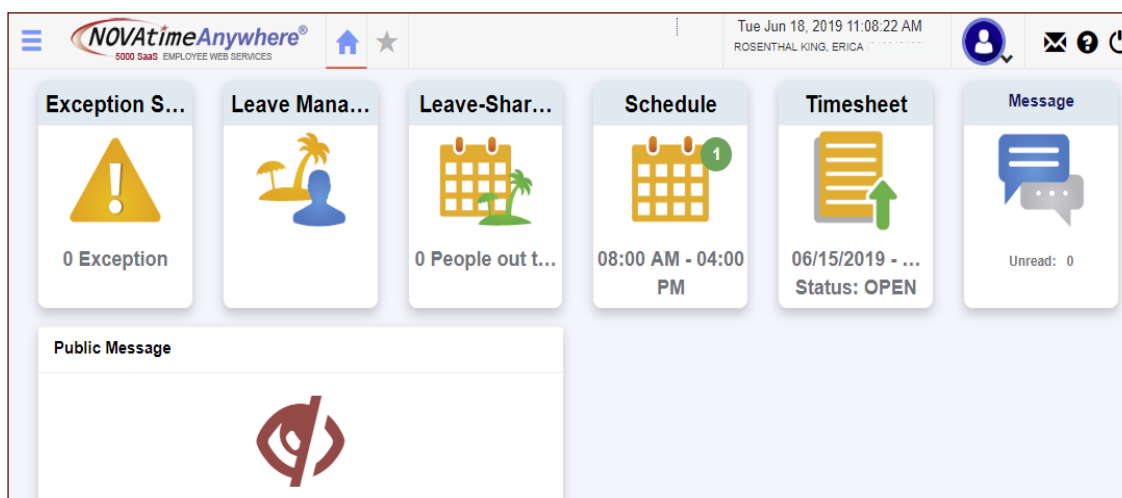
To view your schedule, follow these steps:

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.

The image shows the Request Time-Off screen. It has a blue header with the text "Request Time-Off". Below the header, it says "Select a request template:". There is a dropdown menu showing "Vacation[0.00 Hours]" and a text field showing "04.00 Hour(s)". Below this, there are two buttons: "From:" and "To:". The "From:" button is selected, and it shows a date picker with "Thursday, September 22, 20". The "To:" button is also selected, and it shows a date picker with "Thursday, September 22, 20". At the bottom, there are two buttons: "Submit" and "Back to Main".

TIME-OFF SCREEN

# LOG IN TO NOVATIME



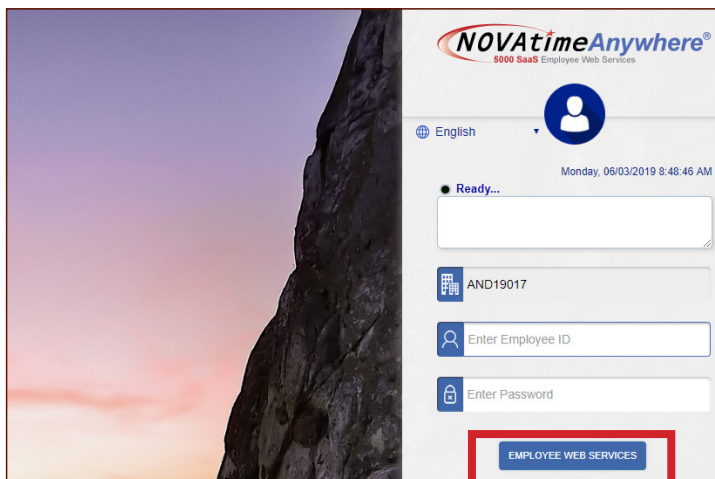
## EMPLOYEE WEB SYSTEM DASHBOARD

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:

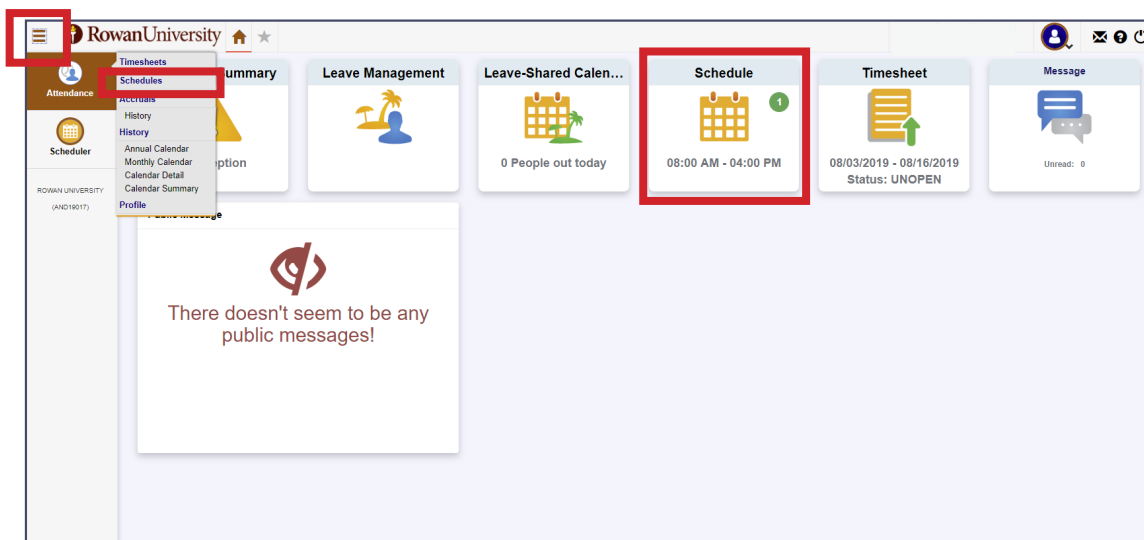
Navigate to the NOVAtime Employee Web System by going to <https://online5.timeanywhere.com/novatime/Ewskiosk.aspx?CID=f5f468c6-7317-47ab-8f37-49c81c4b7514&>.

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

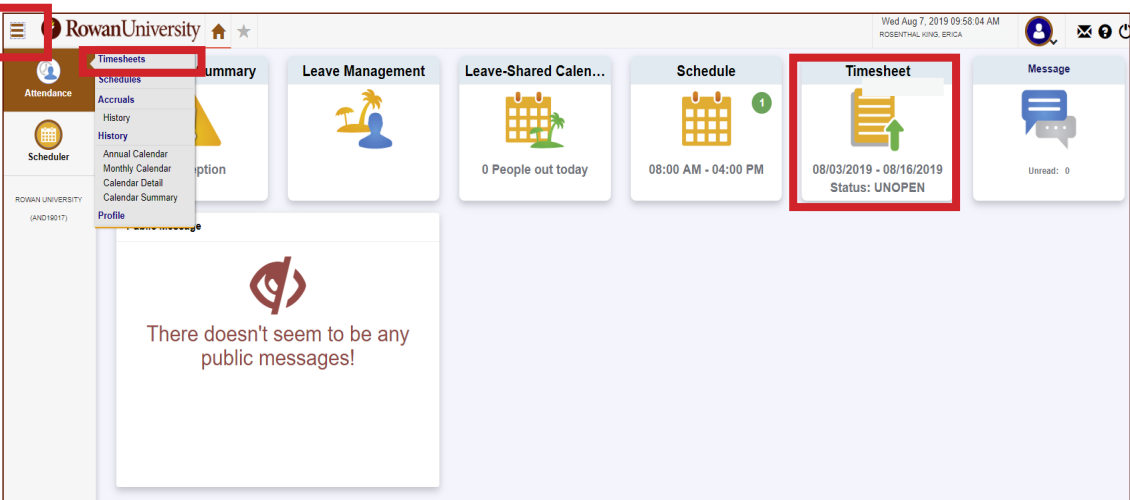
The screenshot shows the 'Schedules' page in the Rowan University system. At the top, there's a 'Time Period' dropdown menu set to 'Current Pay Period' and a date range '08/03/2019 (Sat) - 08/16/2019 (Fri)'. Below this is a table showing the schedule for the current pay period. The table has columns for each day of the week (Sunday through Saturday) and rows for each day. The schedule for August 3, 2019, is highlighted. The schedule for August 4, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 5, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 6, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 7, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 8, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 9, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 10, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 11, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 12, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 13, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 14, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 15, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark. The schedule for August 16, 2019, is also highlighted, showing a shift from 08:00AM to 04:00PM, with a status of 'Clerk' and a checkmark.

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.
-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	7.50	-	7.50	-	7.50	-	7.50	-	7.50	-	-	-
-	-	7.50	-	7.50	-	7.50	-	7.50	-	7.50	-	-	-

## EMPLOYEE VIEW OF SCHEDULE

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

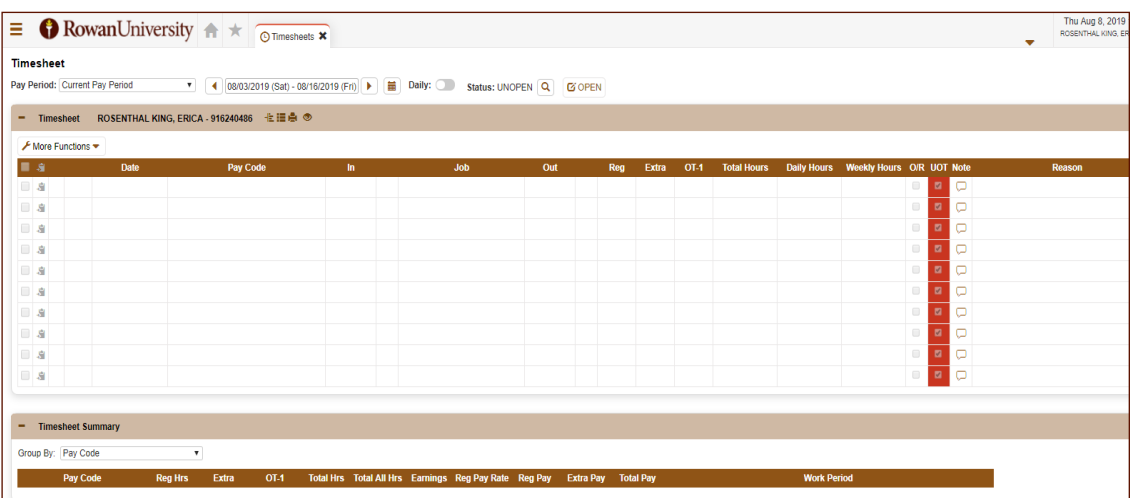
1. Click on the **Hamburger Menu** icon on the upper left hand corner of the screen. Place the cursor over the attendance icon and click on the **Schedule** option. Your current schedule will load.
2. You can also click on the **Schedule** icon on the **Employee Dashboard**. Schedules can be viewed from 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



# SUBMIT TIMESHEET AND REQUEST OFF

Timesheet

Pay Period: Current Pay Period

02/25/2018 (Sun) - 03/10/2018 (Sat)

☒ Submit Status: OPEN

Exception:

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
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## 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.

Add Request

Template: Select Template

Multi-Day

Date

Total

Message to Supervisor

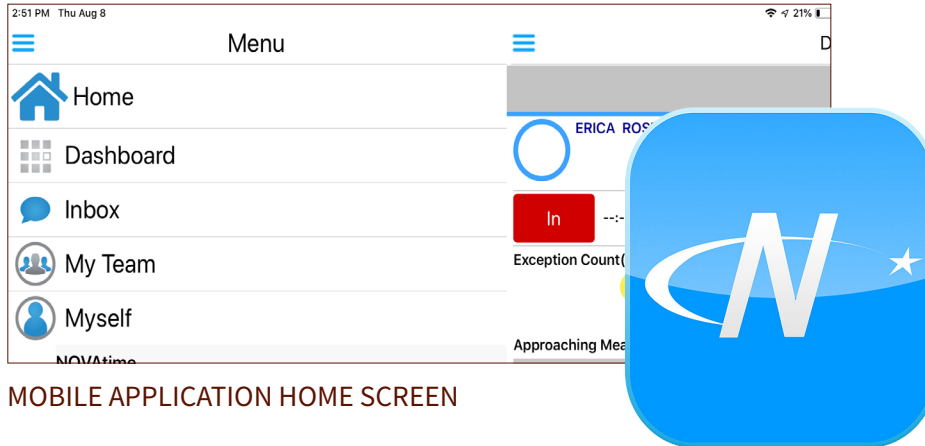
Submit Cancel

## 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**.

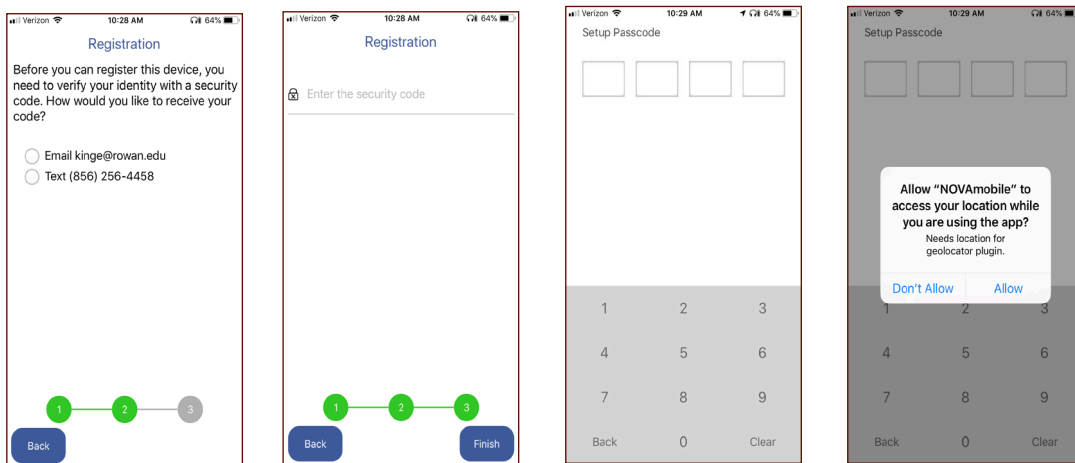
# MOBILE APPLICATION: EMPLOYEE



MOBILE APPLICATION HOME SCREEN

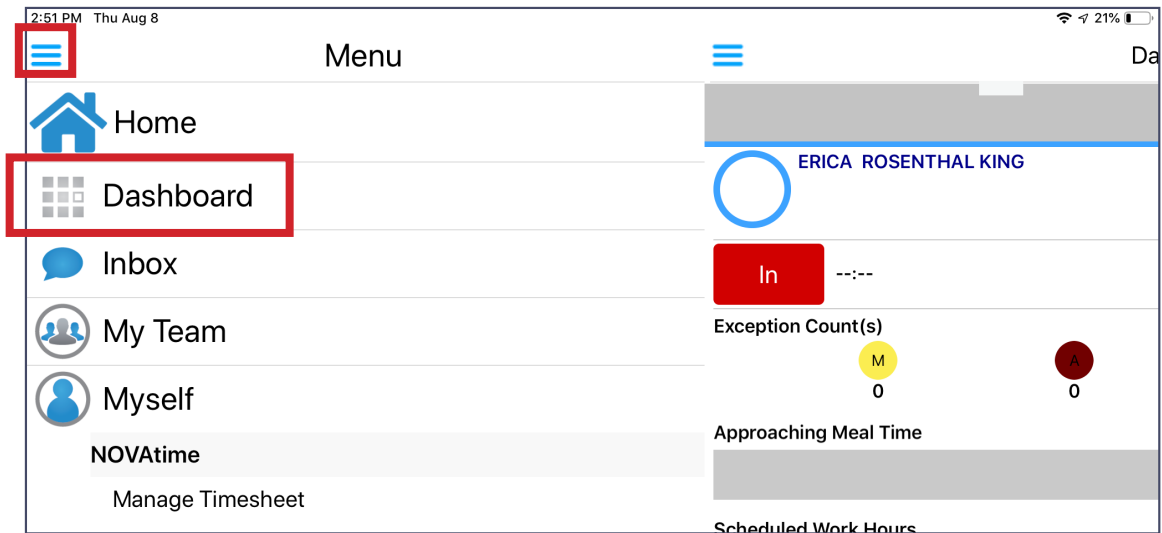
For some employees, the mobile application by NOVAtime will be used to punch in/out, check their schedule, and view their timesheet.

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 APPLICATION: EMPLOYEE

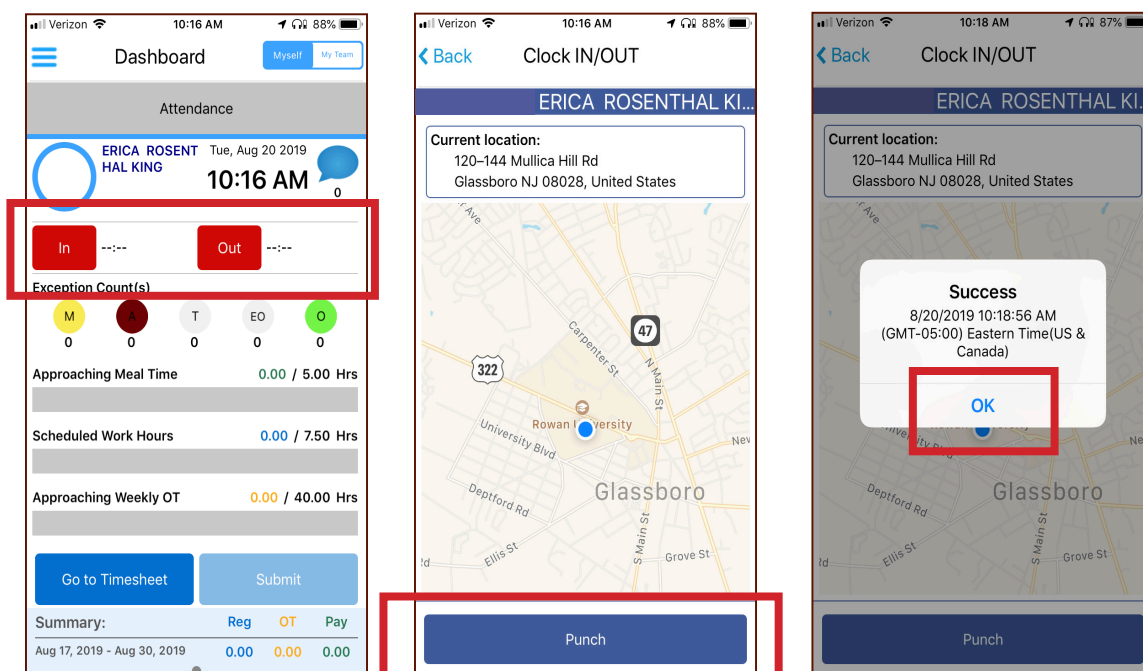


## MOBILE APP MENU

To punch in/out, follow these steps:

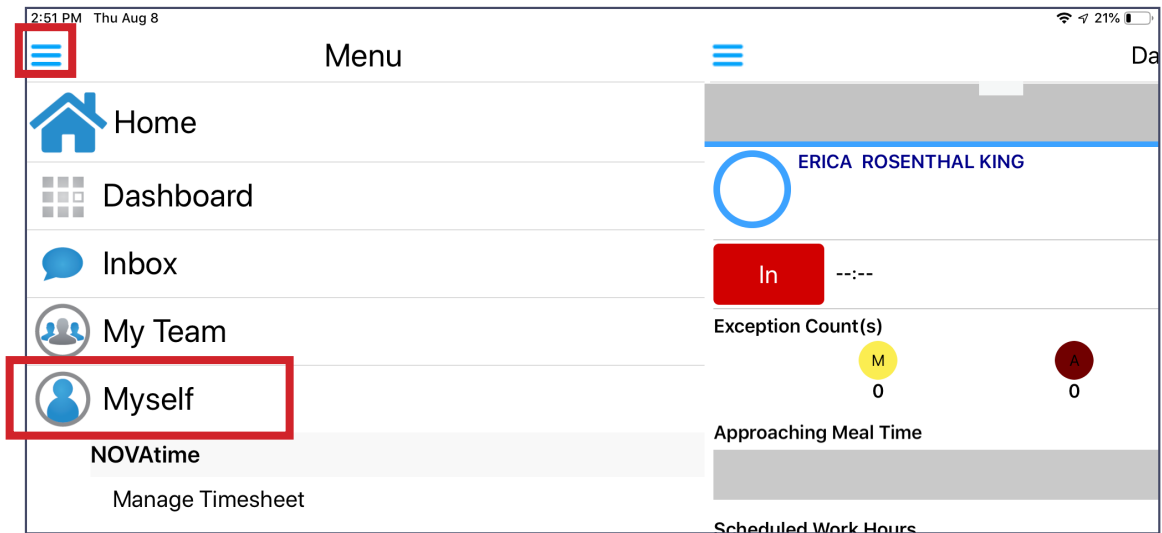
1. From the Dashboard screen tap the **In** or **Out** button.
2. The application will use GPS to locate you. Once this has occurred you will have the option to tap the **Punch** button on the bottom of the screen.
3. Tap the **Punch** button.
4. You have now punched in/out. Tap **OK** to close the window.

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

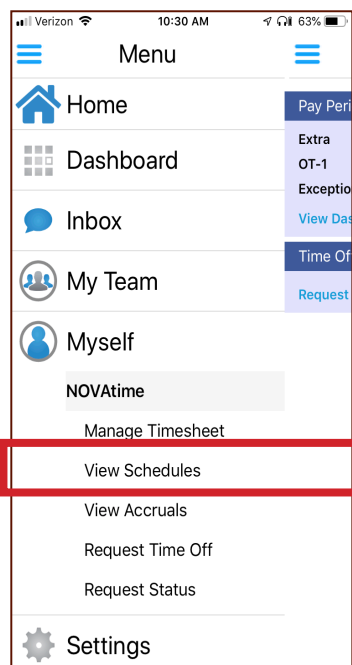
# MOBILE APPLICATION: SCHEDULE



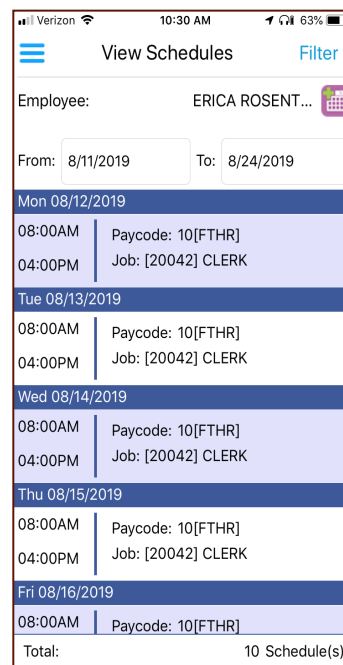
## MOBILE APP MENU

To check your schedule:

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

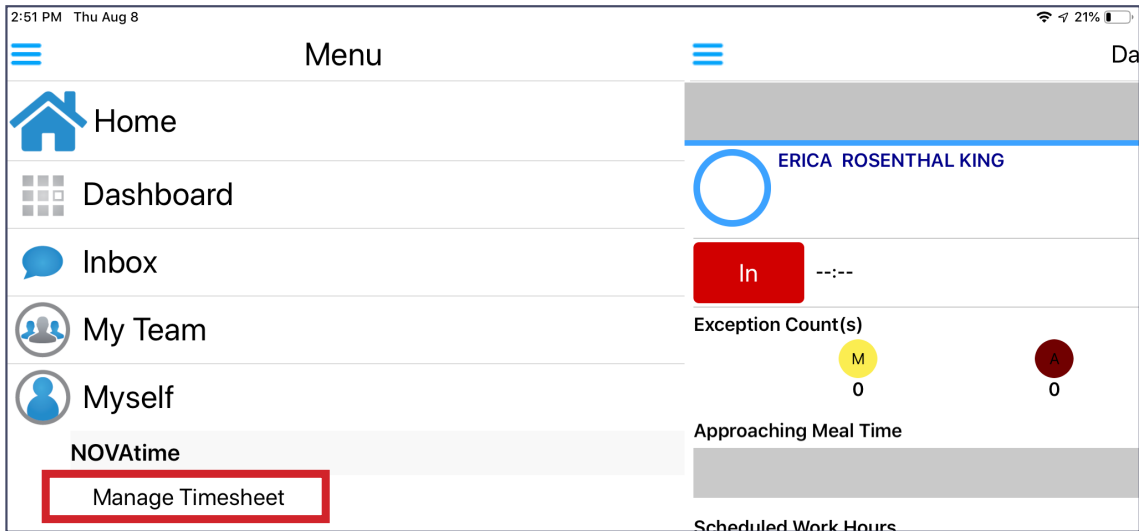


## VIEW SCHEDULES



## EMPLOYEE SCHEDULE SCREEN

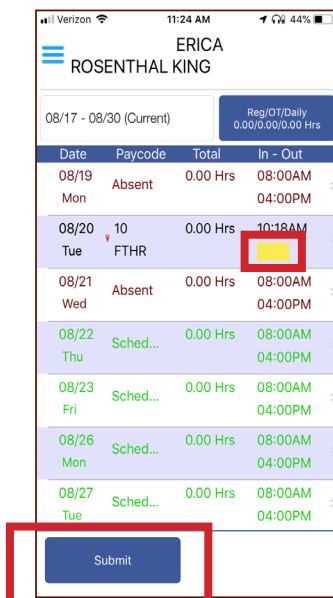
# MOBILE APPLICATION: TIMESHEET



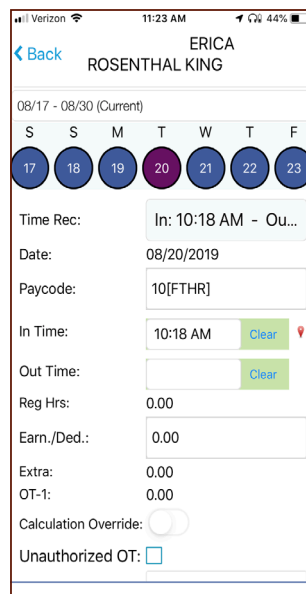
## MANAGE TIMESHEET

To manage your timesheet:

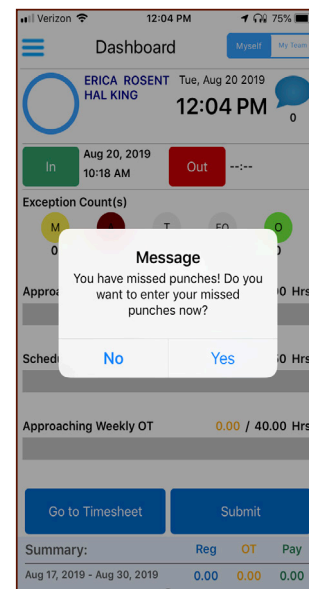
1. Tap the **Hamburger Menu** on the upper left corner of the screen.
2. Tap **Myself**.
3. Tap **Manage Timesheet**.
4. From the **Timesheet** screen, you can view your schedule and the time worked. If there is a missing punch, a box will appear where the punch should have occurred. You can tap the 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

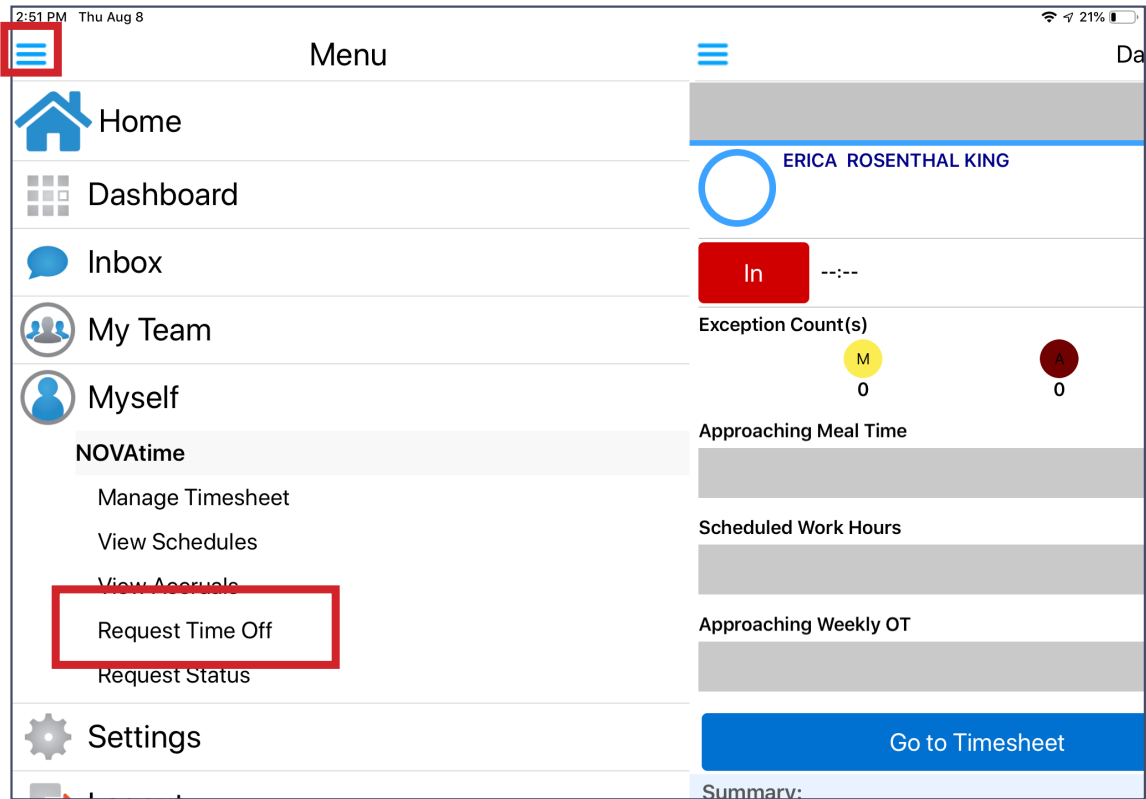


FIX PUNCH SCREEN



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

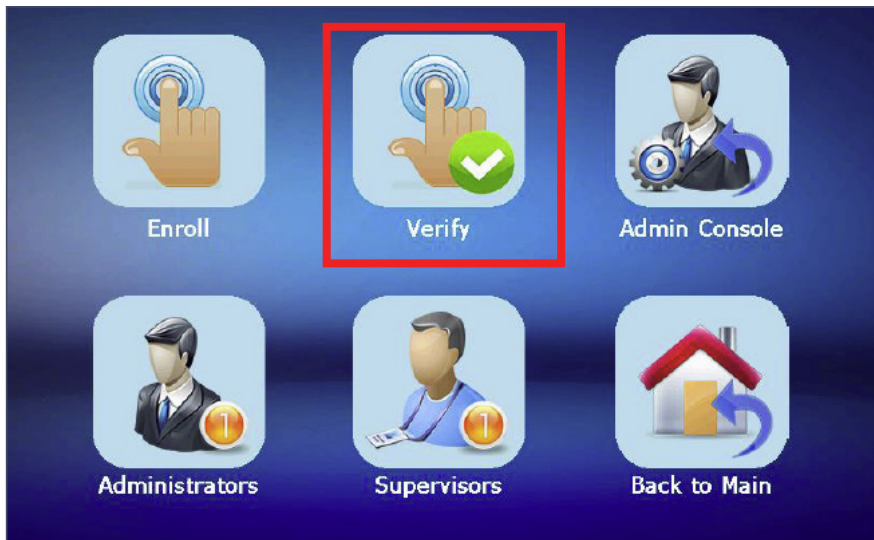
Supervisors will need to be enrolled in a time clock first so they may enroll others. Contact your clock administrator to enroll you in the time clock. Once you are enrolled in a time clock, you will be able to enroll new employees in the clock. To enroll an employee, please follow the steps below and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

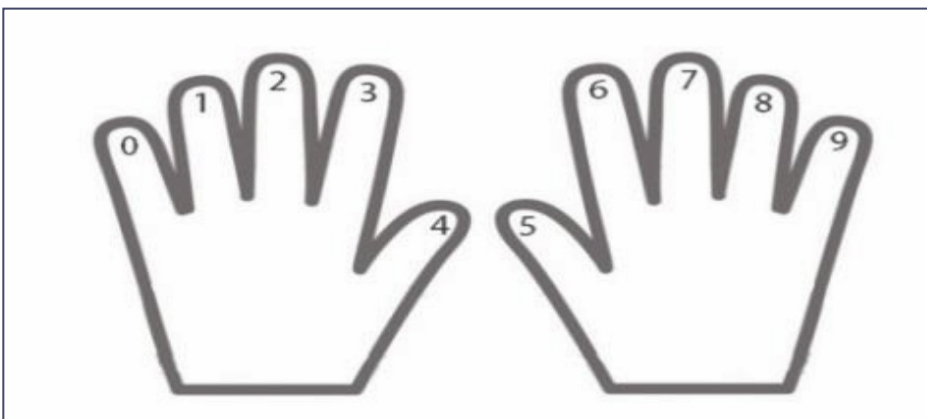


ENROLLING AN EMPLOYEE SCREEN

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

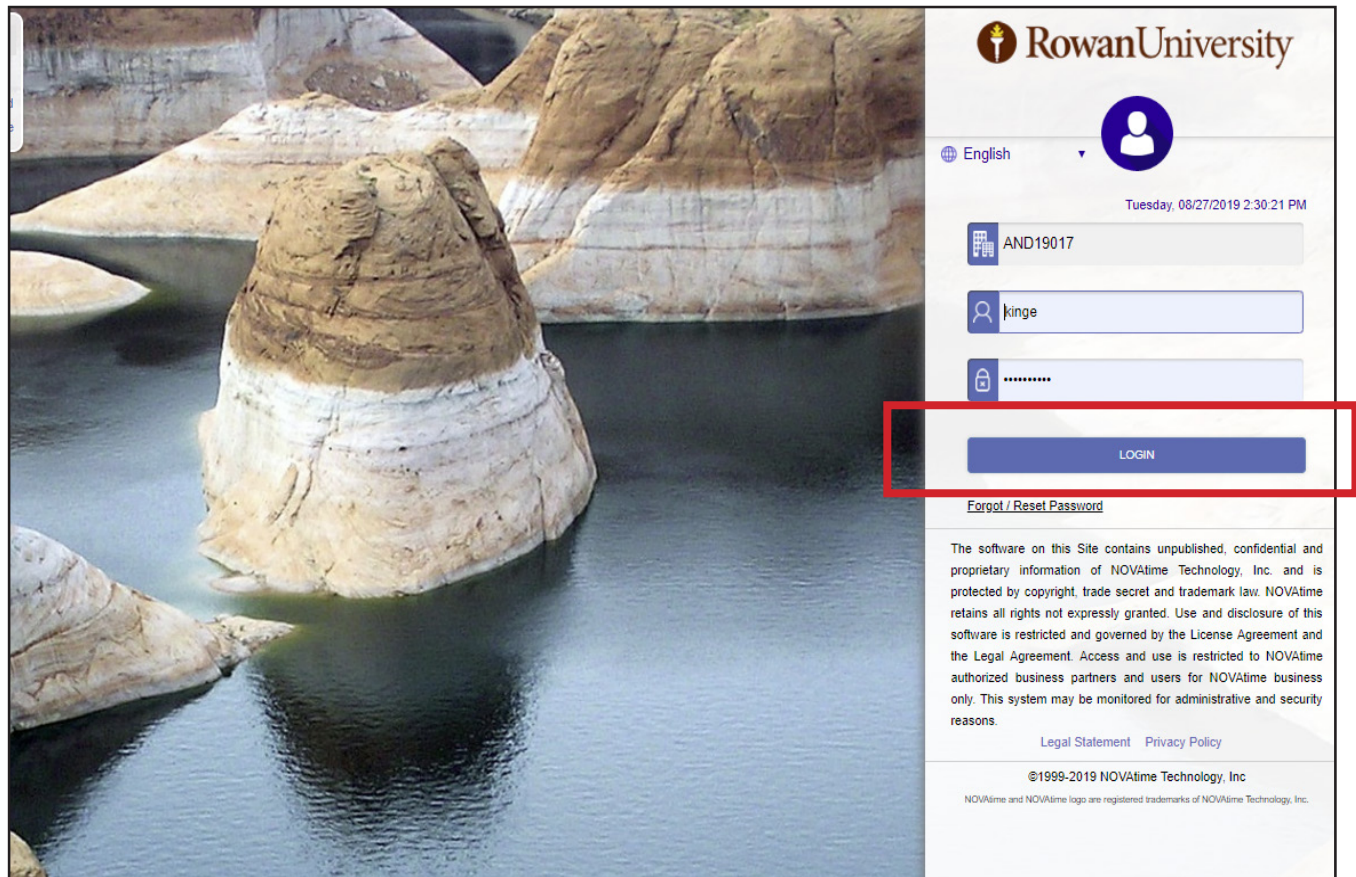
5 - Right Thumb  
6 - Right index finger  
7 - Right middle finger  
8 - Right ring finger  
9 - Right thumb



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



RowanUniversity

English

Tuesday, 08/27/2019 2:30:21 PM

AND19017

kinge

\*\*\*\*\*

LOGIN

[Forgot / Reset Password](#)

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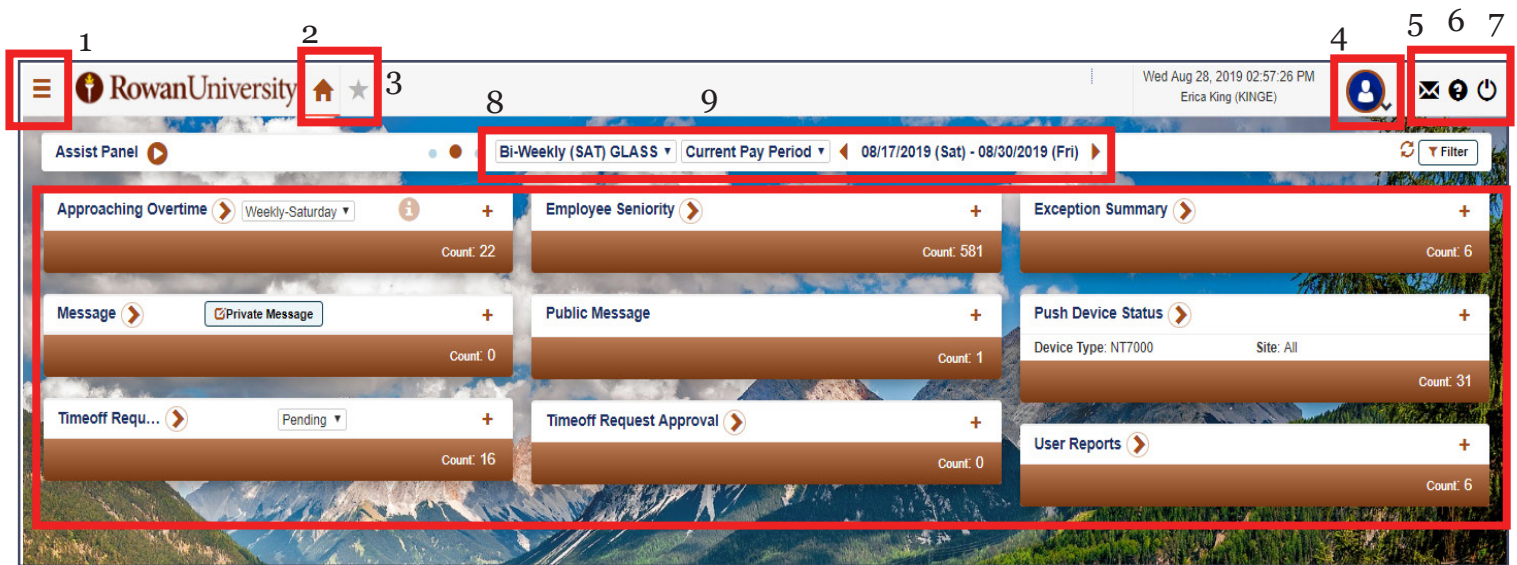
## NOVATIME SUPERVISOR LOG IN

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.

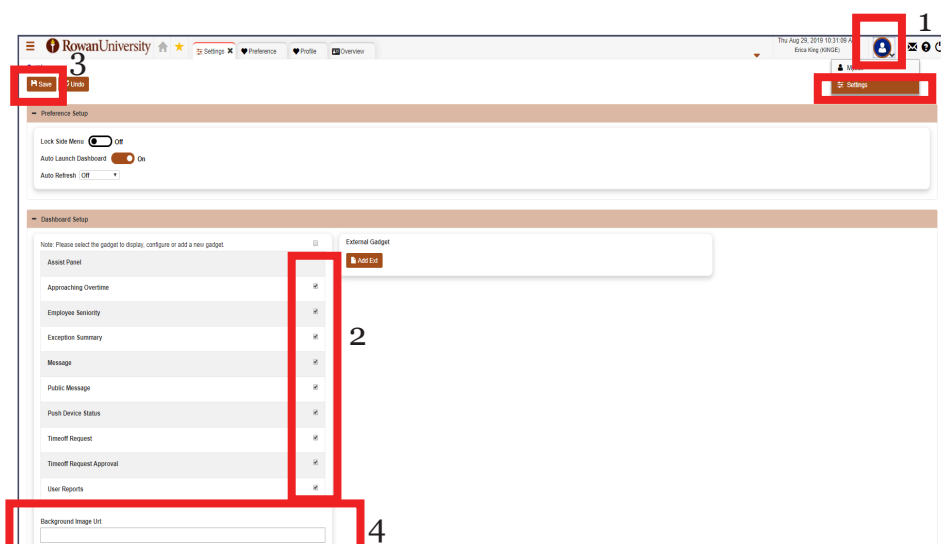
When logging in, ensure you are in the Supervisor system and not the Employee system. The easiest way to tell you are logging in to the **Supervisor** site is to look at the login button. If it says "**Login**," you are on the correct page. If it says "**Employee Web Services**," you are not on the correct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

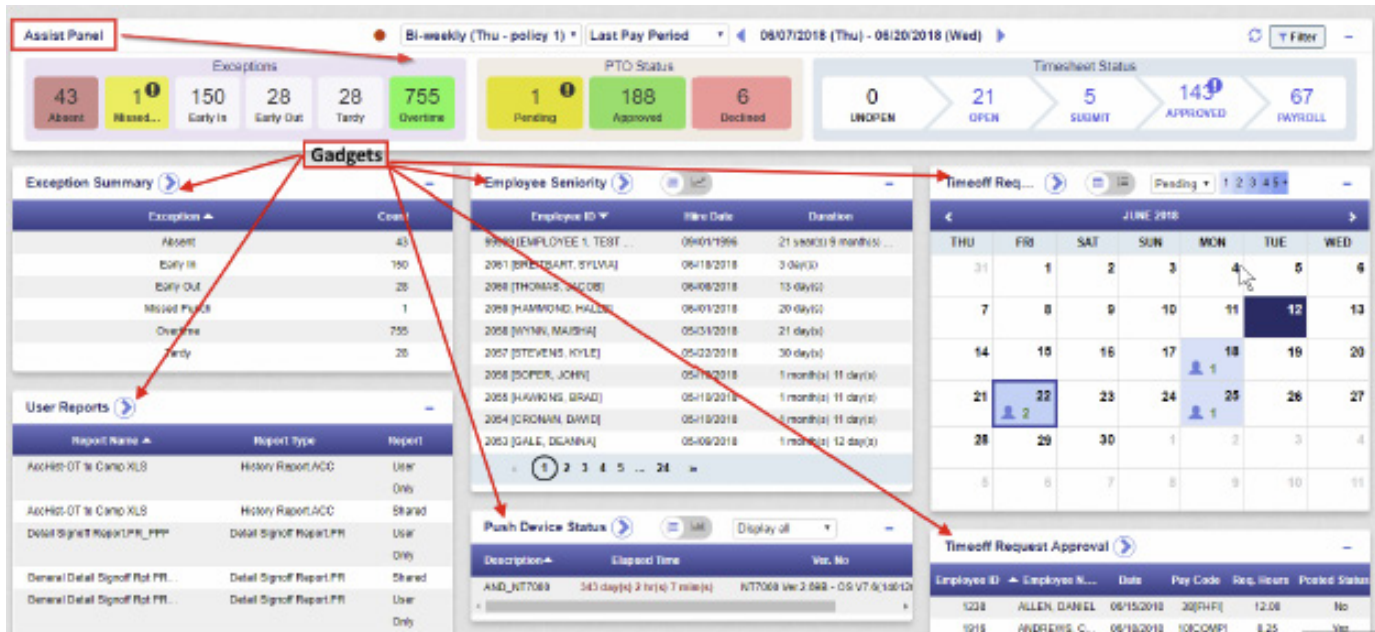


## DASHBOARD SETTINGS

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

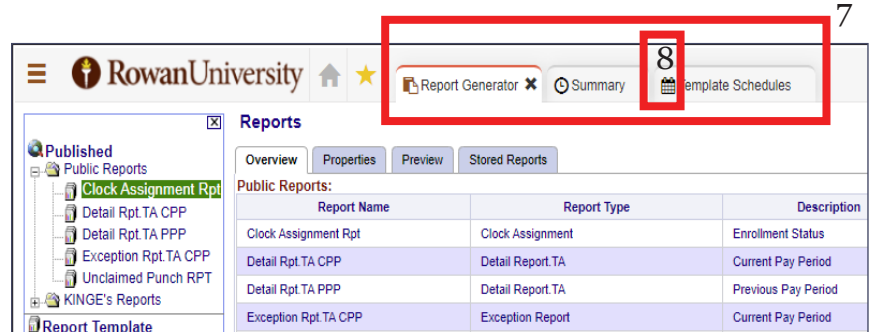
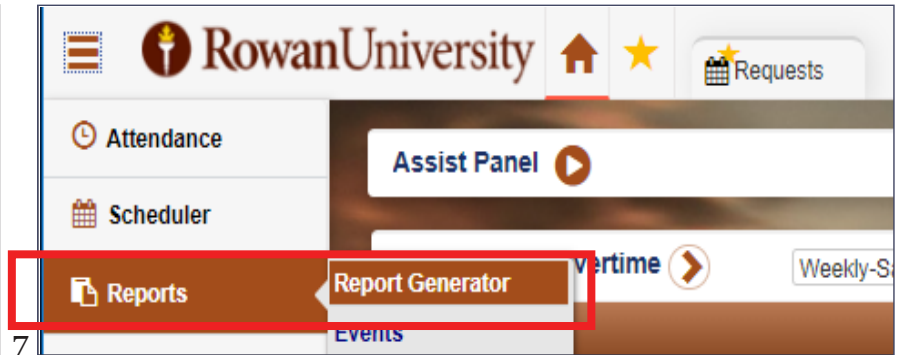
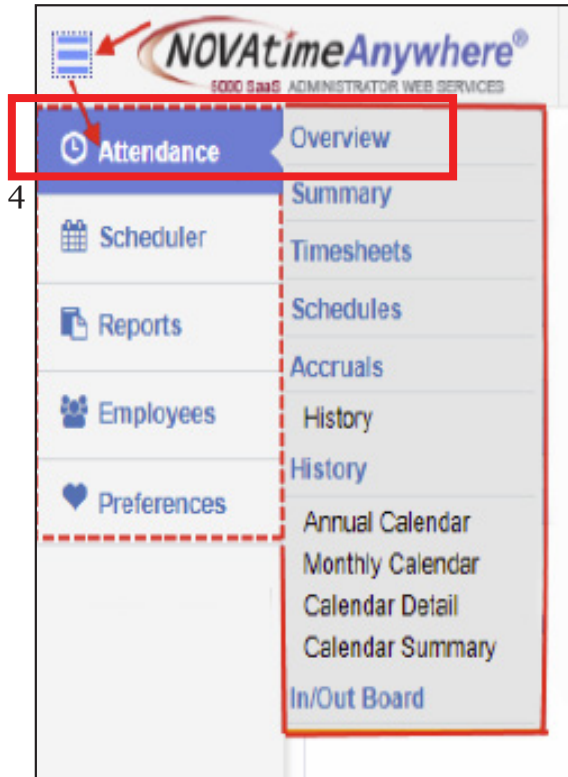


## SUPERVISOR DASHBOARD

Upon logging into the NOVAtime program, you will be presented with the NOVAtime Supervisor Dashboard. The NOVAtime Dashboard provides each user with a concise initial 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.

# 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

Pay Period: BI Weekly Last Pay Period 01/06/2019 (Sun) - 01/19/2019 (Sat) Daily: Status: OPEN Approve

Timesheet TEST, EMPLOYEE 2-99999

Save Delete Undo Recalculate Insert/Report More Functions

Audit	Date	Pay Code	In	Out	Reg	OT14	OT15	OT12	OT13	Total Hours	Daily Hours	Weekly Hours	CRI	LOST	Mile	Reason	Schedule	In Exp	Out Exp
	Mon 01/07/2019	100(WORK HOURS)	07:27 AM	04:01 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				07:28-10:00	E 1	L 3
	Tue 01/08/2019	100(WORK HOURS)	07:25 AM	03:59 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00					07:28-10:00	T 5	E 1
	Wed 01/09/2019	100(WORK HOURS)	07:29 AM	04:06 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00					07:28-10:00	E 1	
	Thu 01/10/2019	100(WORK HOURS)	07:41 AM	04:06 PM	7.75	0.00	0.00	0.00	0.00	7.75	7.75	31.75					07:28-10:00	T 11	
	Fri 01/11/2019	100(WORK HOURS)	07:30 AM	04:16 PM	0.00	0.00	0.25	0.00	0.00	0.25	0.25	48.00				OTs [OT Approved by Supervisor]	07:28-10:00		L 15
	Mon 01/14/2019	100(WORK HOURS)	07:30 AM	04:06 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					07:28-10:00		
	Tue 01/15/2019	100(WORK HOURS)	07:30 AM	04:06 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					07:28-10:00		
	Wed 01/16/2019	100(WORK HOURS)	07:29 AM	04:05 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00					07:28-10:00	E 1	L 5
	Thu 01/17/2019	100(WORK HOURS)	07:31 AM	04:04 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00					07:28-10:00	T 1	L 4
	Fri 01/18/2019	100(WORK HOURS)	07:29 AM	04:01 PM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00					07:28-10:00	E 1	L 5

Timesheet Summary

Group By: Pay Code + Pay Org + Pay Rate

Pay Code + Pay Org	Reg Hrs	OT14	OT15	OT12	OT13	OT14H	Total Hrs	Work Period
100 (WORK HOURS) - 01140 (Finance)	71.75	0.00	0.25	0.00	0.00	0.00	72.00	01/06/2019 - 01/19/2019
<b>Totals</b>	<b>71.75</b>	<b>0.00</b>	<b>0.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>72.00</b>	

## 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 "o".
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**

# TIMESHEET NAVIGATION

## Timesheet

Pay Period: Bi Weekly Last Pay Period 01/06/2019 (Sun) - 01/19/2019 (Sat) Daily: Status: OPEN Approve

Timesheet TEST EMPLOYEE 2-99999 5

Save Undo Recalculate Insert / Report More Functions 6

	Asst	Date	Pay Code	In	Out	Reg	OT1c	OT1s	OT2c	OT2s	Total Hrs	Daily Hrs	Weekly Hrs	O/R	UOT	Note	Reason	Schedule	In Exp	Out Exp
7		Mon 01/07/2019	100(NORC HOURS)	07:27 AM	04:03 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00					07:28-10:00	E 3	L 3
8		Tue 01/08/2019	100(NORC HOURS)	07:30 AM	03:30 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	16.00					07:28-10:00	T 5	L 1
9		Wed 01/09/2019	100(NORC HOURS)	07:29 AM	04:00 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	24.00					07:28-10:00	E 1	L 1
10		Thu 01/10/2019	100(NORC HOURS)	07:41 AM	04:00 PM	7.75	0.00	0.00	0.00	0.00	7.75	7.75	31.75					07:28-10:00	T 11	L 1
11		Fri 01/11/2019	100(NORC HOURS)	07:30 AM	04:15 PM	8.00	0.00	0.25	0.00	0.00	8.25	8.25	40.00			OTA, OT Approved by Supervisor		07:28-10:00	L 15	L 15
12		Mon 01/14/2019	100(NORC HOURS)	07:30 AM	04:00 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00					07:28-10:00		
13		Tue 01/15/2019	100(NORC HOURS)	07:30 AM	04:00 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00					07:28-10:00		
14		Wed 01/16/2019	100(NORC HOURS)	07:29 AM	04:05 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	16.00					07:28-10:00	E 1	L 5
15		Thu 01/17/2019	100(NORC HOURS)	07:31 AM	04:04 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	24.00					07:28-10:00	T 1	L 4
16		Fri 01/18/2019	100(NORC HOURS)	07:29 AM	04:03 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	32.00					07:28-10:00	E 1	L 3

Timesheet Summary 25

Group By: Pay Code + Pay Org + Pay Rate

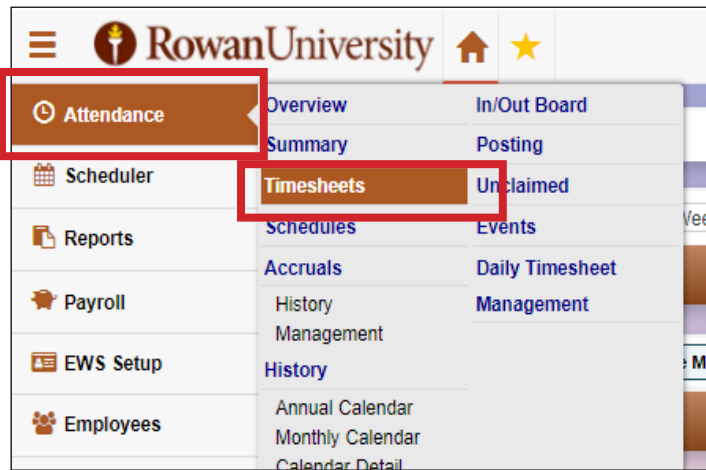
Pay Code + Pay Org	Reg Hrs	OT1c	OT1s	OT2c	OT2s	OT3c	OT3s	Total Hrs	Mark Period
100 (NORC HOURS) - 01140 (Finance)	71.75	0.00	0.25	0.00	0.00	0.00	0.00	72.00	01/06/2019 - 01/19/2019
Totals	71.75	0.00	0.25	0.00	0.00	0.00	0.00	72.00	

## 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.

Pay Period: Bi-Weekly (SAT) GLASS Current Pay Period 08/17/2019 (Sat) - 08/30/2019 (Fri) Daily: Status: OPEN Approve

Timesheet

Save Delete Undo Recalculate Insert / Repost More Functions

	Audit	Date	Pay Code	In	Job	Out	Reg	Extra	OT-1	Total Hours	Daily Hours	Weekly Hours	O/R	UOT	Note
		Sat 08/17/2019	130(OVERTIME)	05:39 AM	3349 [MAINT WORKER 2 GROU	02:26 PM	0.00	0.00	8.00	8.00	8.00	0.00			
		Sun 08/19/2019	130(OVERTIME)	05:37 AM	3349 [MAINT WORKER 2 GROU	12:55 PM	0.00	0.00	6.50	6.50	6.50	0.00			
		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	8.27	8.27	0.00			
		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	8.00	8.00	16.27			
		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	8.33	8.33	24.60			
		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	8.37	8.37	32.97			
		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	8.33	8.33	40.00			
		Sat 08/24/2019	130(OVERTIME)	05:33 AM	3349 [MAINT WORKER 2 GROU	01:04 PM	0.00	0.00	7.00	7.00	7.00	0.00			
		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	8.40	8.40	8.40			
		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	8.30	8.30	16.70			
		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	10.07	10.07	26.77			
		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	8.65	8.65	35.42			
		Fri 08/30/2019	Scheduled	06:00 AM		02:30 PM	0.00	0.00	0.00	0.00	0.00	0.00			

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

Pay Period: Bi-Weekly (SAT) GLASS Current Pay Period 08/17/2019 (Sat) - 08/30/2019 (Fri) Daily: Status: OPEN Approve

Timesheet

Save Delete Undo Recalculate Insert / Repost More Functions

	Audit	Date	Pay Code	In	Job	Out	Reg	Extra	OT-1	Total Hours	Daily Hours	Weekly Hours	O/R	UOT	Note	Reason	Earn/D
		Sat 08/17/2019	130[OVERTIME]	05:39 AM	3349 [MAINT WORKER 2 GROU	02:26 PM	0.00	0.00	8.00	8.00	8.00	0.00					\$0
		Sun 08/18/2019	130[OVERTIME]	05:37 AM	3349 [MAINT WORKER 2 GROU	12:55 PM	0.00	0.00	6.50	6.50	6.50	0.00					\$0
		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	8.27	8.27	8.27					\$0
		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	8.00	8.00	16.27					\$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	8.33	8.33	24.60					\$0
		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	8.37	8.37	32.97					\$0
		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	8.33	8.33	40.00					\$0
		Sat 08/24/2019	130[OVERTIME]	05:33 AM	3349 [MAINT WORKER 2 GROU	01:04 PM	0.00	0.00	7.00	7.00	7.00	0.00					\$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	8.40	8.40	8.40					\$0
		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	8.30	8.30	16.70					\$0
		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	10.07	10.07	26.77					\$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	8.65	8.65	35.42					\$0
		Fri 08/30/2019	Scheduled	06:00 AM		02:30 PM	0.00	0.00	0.00	0.00	0.00	0.00					\$0

## 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.

Period: Bi-weekly (Sat - policy 999) Current Pay Period 09/14/2019 (Sat) - 09/23/2019 (Sat)

Timesheet

Save Delete Undo Recalculate Insert / Repost More Functions

	Audit	Date	Pay Code	In
		Mon 09/16/2019	Absent	12:00 AM
		Tue 09/17/2019	Absent	12:00 AM
		Wed 09/18/2019	Absent	12:00 AM
		Thu 09/19/2019	Scheduled	12:00 AM
		Fri 09/20/2019	Scheduled	12:00 AM
		Mon 09/23/2019	Scheduled	12:00 AM
		Tue 09/24/2019	Scheduled	12:00 AM
		Wed 09/25/2019	Scheduled	12:00 AM

Insert/Repost Punches

Select Date/Time Information

	Date	Time	Notes
1.	Sat 09/14/2019	06:00 PM	
2.	Sat 09/14/2019	09:00 PM	
3.	Sat 09/14/2019		
4.	Sat 09/14/2019		
5.	Sat 09/14/2019		
6.	Sat 09/14/2019		
7.	Sat 09/14/2019		
8.	Sat 09/14/2019		

Note: To INSERT one or more punches, please fill in the information in the table. Otherwise, please hit [OK] to REPOST a Pay Period.

OK Cancel

online4.timeanywhere.com says

Time Management System has determined that 2 record(s) will be reposted to your timesheet data file. This process cannot be undone.

Continue to Repost the Punches ?

OK Cancel

Select Date/Time Information

	Date	Time	Notes
1.	Sat 09/14/2019	06:00 PM	
2.	Sat 09/14/2019	09:00 PM	
3.	Sat 09/14/2019		
4.	Sat 09/14/2019		
5.	Sat 09/14/2019		
6.	Sat 09/14/2019		

# TIMESHEET SCENARIOS

Pay Period: Bi-Weekly (SAT) GLASS Current Pay Period 08/17/2019 (Sat) - 08/30/2019 (Fri) Daily: Status: OPEN Approve

Timesheet

Save Delete Undo Recalculate Insert / Repost More Functions

	Audit	Date	Pay Code	In	Job	Out	Reg	Extra	OT-1	Total Hours	Daily Hours	Weekly Hours	O/R	UOT	Note	Reason	EarnD
		Sat 08/17/2019	130(OVERTIME)	05:39 AM	3349 [MAINT WORKER 2 GROU	02:26 PM	0.00	0.00	8.00	8.00	8.00	0.00					\$0
		Sun 08/18/2019	130(OVERTIME)	05:37 AM	3349 [MAINT WORKER 2 GROU	12:55 PM	0.00	0.00	6.50	6.50	6.50	0.00					\$0
		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	8.27	8.27	8.27					\$0
		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	8.00	8.00	16.27					\$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	8.33	8.33	24.60					\$0
		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	8.37	8.37	32.97					\$0
		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	8.33	8.33	40.00					\$0
		Sat 08/24/2019	130(OVERTIME)	05:33 AM	3349 [MAINT WORKER 2 GROU	01:04 PM	0.00	0.00	7.00	7.00	7.00	0.00					\$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	8.40	8.40	8.40					\$0
		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	8.30	8.30	16.70					\$0
		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	10.07	10.07	26.77					\$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	8.65	8.65	35.42					\$0
		Fri 08/30/2019	Scheduled	06:00 AM		02:30 PM				0.00	0.00	0.00					\$0

## 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.

Total Hours	Daily Hours	Weekly Hours	O/R	UOT	Note	Reason
8.00	8.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		
6.50	6.50	0.00	<input type="checkbox"/>	<input type="checkbox"/>		
8.27	8.27	8.27	<input type="checkbox"/>	<input type="checkbox"/>		
8.00	8.00	16.27	<input type="checkbox"/>	<input type="checkbox"/>		
8.33	8.33	24.60	<input type="checkbox"/>	<input type="checkbox"/>		
8.37	8.37	32.97	<input type="checkbox"/>	<input type="checkbox"/>		
8.33	8.33	40.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7.00	7.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		
8.40	8.40	8.40	<input type="checkbox"/>	<input type="checkbox"/>		
8.30	8.30	16.70	<input type="checkbox"/>	<input type="checkbox"/>		
10.07	10.07	26.77	<input type="checkbox"/>	<input type="checkbox"/>		
8.65	8.65	35.42	<input type="checkbox"/>	<input type="checkbox"/>		
0.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		

Insert/Repost Punches

Select Date/Time Information

	Date	Time	Notes
1.	Sat 09/14/2019	06:00 PM	
2.	Sat 09/14/2019	09:00 PM	
3.	Sat 09/14/2019		
4.	Sat 09/14/2019	4:00 PM	
5.	Sat 09/14/2019	6:00 PM	
6.	Sat 09/14/2019		
7.	Sat 09/14/2019		
8.	Sat 09/14/2019		

Note: To INSERT one or more punches, please fill in the information in the table. Otherwise, please hit [OK] to REPOST a Pay Period.

OK Cancel

Bi-Weekly (SAT) GLASS Current Pay Period 08/17/2019 (Sat) - 08/30/2019 (Fri) Daily: Status: OPEN Approve

Timesheet

Save Delete Undo Recalculate Insert / Repost More Functions

	Audit	Date	Pay Code	In	Job	Out	Reg	Extra	OT-1	Total Hours	Daily Hours	Weekly Hours	O/R	UOT	Note	Reason	EarnD
		Sat 08/17/2019	130(OVERTIME)	05:39 AM	3349 [MAINT WORKER 2 GROU	02:26 PM	0.00	0.00	8.00	8.00	8.00	0.00					\$0
		Sun 08/18/2019	130(OVERTIME)	05:37 AM	3349 [MAINT WORKER 2 GROU	12:55 PM	0.00	0.00	6.50	6.50	6.50	0.00					\$0
		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	8.27	8.27	8.27					\$0
		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	8.00	8.00	16.27					\$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	8.33	8.33	24.60					\$0
		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	8.37	8.37	32.97					\$0
		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	8.33	8.33	40.00					\$0
		Sat 08/24/2019	130(OVERTIME)	05:33 AM	3349 [MAINT WORKER 2 GROU	01:04 PM	0.00	0.00	7.00	7.00	7.00	0.00					\$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	8.40	8.40	8.40					\$0
		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	8.30	8.30	16.70					\$0
		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	10.07	10.07	26.77					\$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	8.65	8.65	35.42					\$0
		Fri 08/30/2019	Scheduled	06:00 AM		02:30 PM				0.00	0.00	0.00					\$0

# APPROVE TIMESHEETS

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

Pay Period: Bi-Weekly (SAT) GLASS | Current Pay Period | 08/17/2019 (Sat) - 08/30/2019 (Fri) | Daily: ☐ Status: OPEN **Approve** 5

Timesheet

Save Delete Undo Recalculate Insert / Repost More Functions

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.

Accruals

KUDLA, JEREMAH - 910009163 | Go to Timesheets | Go to Employee | Go to Schedule

Depa: 44133 | Pay Policy: 1 | Shift Number: 308 | Pay Category: FT | Holiday Rule: 100

History | Management

Sort by: Post Date | Filter by: Date Range | From: | To: | Add Filter | Apply Filter | Clear Filter

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: 40.00000000
2019 Subtotal						
(180)SICG	09/14/2019	+	3.10	3.10	09/17/2019	Import/Reset: 3.10000000
(184)COLV	09/14/2019	+	0.00	0.00	09/17/2019	Import Balance
(107)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: 7.76000000
(206)ADLV	09/14/2019	+	0.00	0.00	09/17/2019	Import Balance

Hours: 712.00 | Used: 68.00 | Adjust: -684.00

# APPROVE LEAVE REQUESTS

The screenshot shows the 'Requests' interface. Callout 1 points to the 'Change Status' button for a specific employee. Callout 2 points to the employee list. Callout 3 points to the 'Calendar' view. Callout 4 points to the 'Status' column header. Callout 5 points to the 'Add Request' button in the top toolbar.

LEAVE REQUEST SCREEN

6

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.

This screenshot shows the status bar at the top of the 'Requests' screen, which includes counts for Employees (16), All Requested (94), Pending (Me) (43), Pending (All) (54), Approved (30), and Declined (10). Below the status bar is a calendar view for August, September, October, and November 2019, with a 'Daily Request Count' legend.

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

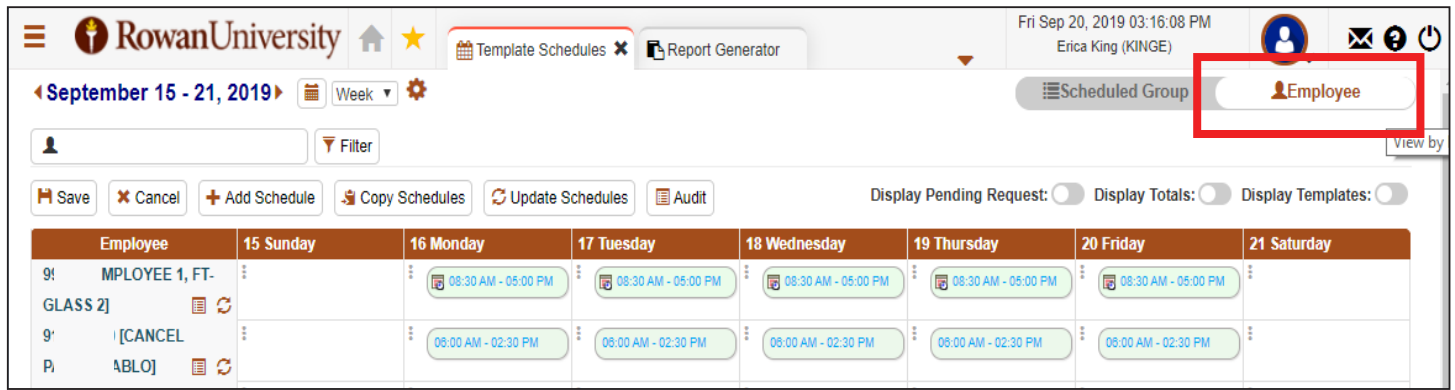
The screenshot shows the 'Delegation' screen in the Rowan University system. The interface includes a top navigation bar with the Rowan University logo, a home icon, a star icon, and tabs for 'Delegation' and 'Requests'. The main area is a table with columns: Delegation, From, To, Web Access, Pay code, Type, Notified, EMP Filter, GRP Filter, and Message. A calendar for September 2019 is open over the 'From' column. Red boxes and numbers highlight specific elements: 1 points to the Hamburger Menu, 2 points to the 'Delegation' tab, 3 points to the 'Alison Vanick' dropdown in the 'Delegation' column, 4 points to the 'From' column, 5 points to the 'To' column, 6 points to the 'Web Access' column, 7 points to the 'Type' column, 8 points to the 'Message' column, 9 points to the 'Save' button, and 10 points to the 'Notified' checkbox.

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

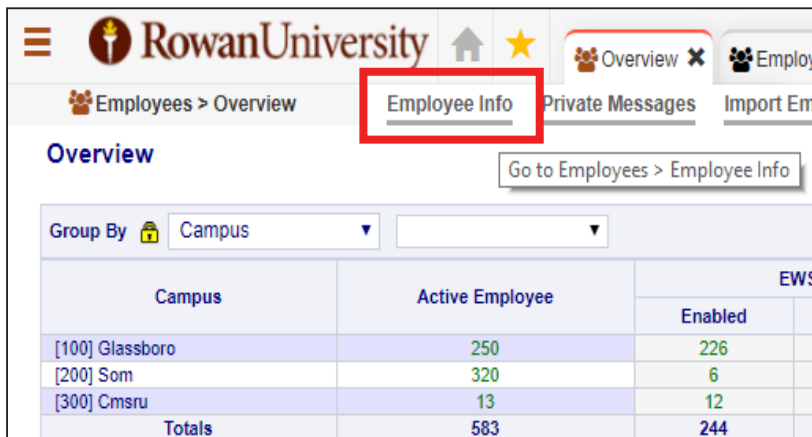
# ESTABLISHING EMPLOYEE SCHEDULES



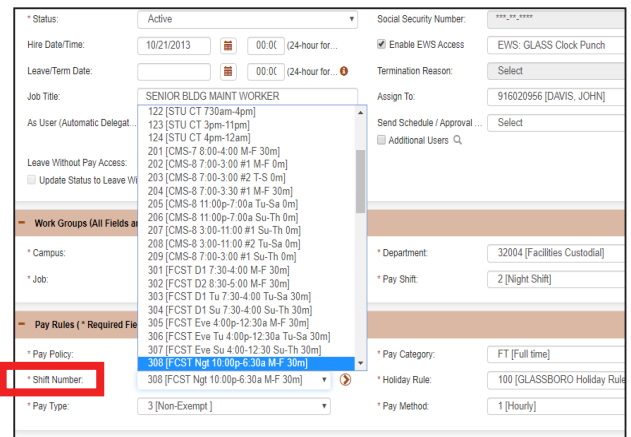
## TEMPLATE SCHEDULE SCREEN

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

Rowan University Scheduler Template Schedules screen. The interface displays a weekly schedule grid for September 15-21, 2019. The '16 Monday' column is highlighted with a red box, showing a shift for Employee 99999 from 08:30 AM to 05:00 PM. The 'Save' button is highlighted in the top left corner.

TEMPLATE SCHEDULE SCREEN

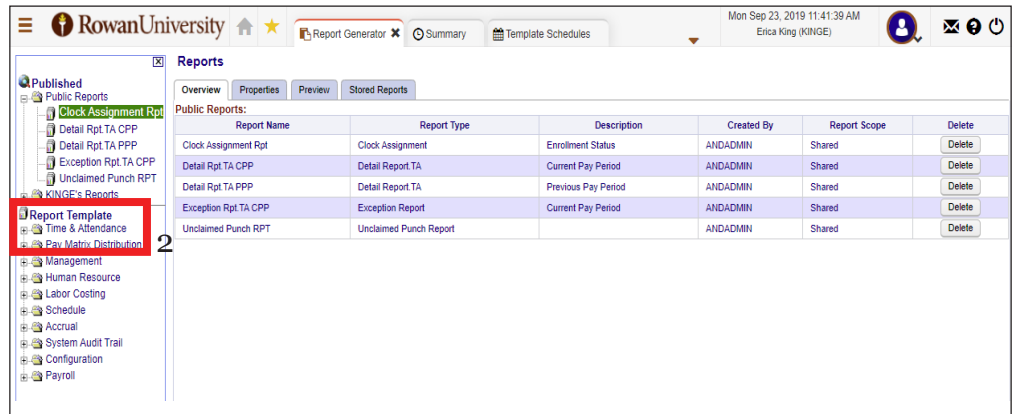
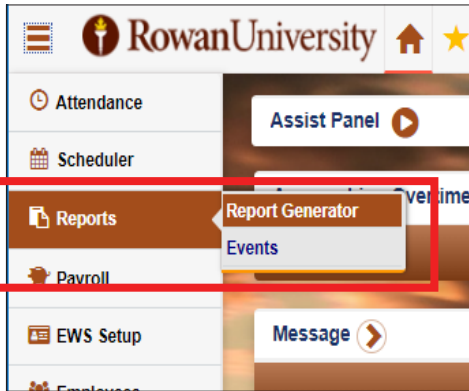
Supervisors may need to change a shift for one day or a short period of time. They may also need to take a shift off a schedule due to staffing needs. To make changes to an employee schedule for temporary situations:

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 dialog box. The dialog shows fields for Pay Code (10 [FTHR]), Job (WZ129 [MNTL HLTH CLINICIAN III]), Start Time (09/23/2019 10:00 AM), and End Time (09/24/2019 06:00 AM). The Start Time and End Time fields are highlighted with a red box. The OK button is also highlighted with a red box.

EDIT SCHEDULE

# REPORTS



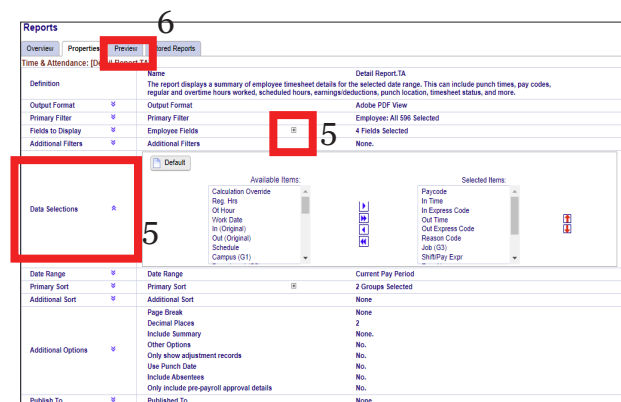
## REPORT GENERATOR

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

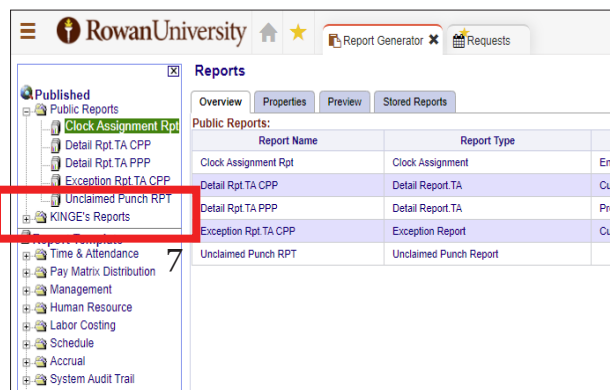
1. Go to the **Hamburger Menu** and hover over **Reports**, then choose **Report Generator**.
2. From this screen, if you need to run a **Time & Attendance** report, click on the + to the left of the **Time & Attendance** category to see the report options. Each category is navigated the same way.
3. 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

3

5

Department : T9180 Job : 44133 Pay Policy : 1 Shift Number : 106 Pay Category : Ft Holiday Rule : 100

Annual Calendar Monthly Calendar Calendar Detail Calendar Summary 3

Filter by Date Range From 01/01/2019 To 01/01/2019 4

Add Filter Apply Filter Clear Filter

3

Attendance Summary (01/01/2019-01/01/2019)		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total	
Paycode	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	
Exceptions	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	
Absent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tardy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Missed Punch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Unauthorized OT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

## 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**

\*Note: If badge number has already been assigned to the employee in the "Employee" category, please do not assign here. Please just process the unposted/unclaimed punches from the "Posting" Page in the "Attendance" category.

Select All Unselected Delete Assign Save Status Process Unposted/Unclaimed Punches Unposted punch count: 0 | Unclaimed punch count: 1

Status: Open Update this Page Filter: Site All Clock All

Employee: 99995 EMPLOYEE S, PT CMS

Assign	Card Number	Employee No.	Date / Time	Status	Site / Clock	Data Type	Audit
<input type="checkbox"/>	915016203	915016203	09/13/2019 10:25PM	PAYROLL	0027-027	Swipe & Go	
<input type="checkbox"/>	915016203	915016203	09/13/2019 01:56PM	PAYROLL	0027-027	Swipe & Go	
<input type="checkbox"/>	915016203	915016203	09/13/2019 12:25AM	PAYROLL	0027-027	Swipe & Go	
<input type="checkbox"/>	915016203	915016203	09/12/2019 03:53PM	PAYROLL	0027-027	Swipe & Go	
<input type="checkbox"/>	916228244	916228244	09/11/2019 02:08PM	OPEN	0022-022	Swipe & Go	
<input type="checkbox"/>	916228244	916228244	09/11/2019 09:25AM	OPEN	0022-022	Swipe & Go	
<input type="checkbox"/>	916228244	916228244	09/09/2019 03:01PM	OPEN	0022-022	Swipe & Go	
<input type="checkbox"/>	916228244	916228244	09/09/2019 10:36AM	OPEN	0022-022	Swipe & Go	
<input type="checkbox"/>	916228244	916228244	09/06/2019 04:31PM	OPEN	0022-022	Swipe & Go	
<input type="checkbox"/>	916228244	916228244	09/06/2019 10:57AM	OPEN	0022-022	Swipe & Go	

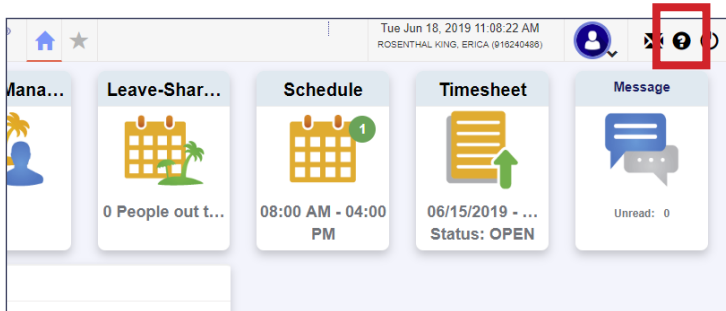
1 2 3 4 5 6 7 8 9 10

## UNCLAIMED PUNCHES

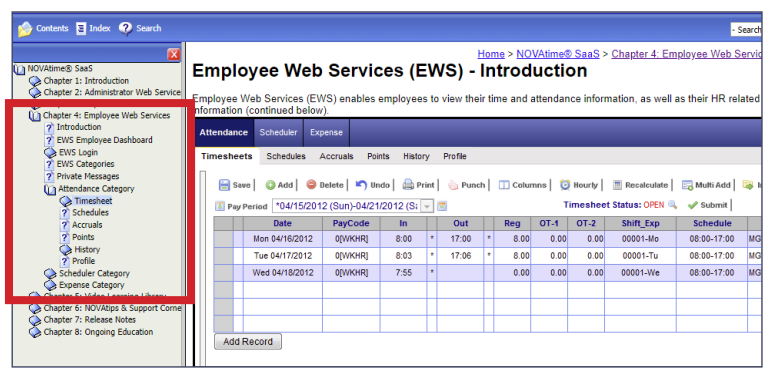
When viewing an employee, if you notice they have an abnormally large amount of missed punches, their punch information might be going into unclaimed punches. To see if there are unclaimed punches that match the employee schedule:

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



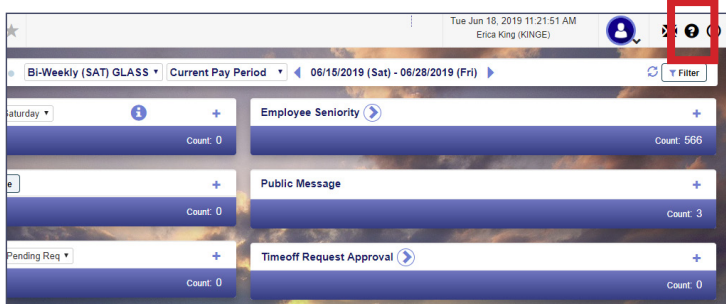
EMPLOYEE HELP MENU



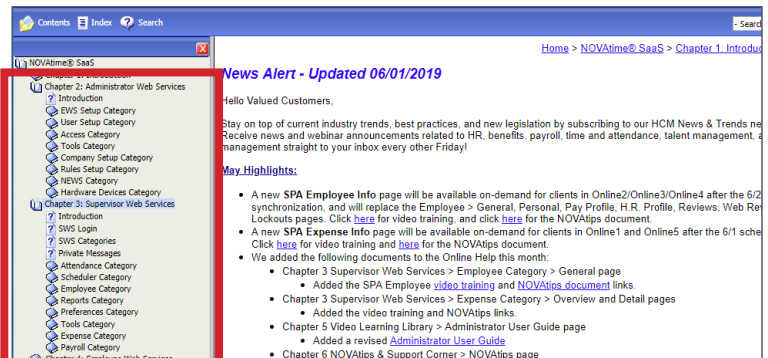
EMPLOYEE HELP TOPICS

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=V64hkcsXeoY&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=9fyztz5mVwk&feature=youtu.be>

## **Overview**

*Overview Summary Tab:*

<https://www.youtube.com/watch?v=HfrBGNCI7VI&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=oIqMoamtiKo&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>