



# NOVAtime 4000 Employee Web Services

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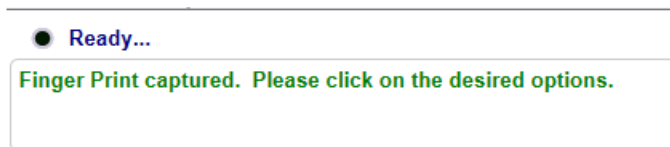
740 N. Plankinton Ave, #730, Milwaukee, WI 53203

# Logging In

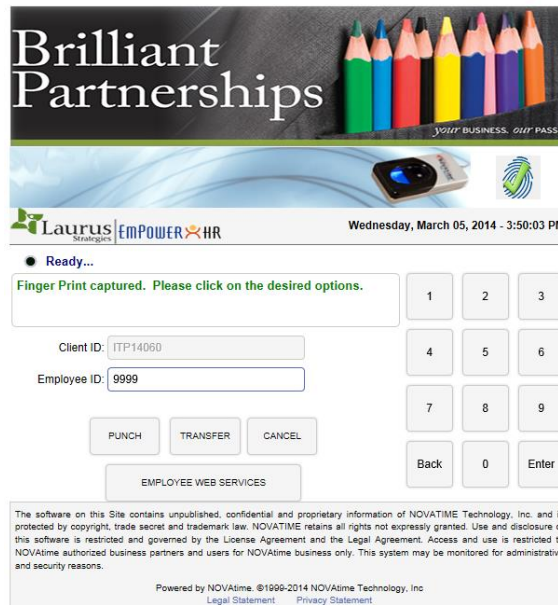
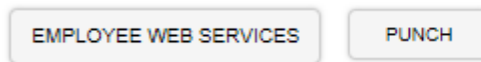
Access the link provided by your supervisor or administrator.



If this is the first time you are entering your timesheet, please make sure your supervisor as enrolled you in the NOVAtouch reader:

1. Enter Employee ID or Badge number
2. Place one of your enrolled fingers on the NOVAtouch reader and wait for the message "Finger Print Captured. Please click on the desired options." to appear in green.



3. Click on Employee Web Services to view your timesheet or request time off, or punch, to punch into the system.



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# The Attendance Category

## Timesheets

This is a timesheet with no data. Please be aware that you may not see the same columns or buttons on the top of your timesheet as the images in this guide.

### Timesheet

**Timesheet**

Save | Add | Delete | Undo | Print | Punch | Columns | Recalculate | Insert / Repost

Pay Period: 11/03/2013 (Sun)-11/16/2013 (Sat) Timesheet Status: OPEN Submit

Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT-1	Notes	UOT	Daily Hours	Total Hours	Job	In/Out Exp
									<input checked="" type="checkbox"/>				
									<input checked="" type="checkbox"/>				
									<input checked="" type="checkbox"/>				

Add Record

This is a timesheet with punches.

**Timesheet**

Save | Add | Delete | Undo | Print | Punch | Columns | Recalculate | Insert / Repost

Pay Period: \*08/04/2013 (Sun)-08/10/2013 (Sat) Timesheet Status: OPEN Submit

Notes	Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT-1	Daily Hours	Total Hours	Job
	Mon 08/05/2013	0[RG]	8:00AM		12:01PM		4.02	0.00	0.00	4.02	301 [Front Desk]
	Mon 08/05/2013	0[RG]	12:32PM	M 31	4:30PM		3.98	0.00	8.00	3.98	301 [Front Desk]
	Tue 08/06/2013	0[RG]	8:00AM		12:02PM		4.03	0.00	0.00	4.03	301 [Front Desk]
	Tue 08/06/2013	0[RG]	12:35PM	M 33	4:30PM		3.97	0.00	8.00	3.97	301 [Front Desk]
	Wed 08/07/2013	0[RG]	8:00AM		11:59AM		3.98	0.00	0.00	3.98	301 [Front Desk]
	Wed 08/07/2013	0[RG]	12:29PM	M 30	4:30PM		4.02	0.00	8.00	4.02	301 [Front Desk]
	Thu 08/08/2013	0[RG]	8:00AM		11:55AM		3.92	0.00	0.00	3.92	301 [Front Desk]
	Thu 08/08/2013	0[RG]	12:35PM	M 40	4:30PM		3.92	0.00	7.83	3.92	301 [Front Desk]
	Fri 08/09/2013	2[VAC]					4.00	0.00	0.00	4.00	301 [Front Desk]
	Fri 08/09/2013	0[RG]	12:40PM	T280	4:30PM		3.83	0.00	7.83	3.83	301 [Front Desk]

## Notes on the Timesheet

You have the option to add notes to your timesheet records. To add a note, double click with your mouse or touch pad on the Notes box (see Figure 2.8). This expands a section that allows you to enter notes. Once you are done entering your notes, click the OK box and then SAVE the timesheet.

Step 1: Double click on the Notes space

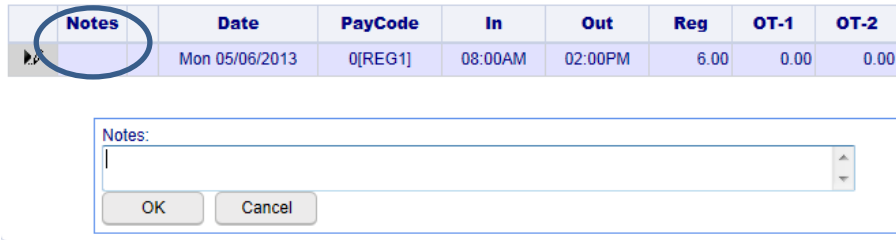


Figure 2.8

Step 2: Enter note and click OK

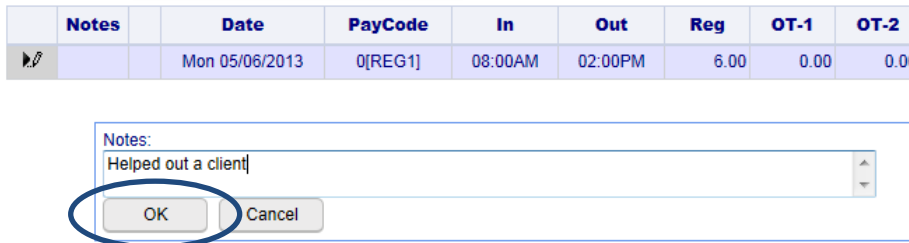


Figure 2.9

Step 3: Save

Notes	Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT-1	Daily Hours	Total Hours	Job
	Mon 08/05/2013	0[RG]	8:00AM		12:01PM		4.02	0.00	0.00	4.02	301 [Front Desk]
	Mon 08/05/2013	0[RG]	12:32PM	M 31	4:30PM		3.98	0.00	8.00	3.98	301 [Front Desk]

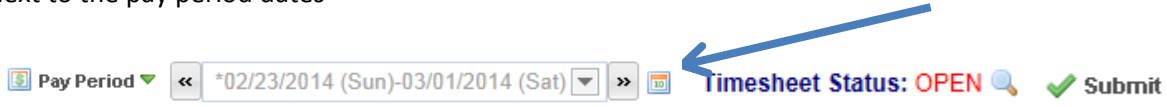
Figure 2.10

The timesheet now shows an envelope in the notes section (Figure 2.10). Double click on the notes section to read or modify the note.



## Switching Pay Periods

To switch to a previous pay period, click on the arrows pointing to the left. To go to a future pay period click on the arrows pointing to the right. If you need to go to a distant pay period, click on the calendar next to the pay period dates



A box opens. Select any date in the pay period. Once the date is selected the system automatically moves to that pay period.



## Summary Sections

### Weekly Summary

On the bottom of the timesheet is the weekly summary (Figure 2.11). This shows how many hours the employee has worked in each week of the pay period.

Weekly Summary		Reg	OT-1	OT-2
Date Range Of Week				
05/05/2013 ~ 05/11/2013		38.00	0.00	0.00
05/12/2013 ~ 05/18/2013		0.00	0.00	0.00

Figure 2.11

### Timesheet Summary

The timesheet summary breaks down the hours by paycode (Figure 2.12).

Timesheet Summary				
Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs
0[RG]	35.67	0.00	0.00	35.67
2[VAC]	4.00	0.00	0.00	4.00
<b>Totals</b>	<b>39.67</b>	<b>0.00</b>	<b>0.00</b>	<b>39.67</b>

Figure 2.12

## Accrual Summary

The Accrual Summary shows how many available PTO/VAC/SICK/PERS hours you have. It also shows the last time there was an addition or subtraction to the balance. In the example below, the employee accrued 1.23 hours on 4/21/2013 (Figure 2.13)

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Maximum Used	Qualified Hours	Qualified Avg.	Notes
2[PTO]	1	04/21/2013	S	1.23	123.04	0.00	0.00	0.00	System Accrual Hours

Figure 2.13

## The History Page

The History page shows your work history (Figure 2.15). Each paycode is indicated by a different color. There is a key on the left hand side of the page that shows you what each color means. This page is a great way to have a quick overview of what your work history has been so far. You can also view the Monthly Calendar which shows you a more detailed view of your work history.

Annual Calendar | Monthly Calendar | Calendar Detail | Calendar Summary

Select Legend

- All Paycodes
- Alternate 1
- Alternate 2
- Pto
- Regular Time
- Weekend
- Mixed Paycodes
- Receptions

2013

January 2013							February 2013							March 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Week 30	31	1	2	3	4	5	Week 27	28	29	30	31	1	2	Week 24	25	26	27	28	1	2
Week 6	7	8	9	10	11	12	Week 3	4	5	6	7	8	9	Week 3	4	5	6	7	8	9
Week 13	14	15	16	17	18	19	Week 10	11	12	13	14	15	16	Week 10	11	12	13	14	15	16
Week 20	21	22	23	24	25	26	Week 17	18	19	20	21	22	23	Week 17	18	19	20	21	22	23
Week 27	28	29	30	31	1	2	Week 24	25	26	27	28	1	2	Week 24	25	26	27	28	1	2
Week 3	4	5	6	7	8	9	Week 3	4	5	6	7	8	9	Week 31	1	2	3	4	5	6

April 2013							May 2013							June 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Week 31	1	2	3	4	5	6	Week 28	29	30	1	2	3	4	Week 26	27	28	29	30	31	1
Week 7	8	9	10	11	12	13	Week 5	6	7	8	9	10	11	Week 2	3	4	5	6	7	8
Week 14	15	16	17	18	19	20	Week 12	13	14	15	16	17	18	Week 9	10	11	12	13	14	15
Week 21	22	23	24	25	26	27	Week 19	20	21	22	23	24	25	Week 16	17	18	19	20	21	22
Week 28	29	30	1	2	3	4	Week 26	27	28	29	30	31	1	Week 23	24	25	26	27	28	29
Week 5	6	7	8	9	10	11	Week 2	3	4	5	6	7	8	Week 30	1	2	3	4	5	6

Figure 2.15

# The Scheduler Category

## Requests Page

The Requests Page (Figure 3.1) is where the employee requests future time off from work.

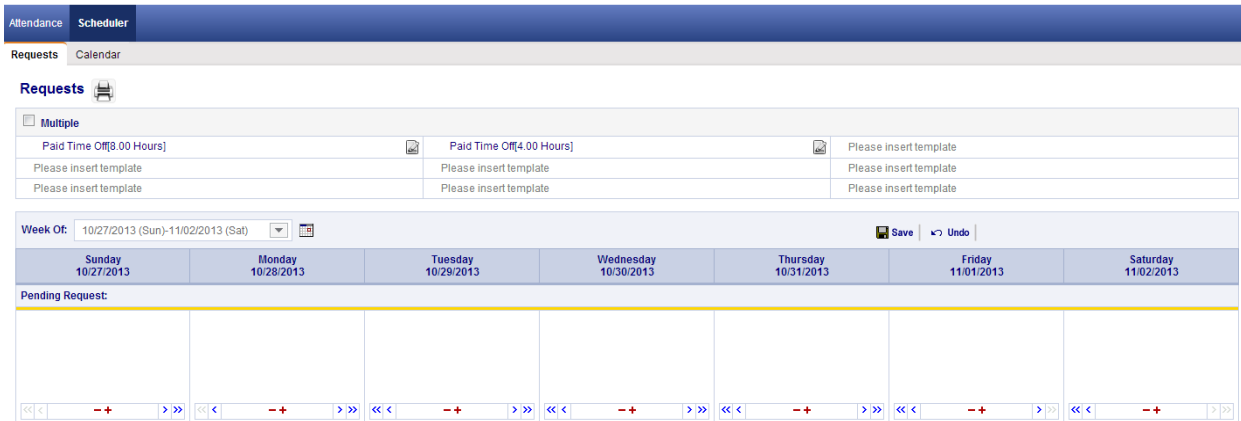
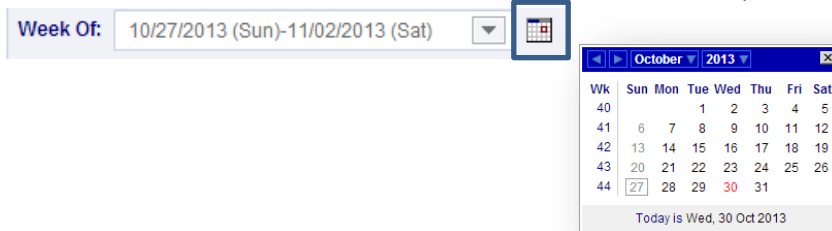


Figure 3.1

## Procedure:

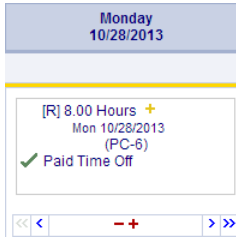
1. Find the Week Of calendar and select the date you wish to request time off



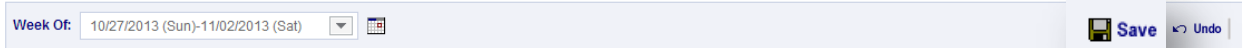
2. Choose the template that meets your needs and click on it



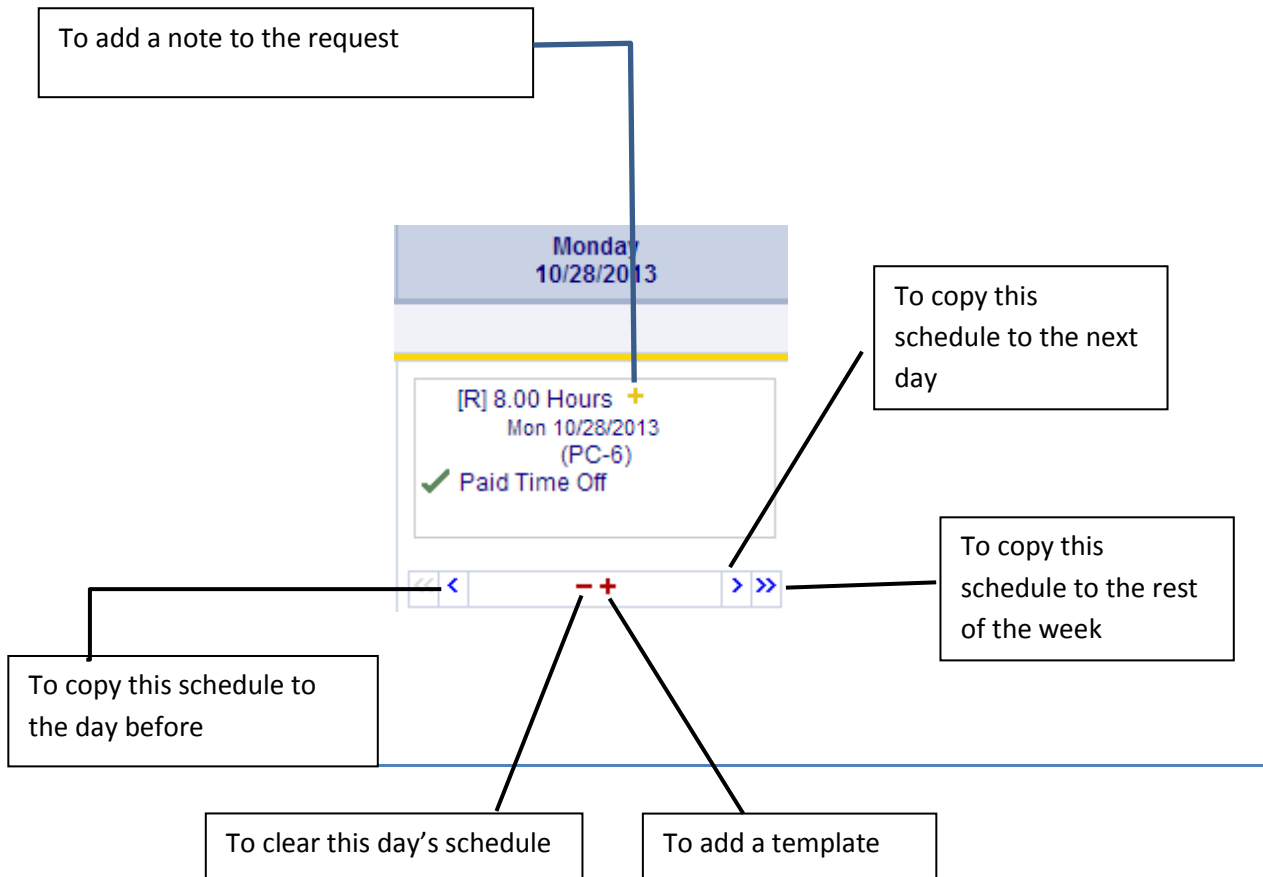
3. Click on the date you are requesting time off



4. Click on Save



### Parts of the Scheduler Box:



# Message Center

When your supervisor approves/declines the time off request, you receive a message in the NOVAtime system. You receive a notification that says you have a message when you first log in (Figure 4.1). Click on OK and the system brings you to your message center.

Step 1: Select OK

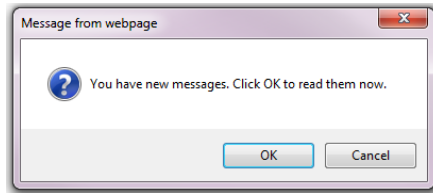


Figure 4.1

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)

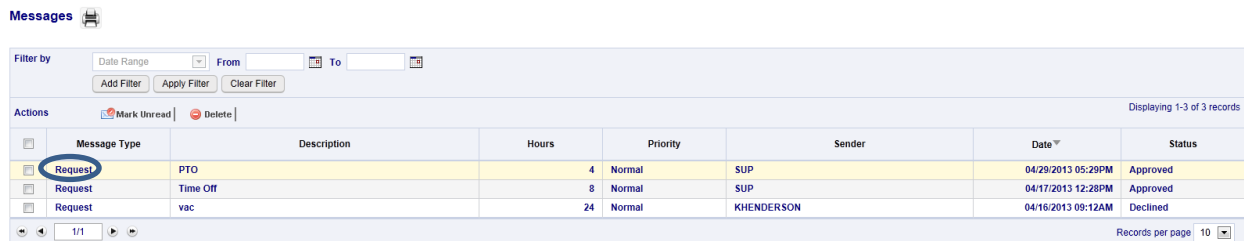


Figure 4.2

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

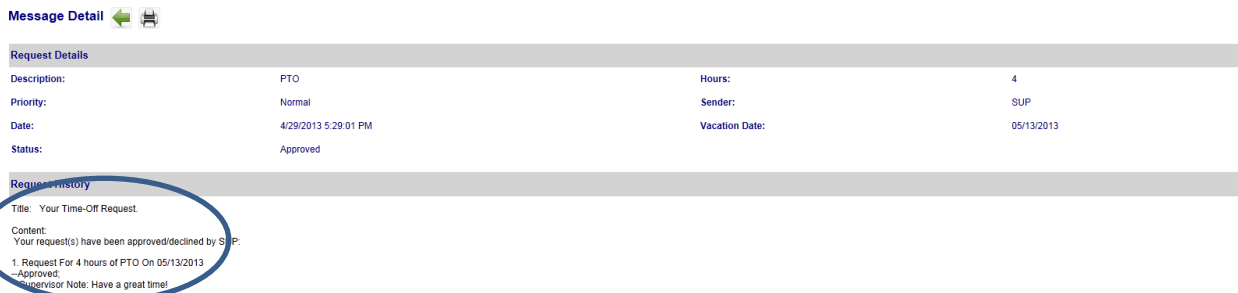


Figure 4.3

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.

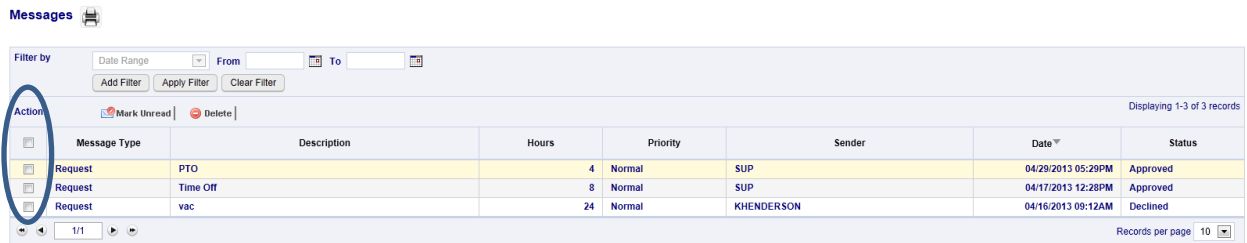
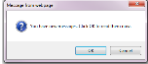


Figure 4.4

If you do not read a message in your message center you 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 only 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 click on the Logout Button on the top right hand corner.