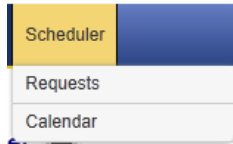


# The Scheduler Category



## Requests Page

The Request Page is where you will request future days off. The requesting days off is a three step process in the NOVAtime system.

## Requesting Time

**Requests**

New Time-Off Request

**Step 1: Name the Event and select Start, End Dates**

Name this Request:

Select Start Date:

Select End Date:

Notes:

**Step 2: Choose Request Type and Define Hours**

Select Request Type:

Confirm the hours off per day. If your request contains non-consecutive days, please choose to delete any days (e.g. weekends) you would not normally work

All Day	D	Date	Hours	Start	End
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MO 5/20/2013	8.00		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0

**Step 3: Review & Submit**

View:

Hours  Days

Current Balance: 0.00  
Duration of this event: 8.00

Figure 2.14

1. Time-Off Request

- a. Name the request. It can be as generic or as specific as you want.
- b. Select the Start and End date. If you are only requesting one day, the start and end date will be the same.
- c. PRESS REFRESH – this is VERY important. If you do not press the Refresh button you will not be able to continue the process.
- d. Enter notes to your supervisor. This field is optional.

**New Time-Off Request**  
Step 1: Name the Event and select Start, End Dates

Name this Request:

Select Start Date:  Select End Date:

Notes:

Blank

**Requests**

**New Time-Off Request**  
Step 1: Name the Event and select Start, End Dates

Name this Request:

Select Start Date:  Select End Date:

Notes:

Completed

2. Choose Request Type and Define Hours

- a. Choose the paycode that you will be using for the request.

**Step 2: Choose Request Type and Define Hours**

Select Request Type:

Confirm the hours off per day. If your request contains non-consecutive days, please choose to delete any days (e.g. weekends) you would not normally work

All Day	D	Date	Hours	Start	End
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0

Blank

**Step 2: Choose Request Type and Define Hours**

Select Request Type:

Confirm the hours off per day. If your request contains non-consecutive days, please choose to delete any days (e.g. weekends) you would not normally work

All Day	D	Date	Hours	Start	End
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MO 5/20/2013	8.00		
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Completed

If you need to take less than 8 hours, you can change the number of hours by clicking in the Hours box, indicated below, and change the number of hours.

**Step 2: Choose Request Type and Define Hours**

Select Request Type: VACATION[14] ▼

Confirm the hours off per day. If your request contains non-consecutive days, please choose to delete any days (e.g. weekends) you would not normally work

Undo changes (Below Table)

	All Day	D	Date	Hours	Start	End
✘	<input checked="" type="checkbox"/>	MO	5/20/2013	4.0		
✘	<input type="checkbox"/>			0	0	0
✘	<input type="checkbox"/>			0	0	0
✘	<input type="checkbox"/>			0	0	0
✘	<input type="checkbox"/>					

Figure 2.15

You can also deselect days within a date range.

Figure 2.16 shows the table from Step 2. If you needed only Monday, Tuesday, and Friday off simply click on the red X next to the days that you did not need to request off. You will then end up with a table like Figure 2.17.

	All Day	D	Date	Hours	Start	End
✘	<input checked="" type="checkbox"/>	MO	10/28/2013	8.00		
✘	<input checked="" type="checkbox"/>	TU	10/29/2013	8.00		
✘	<input checked="" type="checkbox"/>	WE	10/30/2013	8.00		
✘	<input checked="" type="checkbox"/>	TH	10/31/2013	8.00		
✘	<input checked="" type="checkbox"/>	FR	11/1/2013	8.00		

Figure 2.16

	All Day	D	Date	Hours	Start	End
✘	<input checked="" type="checkbox"/>	MO	10/28/2013	8.00		
✘	<input checked="" type="checkbox"/>	WE	10/30/2013	8.00		
✘	<input checked="" type="checkbox"/>	FR	11/1/2013	8.00		

Figure 2.17

3. Review and Submit
  - a. Review the hours and hit Save and Submit

**Step 3: Review & Submit**

View:

Hours  Days

Current Balance: 123.04  
Duration of this event: 0.00

Save & Submit

Cancel

Blank

**Step 3: Review & Submit**

View:

Hours  Days

Current Balance: 123.04  
Duration of this event: 4.00

Save & Submit

Cancel

Completed

# Message Center

When your supervisor approves/declines your time off request you will receive a message in the NOVAtime system. You will receive a notification that says you have a message when you first log in (Figure 3.1). Click on OK and the system will bring you to your message center.

Step 1: Select OK

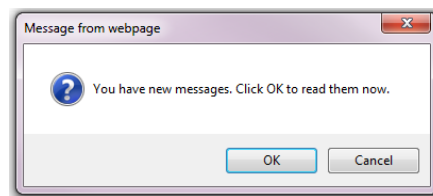


Figure 3.1

Your Message Center shows all the messages you have received from the system.

Step 2: Click on the unread message type to move to the next page (circled below)

**Messages**

Filter by: Date Range [v] From [v] To [v]

Actions:  Mark Unread  Delete | Displaying 1-3 of 3 records

<input type="checkbox"/>	Message Type	Description	Hours	Priority	Sender	Date**	Status
<input type="checkbox"/>	Request	PTO	4	Normal	SUP	04/29/2013 05:29PM	Approved
<input type="checkbox"/>	Request	Time Off	8	Normal	SUP	04/17/2013 12:28PM	Approved
<input type="checkbox"/>	Request	vac	24	Normal	KENDERSON	04/16/2013 09:12AM	Declined

1/1 | Records per page: 10

Figure 3.2

The message will tell you if your supervisor has approved or declined your request. This area also shows if the supervisor sent you a note.

**Message Detail**

**Request Details**

Description:	PTO	Hours:	4
Priority:	Normal	Sender:	SUP
Date:	4/29/2013 5:29:01 PM	Vacation Date:	05/13/2013
Status:	Approved		

**Request History**

Title: Your Time-Off Request

Content:  
 Your request(s) have been approved/declined by SUP:

- Request For 4 hours of PTO On 05/13/2013  
 --Approved--  
 Supervisor Note: Have a great time!

Figure 3.3

Step 3: Go back to your Message Center, click on the green arrow.



Step 4: Deleting the message

Once you have read all the messages, click on the box in the Action column and select delete.

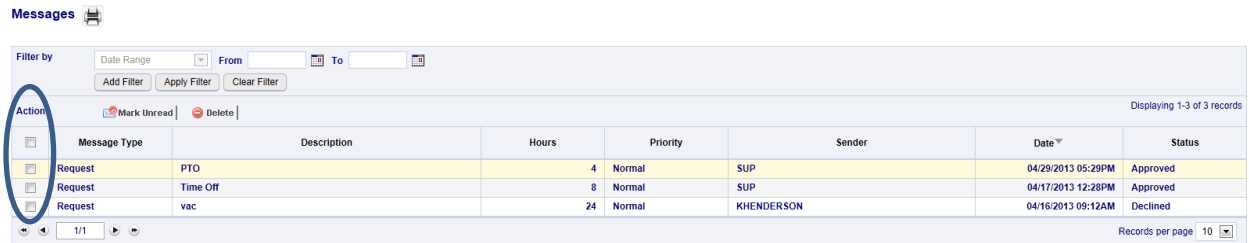
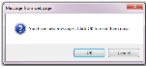


Figure 6.4

If you do not read a message in your message center you will continue to receive the  box when you log in to your Employee Web Services. It is suggested to delete these messages after you have read them. Deleting the message does NOT delete the request; it just deletes the message in the Message Center.

If you need to go back to the Message Center or the Message Center closes before you are done, click on the envelope on the top right hand corner of the page (shown below). If there isn't an envelope then you don't have any messages in the Message Center.



To log out of the Employee Web Services either click on the Logout Button in the top right hand corner.