



# NOVAtime 4000 Employee Web Services

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

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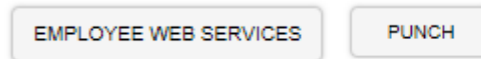
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# Logging In

Access the link provided by your supervisor or administrator.

If this is the first time you are entering your timesheet:

1. Enter Employee ID or Badge number
2. Once you put in your ID, use the computer mouse or touch pad to click on Employee Web Services or Punch



3. The system now prompts you to enter a password. This password **MUST** be 8-12 characters long and include at least one number (0-9) and one letter (A-Z).

A screenshot of a "Setup Password" dialog box. The title bar says "Setup Password" with a close button (X) on the right. The main text reads: "Please enter a password between 8 and 12 characters. Password must contain at least 1 number and 1 letter." Below this text are two input fields: "New Password:" and "Verify Password:". At the bottom of the dialog are two buttons: "CONFIRM" and "CANCEL". The "CONFIRM" button is circled in red.

Figure 1.1

Once you have typed in your password, use your mouse or touch pad to click on CONFIRM (Figure 1.1). If you do not click on CONFIRM, the system does not save the password and you have to enter it again.










# 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"/>				

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]

## Adding Time on the Timesheet

Adding time to the timesheet is a simple procedure. Start from the left hand side of the screen and work your way to the right.

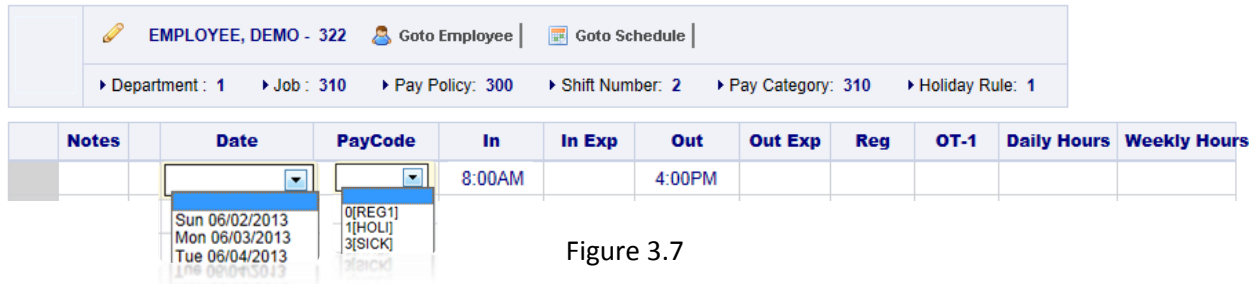


Figure 3.7

1. Select the Date
  - a. To represent PM hours, you must either enter P or PM after the number, i.e. 5p or 5pm, or enter the time in military time, i.e. 17
2. Select the paycode
  - a. To represent PM hours, you must either enter P or PM after the number, i.e. 5p or 5pm, or enter the time in military time, i.e. 17
3. Enter the IN time
  - a. To represent PM hours, you must either enter P or PM after the number, i.e. 5p or 5pm, or enter the time in military time, i.e. 17
4. Enter the OUT time
  - a. To represent PM hours, you must either enter P or PM after the number, i.e. 5p or 5pm, or enter the time in military time, i.e. 17
5. Once you have entered all information, press the Save button at the top of the timesheet

## 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

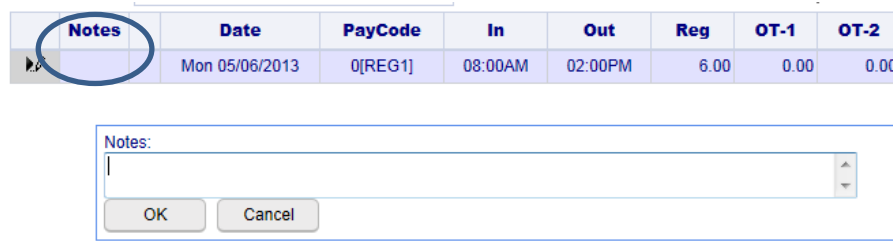


Figure 2.8

Step 2: Enter note and click OK

Notes	Date	PayCode	In	Out	Reg	OT-1	OT-2
	Mon 05/06/2013	0[REG1]	08:00AM	02:00PM	6.00	0.00	0.00

Notes:  
 Helped out a client

OK Cancel

Figure 2.9

Step 3: Save

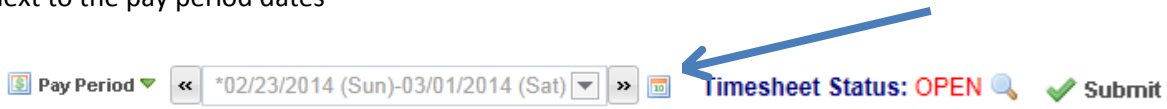
Notes	Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT-1	Daily Hours	Total Hours	Job
✉	Mon 08/05/2013	0[RG]	8:00AM		12:01PM		4.02	0.00	0.00	4.02 301 [Front Desk]	
	Mon 08/05/2013	0[RG]	12:32PM	M 31	4:30PM		3.98	0.00	8.00	3.98 301 [Front Desk]	

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			
Date Range Of Week	Reg	OT-1	OT-2
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)

Accrual Summary									
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.

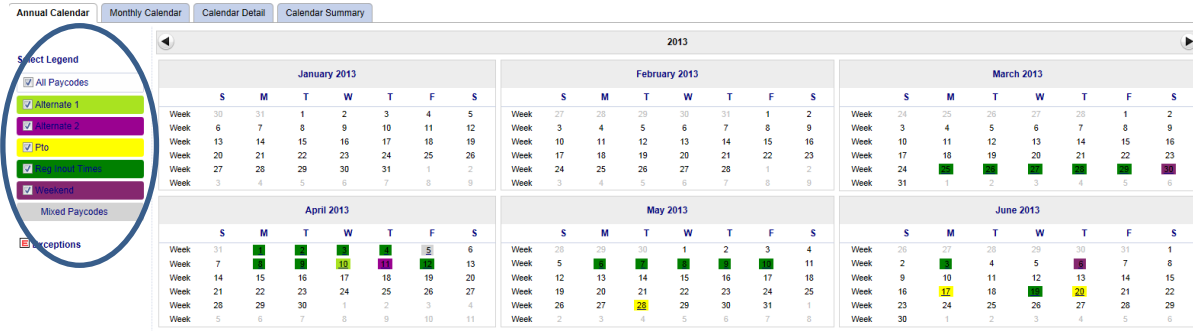


Figure 2.15

# The Scheduler Category

## Requests Page

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

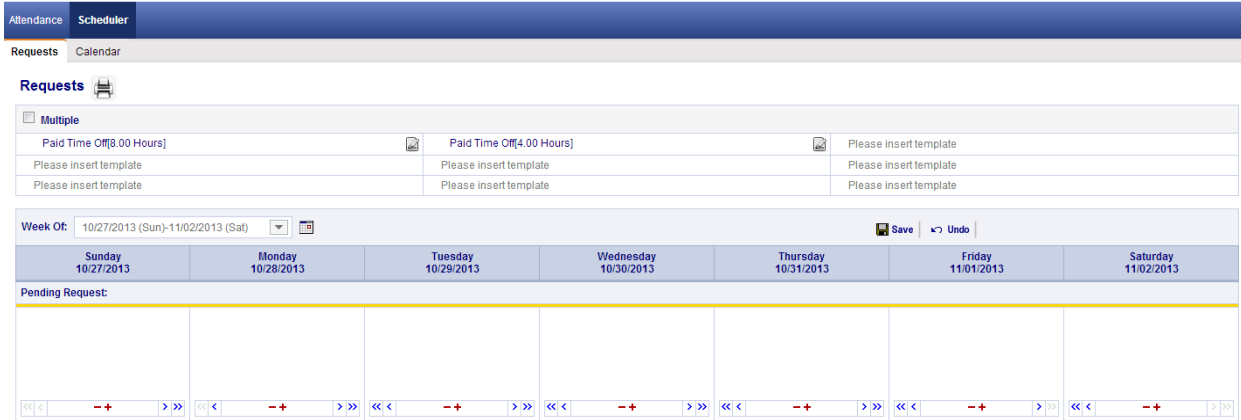
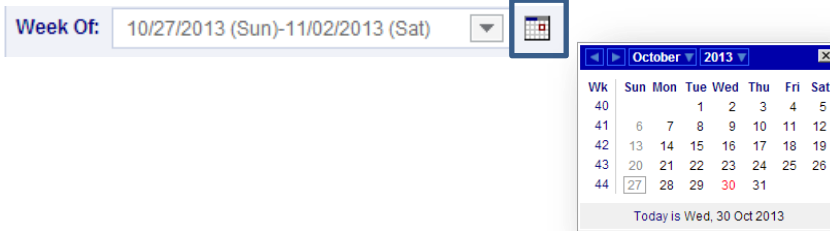


Figure 3.1

## Procedure:

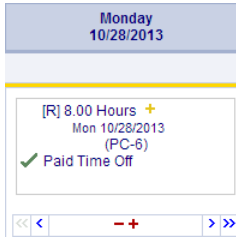
1. Find the Week Of calendar and select the date you wish to request time off



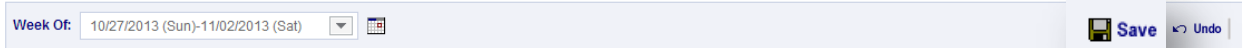
2. Choose the template that meets your needs and click on it



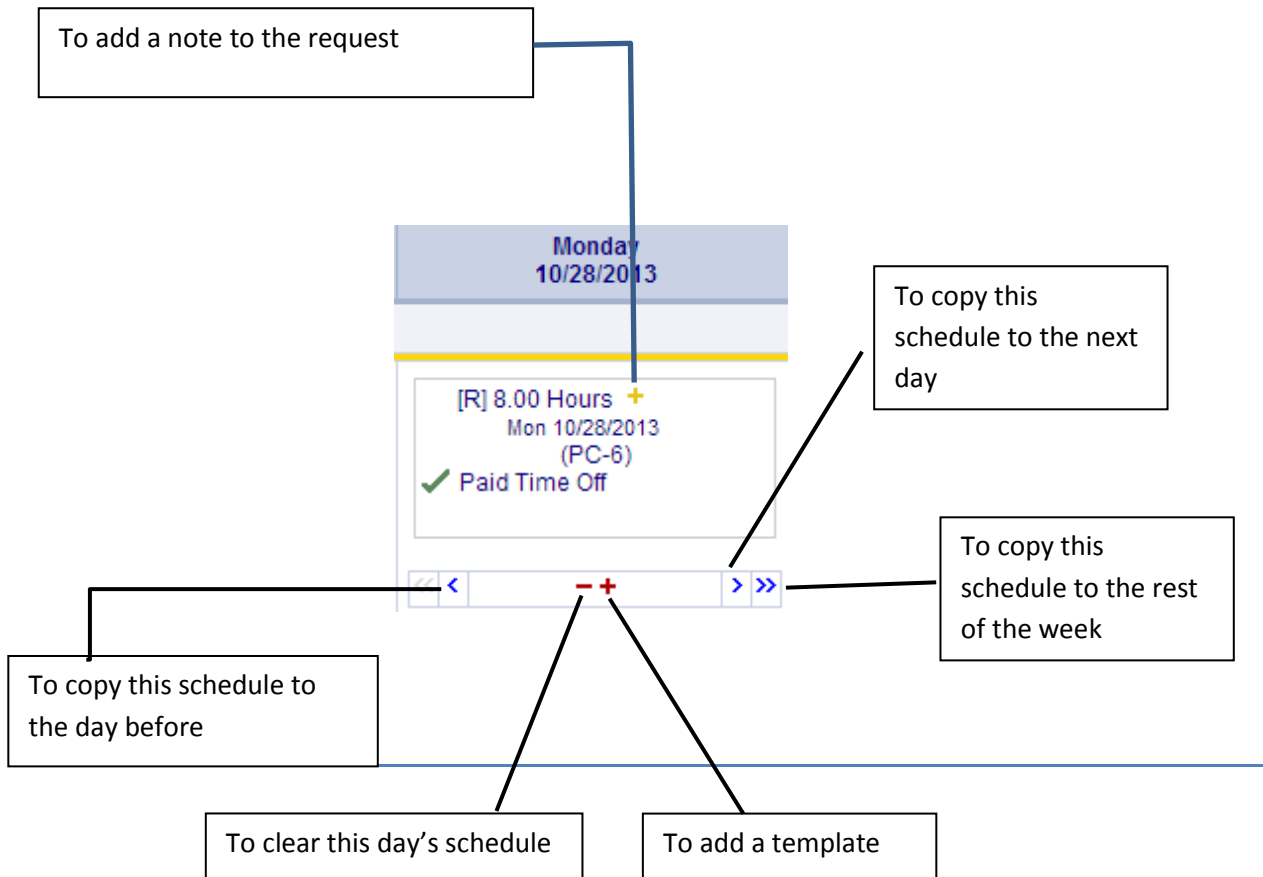
3. Click on the date you are requesting time off



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

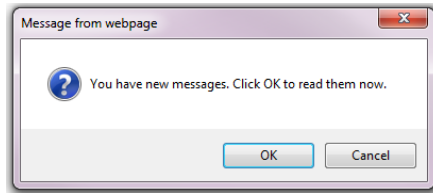


Figure 4.1

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)

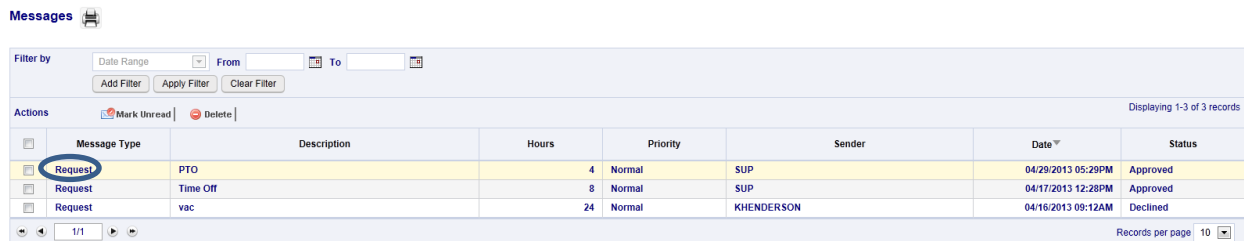


Figure 4.2

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

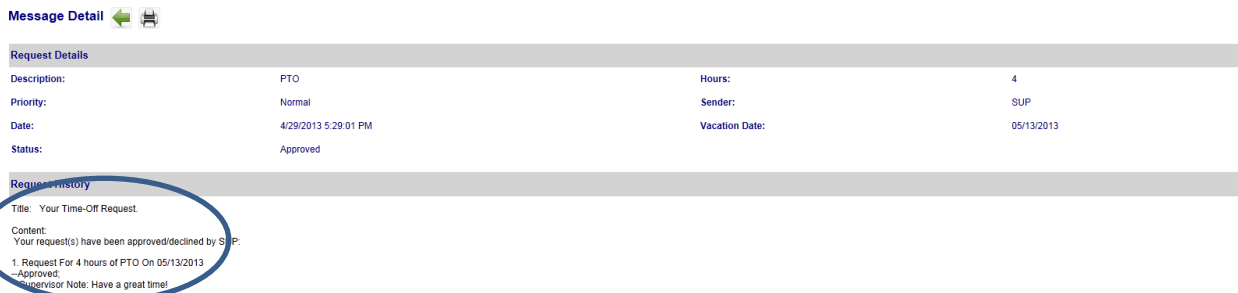


Figure 4.3

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.

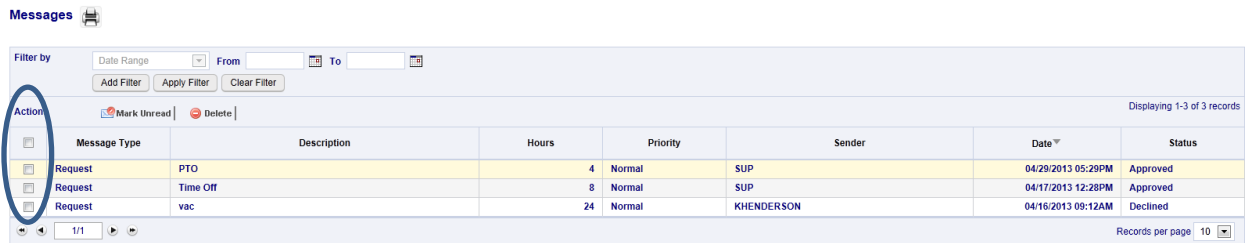
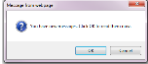


Figure 4.4

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.