

The Scheduler Category

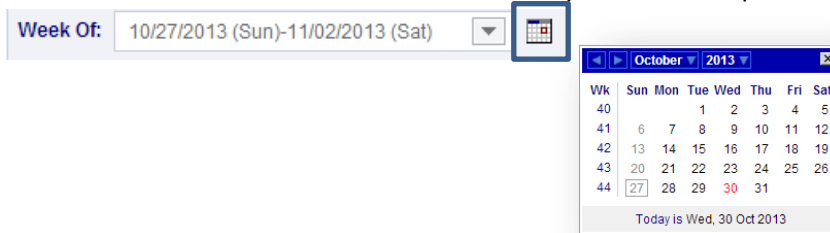
Requests Page

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

Figure 3.1

Procedure:

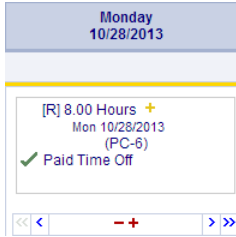
1. Find the Week Of calendar and select the date you wish to request time off



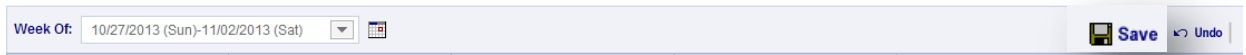
2. Choose the template that meets your needs and click on it



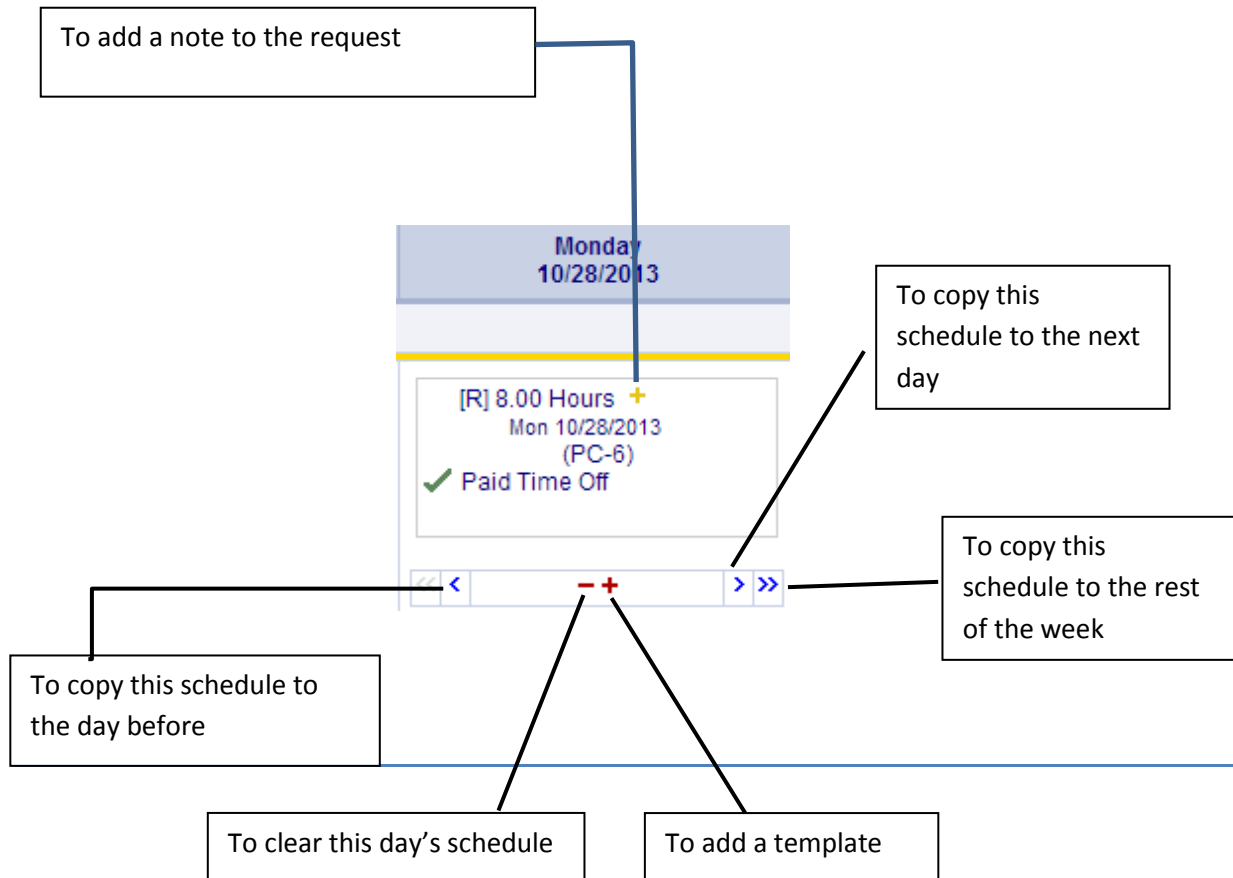
- Click on the date you are requesting time off



- 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

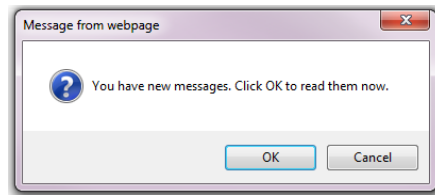


Figure 4.1

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.

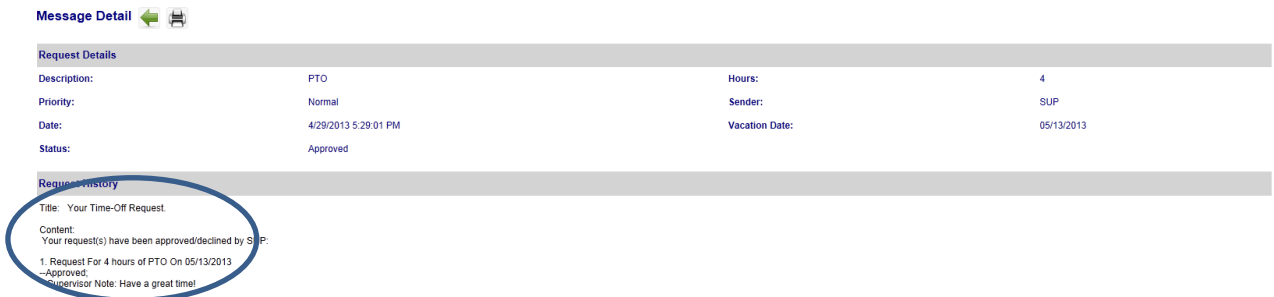


Figure 4.3

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.

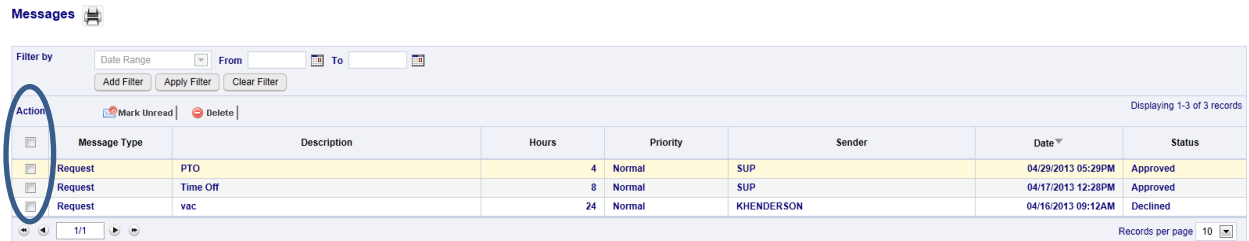
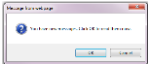
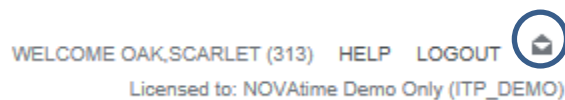


Figure 4.4

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.