

Employee Web Services User Guide (Card View)

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Overview

This document focuses on the Employee experience using the Employee Web Service portal. This is a complete guide that highlights an employee's experience using the Card View or the Icon View on the Dashboard.

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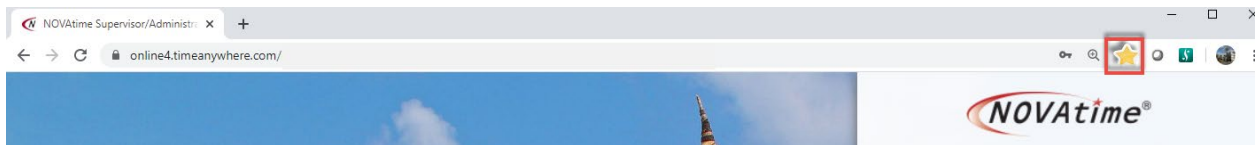
Accessing Employee Web Service Portal (EWS)

Initial Login

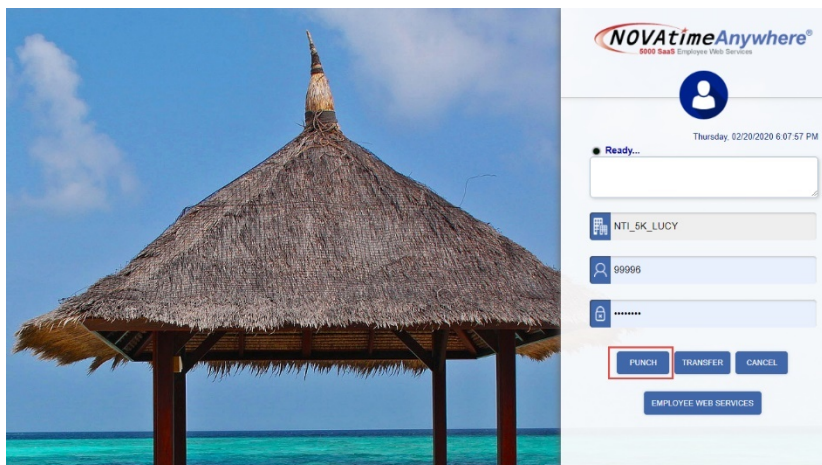
Description

Using your preferred browser ([Google Chrome](#), Internet Explorer, Firefox, or Safari)

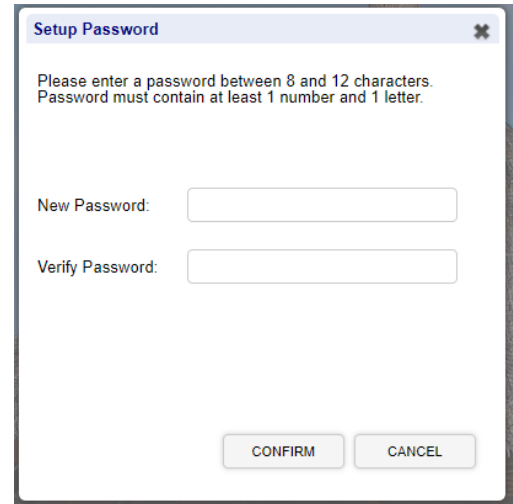
1. Go to the Employee Web Service login page and bookmark the URL for future ease of access.



2. When punching for the first time, input the appropriate ID: _____
3. Input Password: [temp1234](#)
4. Click on the **Punch** button.



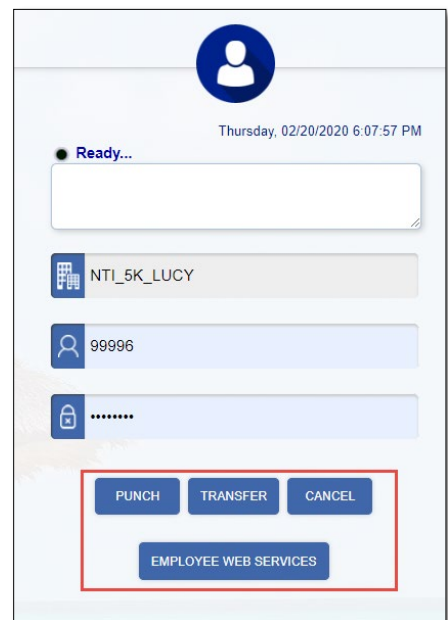
- The system will automatically prompt a **Setup Password** window. Create a new password that contains **8 to 12 characters with at least one number and one letter**. Input the password twice to verify.
- Click on the confirm button to **Save** the entry.



The screenshot shows a 'Setup Password' dialog box with a close button (X) in the top right corner. The text inside 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'.

- Next, input the **ID** and **Password**
- Then, click on the appropriate button to:
 - Submit a Web Punch
 - Submit a Transfer
 - Log into the Employee Web Services portal (EWS)

**Display buttons and options may vary.



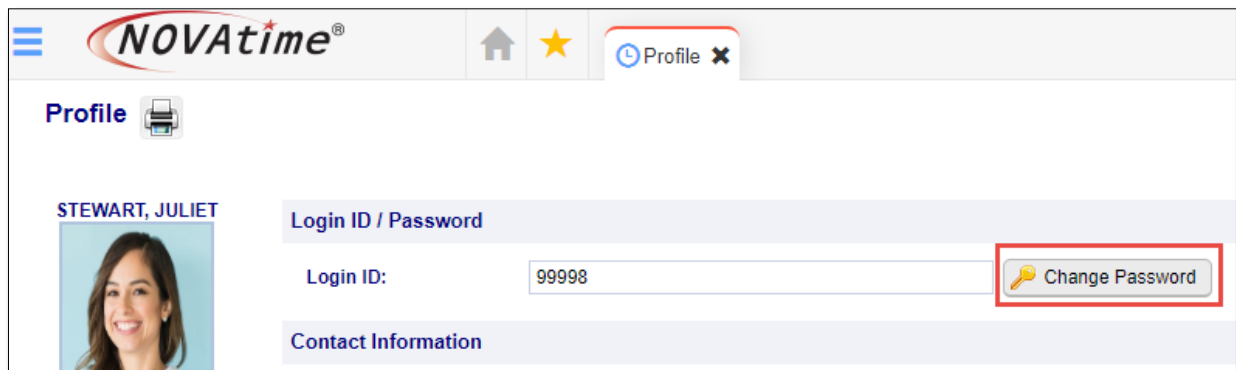
The screenshot shows the Employee Web Services portal login screen. At the top, there is a user profile icon and the text 'Thursday, 02/20/2020 6:07:57 PM'. Below this is a 'Ready...' status indicator and a search bar. The main area contains four input fields: a search bar with the text 'NTI_5K_LUCY', a user ID field with '99996', and a password field with masked characters. At the bottom, there are four buttons: 'PUNCH', 'TRANSFER', 'CANCEL', and 'EMPLOYEE WEB SERVICES'. The 'PUNCH', 'TRANSFER', and 'CANCEL' buttons are grouped together in a red box.

Change Password

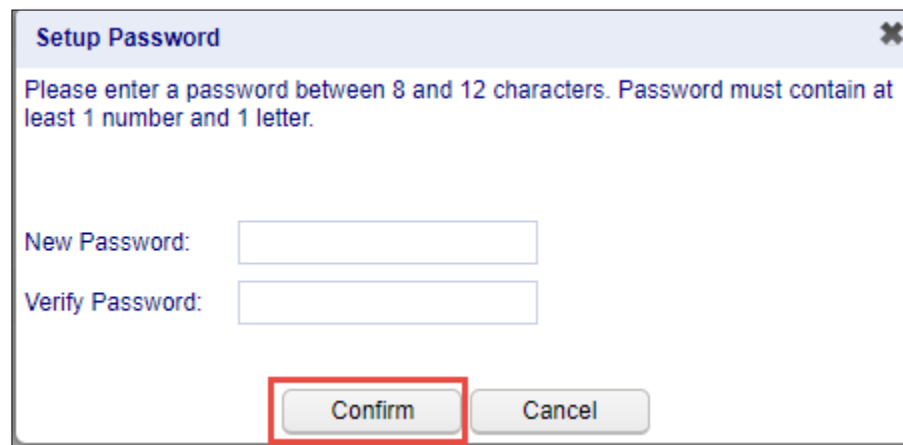
Description

To update your password, Log into the Employee Web Services.

1. Navigate to the **Attendance > Profile** page.
2. Click on the **Change Password** icon.



3. In the **Setup Password** window, input and verify the new password (note that a valid password must contain 8 to 12 characters, including at least 1 number and 1 letter). Click on the **Confirm** button to submit the new password.



Watch the video tutorial for more information: [How to Change your password.](#)

Login Page > Punch In/Out Process

Description

In this section you will learn how to submit a web punch from the Employee Web Service portal.

First, access the EWS login page.

1. To punch in or out, input the appropriate **ID** and **Password** in the corresponding fields, and click on the **Punch** button.
2. Ensure that the punch is accepted by the system. The status should be displayed as **“Accepted,”** and the message field should also confirm the punch.



Login Page > Web Transfer

Description

In this section you will learn how to use the transfer feature via the Web portal.

First, access the EWS login page.

1. To transfer, input the appropriate **ID** and **Password** in the corresponding fields, and click on the **Transfer** button.
2. Labor group field/s will appear under the function buttons. Select the applicable group (e.g. Department) to transfer to.
3. Click on the **Confirm** button.

Ensure that the transfer is accepted by the system. The status should be displayed as **“Accepted,”** and the message should also confirm the transfer.



Dashboard Gadget Experience (Card View)

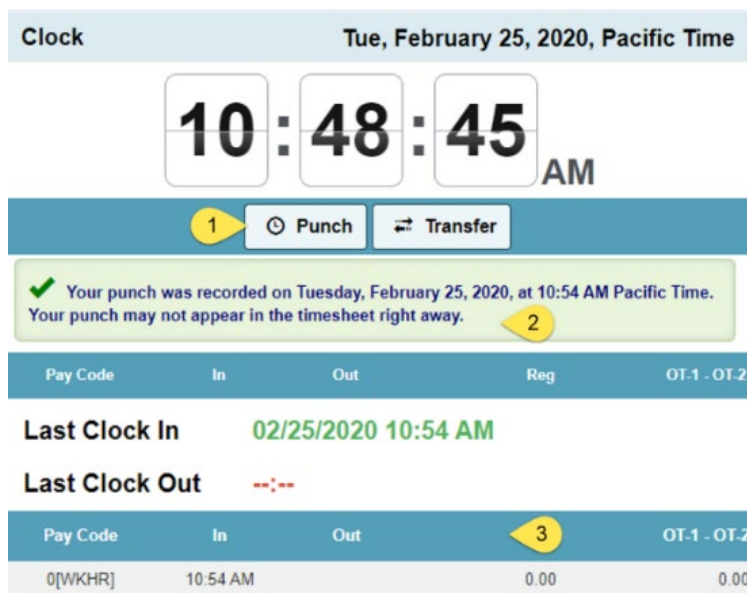
Gadget – Clock (Card View)

Description

In this section you will learn how to punch In and Out using the Clock Gadget on the Employee Web Service Dashboard.

First, access the EWS login page, enter your credentials. Navigate to the Clock Gadget.

1. Select the **Punch** button. (This is how user can clock In/Out throughout the day)
2. Upon selecting the Punch button, a **confirmation message** will display, verifying that time was recorded.
3. After punching In/Out the **Last clock In/Out** time will display.



Note: The punch button can be removed if this is not applicable to your organization.



Watch the video tutorial for more information: [How to Punch In/Out via the Clock Gadget](#)

Gadget: Timesheet > Read Only (Card View)

Description

The Timesheet Gadget allows you an opportunity to see a Summary of the total hours for the current pay period, Status of the timesheet and ability to Submit timesheet at the end of the pay period if your organization requires this step. To view full detail of the timesheet for the period select the Timesheet button at the top of the card.

Upon selecting the Timesheet button, the next screen that appears will be the detail timesheet.

When using this format, a reference time for arrival and departure is required. If you are required to clock In/Out for lunch this is how your punches would appear on the timesheet.

Hours will appear as (In/Out punches) E.g.,

07/01/20, **In:** 8am, **Out:** 12pm

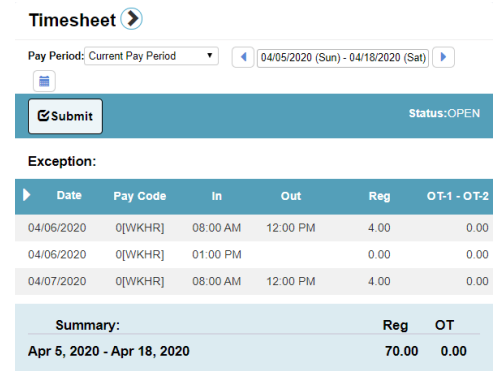
07/01/20, **In:** 1pm, **Out:** 5pm, Total 8 hours per day.

If there are any missing punches or discrepancies on the timesheet user will need to notify their immediate supervisor who will add missing punches and fix any discrepancies.

Refer to Detail Timesheet entry below.

If the timesheet is accurate, click on the **Submit** button. A verification window may appear depending on set-up, if this appears to certify that the timesheet is correct. Click, **Ok**

Important: When a timesheet is submitted disclaimer may not appear. This depends on database configuration.



Timesheet

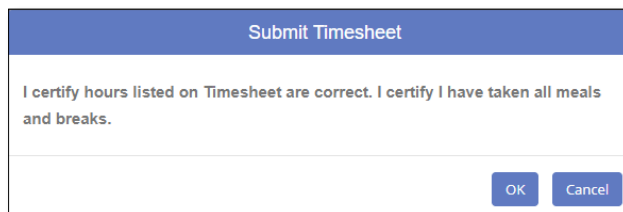
Pay Period: Current Pay Period | 04/05/2020 (Sun) - 04/18/2020 (Sat)

Status: OPEN

Exception:

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
04/06/2020	Q[WKHR]	08:00 AM	12:00 PM	4.00	0.00
04/06/2020	Q[WKHR]	01:00 PM		0.00	0.00
04/07/2020	Q[WKHR]	08:00 AM	12:00 PM	4.00	0.00

Summary:		Reg	OT
Apr 5, 2020 - Apr 18, 2020		70.00	0.00



Submit Timesheet

I certify hours listed on Timesheet are correct. I certify I have taken all meals and breaks.

Note: Not all organizations require users to submit their timesheet at the end of the pay period. Verify with your internal team what the process is for your organization and follow set procedures.

Timesheet

Pay Period: User Defined Pay Period | 02/23/2020 (Sun) - 03/07/2020 (Sat) | Daily: Status: OPEN

Monday, 04/06/2020 09:54:21 PM Pacific Time

In Exp - T (Tardy), E (Early IN), M (Meal), G (Grace) + # of minutes

Out Exp - O = B (Break), E (Early OUT), L (Late OUT), G (Grace) + # of minutes

Timesheet STEWART, JULIET - 99998

Save Delete Undo Recalculate Hourly More Functions

Note	Schedule	Date	Pay Code	In	In Exp	Out	Out Exp	Reg	OT-1	OT-2	Total Hours *	Daily Hours *
	08:00-12:00	Mon 02/24/2020	0[WKHR]	08:00 AM	*	12:00 PM	*	3.50	0.00	0.00	3.50	0.00
	13:00-17:00	Mon 02/24/2020	0[WKHR]	01:00 PM	M 60			0.00	0.00	0.00	8.00	11.50
	08:00-17:00	Tue 02/25/2020	0[WKHR]	07:30 AM	E 30	10:00 AM	Missed Punch	2.50	0.00	0.00	2.50	0.00
	08:00-17:00	Tue 02/25/2020	0[WKHR]	11:00 AM	M 60	04:30 PM	E 30	5.50	0.00	0.00	5.50	8.00

Gadget: Timesheet > Full Edit Access (Card View)

Description

The Timesheet Gadget allows you an opportunity to view, past, present and future timesheet, view Status of the timesheet, view Summary of the total hours for the current pay period, and you have the ability to Submit timesheet at the end of the pay period if your organization requires this step. To view full detail of the timesheet for the period select the Timesheet button at the top of the card.

Upon selecting the Timesheet button, the next screen that appears will be the detail timesheet.

Timesheet

Pay Period: Current Pay Period | 04/05/2020 (Sun) - 04/18/2020 (Sat)

Status: OPEN

Exception:

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
04/06/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00
04/06/2020	0[WKHR]	01:00 PM		0.00	0.00
04/07/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00

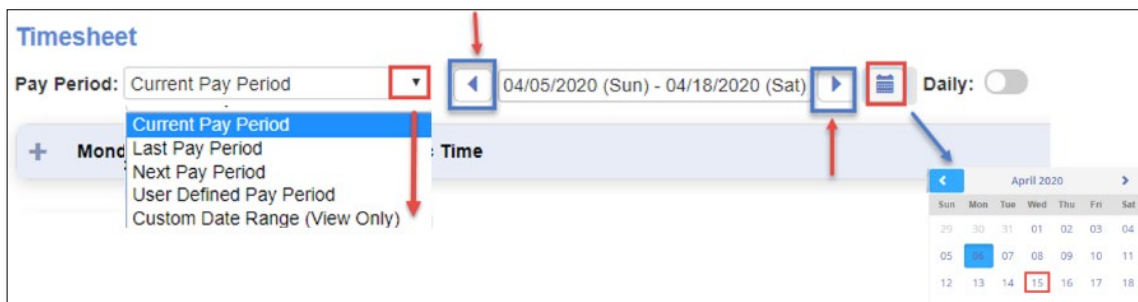
Summary:

Reg	OT
Apr 5, 2020 - Apr 18, 2020	70.00 0.00

How to Enter Hours Using the Detail Timesheet

First, access the EWS login page, enter your credentials. Then, Click on the Timesheet Gadget

1. Select: **Pay Period** - by default the current pay period will display. Click on the different filter options to select the appropriate pay period. Filter options: Current, last, next, custom date range, or user defined pay period



Next, find the first blank row on the timesheet.

2. Select: **Date** - use the drop-down list to select appropriate day
3. Select: **Pay Code** - use the drop-down arrow to select the correct pay code for your hours, e.g., regular, PTO, Jury duty, etc.
4. **Enter Hours** - when entering the In/Out times, be sure to enter am/pm next to time or use military time for time entry. **
 ** If entering work time, a reference in/out time is required. E.g. 8am-12pm, 13:00 to 17:00
 ** If entering PTO, or other none work related paycodes enter time as followed: Date, Paycode and total number of hours under the regular hours' column. E.g. 7/01/20, PTO, 8 Hrs.
5. **Verify** – Validate hours entry, audit your daily, weekly and pay period totals to ensure accuracy.
6. **Allocation of work time** - If applicable, select the appropriate work group if hours need to be allocated to a different group other than the default home work group value. Under the applicable work group column, use the magnifying lens or the search window to locate the correct group, then make selection.

7. **Notes** column - This allows users an opportunity to write a note regarding a specific time entry. (optional) Refer to internal policy this may or may not be required by your organization.
8. Click, **Save**.

Timesheet

Pay Period: Last Pay Period 03/22/2020 (Sun) - 04/04/2020 (Sat) Daily: Status: OPEN Submit

Timesheet STEWART, JULIET - 99998

Save Delete Undo Recalculate Hourly More Functions

	Note	Date	Pay Code	In	Out	Reg	OT-1	OT-2	Total Hours *	Daily Hours *	Weekly Total Hours *	Location
<input type="checkbox"/>		Tue 03/24/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00	0.00	4.00	100 [San Fran
<input type="checkbox"/>		Tue 03/24/2020	0[WKHR]	01:00 PM	05:00 PM	4.00	0.00	0.00	4.00	8.00	8.00	100 [San Fran
<input type="checkbox"/>		Wed 03/25/2020	0[WKHR]	08:00 AM	12:00 PM	3.50	0.00	0.00	3.50	3.50	11.50	100 [San Fran
<input type="checkbox"/>	Note	Wed 03/25/2020	0[WKHR]	In	Out				Total Hours			Location
			<div style="border: 1px solid black; padding: 2px;"> 0[WKHR] 1[HOLI] 2[VACA] 3[SICK] </div>									

Date

Paycode

In/Out Time

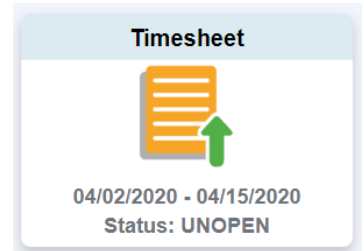
Verify Daily Weekly, and Total Hours

Work Group Allocation

Gadget: Timesheet > Timesheet Submission (optional)

Description

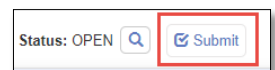
In this section you will learn how to access your Timecard by using the Timesheet Gadget on your Employee Web Dashboard and submitting your timesheet at the end of the pay period.



To access your Timesheet, navigate and click on the Timesheet Gadget. The next screen that will appear will be your detail timesheet.

In this section you will learn how to approve a Timesheet. Once your timesheet is complete for the pay period and accurately reflects your time worked, and any leave time has been recorded (if applicable) you can submit your timesheet for approval by clicking on the “Submit” button next to Timesheet status at the top of the page.

Submit button – Is like your electronic signature, by selecting you are attesting that your timesheet is true and correct.



Important: Once you select, “**Submit Timesheet**” and say OK your timesheet will be locked, preventing further edits. Upon your submission the supervisor will be prompted to review/approve the timesheet.

Note: Not all employers require users to submit their timesheet at the end of the pay period. Please follow your organizations requirements and guidelines.

Timesheet

Pay Period: 02/23/2020 (Sun) - 03/07/2020 (Sat) Daily:

Your timesheet was successfully submitted on Tuesday, 02/25/2020 12:23 PM

+ Timesheet STEWART, JULIET - 99998

- Timesheet Summary

Group By:

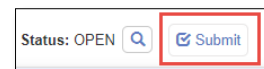
Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay Rate	Reg Pay	OT-1 Pay	OT-2
0 [WKHR]	76.00	0.00	0.00	76.00	\$0.0000	\$0.0000	***	***	***	
2 [VACA]	4.00	0.00	0.00	4.00	\$0.0000	\$0.0000	***	***	***	
Totals	80.00	0.00	0.00	80.00	\$0.0000	\$0.0000		***	***	

Gadget: Timesheet > Attestation Message (optional)

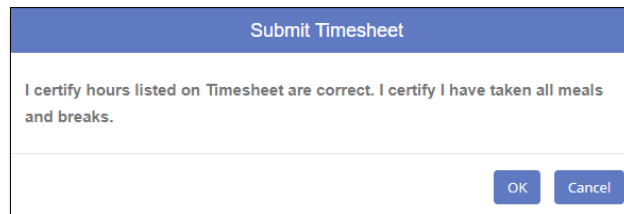
Description

In this section you will learn about the Attestation Message. Some clients enable the timesheet submission attestation message. If this is enabled a custom message will appear, and you will be able to click Ok or Cancel.

Option#1 - If you select, "Submit Timesheet," and say, "OK" your timesheet will be locked, preventing further edits. **Important:** Review the attestation message and if you agree, proceed.



Option #2 - If you select, "Submit Timesheet," and then select the "Cancel" button you will be able to continue editing your timesheet, if the edit option has been enabled for you. If you do not have access to edit timesheet notify manager and provide list of the update/s required. Or follow internal set process for your organization.

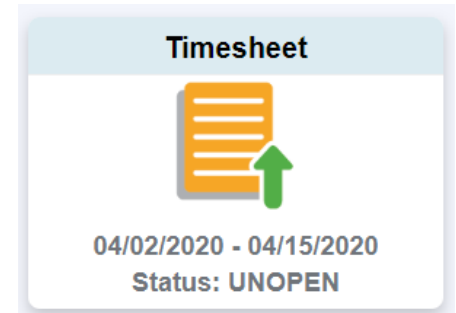


Gadget: Timesheet > Hourly Timesheet Format

Description

In this section you will learn how to access your Timecard by using the Timesheet Gadget on your Employee Web Dashboard.

To access your Timesheet, navigate and click on the Timesheet Gadget. The next screen that will appear will be your hourly timesheet. The Hourly Timesheet is basic and has limited features and functionality. In this section you will learn how to input hours directly to the hourly timesheet format. When using this view, all hours are entered in total hour increments. For example, 7/01/20, 8 Regular hours. Hours are entered in blocks.



Important: If the "Hourly timesheet" format is selected, please work with your system consultant to ensure all requirements are met. The Hourly timesheet has limited calculation engine functionality and should be used in an environment where only basic time capture is needed.

How to Enter Hours and Approve a Timesheet

First, access the EWS login page, enter your credentials and navigate to the Timesheet Gadget.

1. Select the **Timesheet Gadget**
2. Select the correct **Pay Period**
3. Locate the first blank row on the timesheet
4. Select the **Paycode** - use the magnifying lens to see drop-down list with all of the available paycodes.
5. **Allocate hours** - If applicable, select the appropriate work group if hours need to be allocated to a different work group and not to the default home value. To select and apply work group, use the magnifying lens to view drop-down list of options, select the correct work group that hours need to be allocated to.
6. **Entering hours:** Enter the number of hours worked in the boxes for each day of the pay period.
7. To add hours for another **Paycode**, or to allocate to a new work group go to a new row, click on the paycode magnifying lens, from the drop-down list, select and enter the appropriate data associate to hours. *Refer to example below.*
8. Click, **Save**



Timesheet STEWART, JULIET - 99998

Save Delete Undo Recalculate Detail More Functions

Pay Code	Location	Department	Sun 03/22	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26
<input type="checkbox"/> 0[WKHR]	100 [San Franc	200 [Marketing]		8.00	4.00	4.00	2.00
<input type="checkbox"/> 0[WKHR]	100 [San Franc	400 [Support]			4.00		
<input type="checkbox"/> 2[VACA]	100 [San Franc	400 [Support]				4.00	
<input type="checkbox"/> 3[SICK]	100 [San Franc	400 [Support]					6.00
Totals			0.00	8.00	8.00	8.00	8.00

How to Remove an Entire Row from the Hourly Timesheet

Description

In this section you will learn about how to remove an entire row or line from your timesheet.

1. Place a checkmark on the corresponding row
2. Select the delete icon.
3. Confirmation banner appears

Once this has processed a banner will appear on the top of the page stating entry was deleted successfully.

Timesheet STEWART, JULIET - 99998

Save **Delete** Undo Recalculate Detail

More Functions

✔ The timesheet entries were deleted successfully.

Pay Code	Location	Department	Sun 04/05	Mon 04/06
<input type="checkbox"/> 0[WKHR]	101 [Berkeley,	200 [Marketing]		3.00
<input type="checkbox"/> 0[WKHR]	101 [Berkeley,	300 [HR]		6.00
<input checked="" type="checkbox"/> 0[WKHR]	100 [San Franc	300 [HR]		1.00

Submit Hourly Timesheet (optional)

Description

In this section you will learn how to submit your timesheet at the end of the pay periods. If this is applicable to your organization, you will be able to submit your timesheet at the end of each pay period.

Important: The submit button works similar to an electronic signature.

How to Submit Timesheet

Description

Once your timesheet is complete for the pay period and it accurately reflects your time worked, meal breaks and appropriate leave time has been recorded, if applicable you can submit your timesheet.

Follow steps below to Submit your timesheet.



1. Clicking on the “**Submit**” button next to Timesheet status.

This will change the status from “Open” to “**Submit**” and your timesheet will be locked; you will not be able to edit your timesheet when it is in Submit status.

Submit – Is like your electronic signature attesting that your timesheet is true and correct.

Timesheet

Pay Period: ◀ 02/23/2020 (Sun) - 03/07/2020 (Sat) ▶ Daily: Status: OPEN

+ Tuesday, 02/25/2020 12:08:06 PM Pacific Time

- Timesheet STEWART, JULIET - 99998

Pay Code	Location	Department	Sun 02/23	Mon 02/24	Tue 02/25	Wed 02/26	Thu 02/27	Fri 02/28
0[WKHR]	100 [San Franc	300 [HR]				4.00		
0[WKHR]	101 [Berkeley,	200 [Marketing]				4.00		
0[WKHR]	400 [Austin, TX]	200 [Marketing]		8.00	4.00		8.00	8.00
2[VACA]	400 [Austin, TX]	200 [Marketing]			4.00			
Totals			0.00	8.00	8.00	8.00	8.00	8.00

Note: Not all employers require users to submit their timesheet. Please follow your organizations requirements and guidelines.

Timesheet

Pay Period: Current Pay Period 02/23/2020 (Sun) - 03/07/2020 (Sat) Daily: Status: SUBMIT

✓ Your timesheet was successfully submitted on Tuesday, 02/25/2020 12:23 PM

+ Timesheet STEWART, JULIET - 99998

- Timesheet Summary

Group By: Pay Code

Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay Rate	Reg Pay	OT-1 Pay	OT-2
0 [WKHR]	76.00	0.00	0.00	76.00	\$0.0000	\$0.0000	***	***	***	
2 [VACA]	4.00	0.00	0.00	4.00	\$0.0000	\$0.0000	***	***	***	
Totals	80.00	0.00	0.00	80.00	\$0.0000	\$0.0000		***	***	

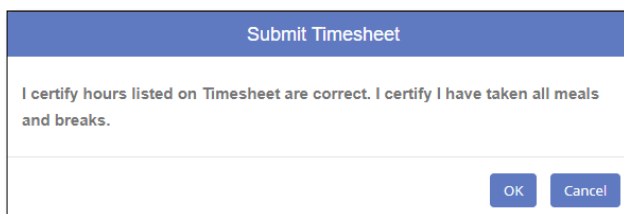
Attestation Message (optional)

Description

In this section you will learn about the Attestation Message. Some clients enable the timesheet submission attestation message.

Once you select, “Submit Timesheet” and say OK your timesheet will be locked, preventing further edits. Review the attestation message and if you agree, proceed to selecting the, OK button.

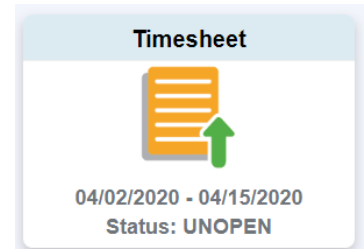
Note: If you click “Cancel” you will be able to continue editing your timesheet, if edit option has been enabled. If edit option has not been enabled notify manager of the update/s required.




Missed Punch Feature

Description

NOVAtime supports missed punch entry feature for employees on the Employee Web Service Dashboard. You will be able to enter a missed punch directly to the timesheet. Upon making the entry your supervisor will receive notification of an Unconfirmed Punch. Once Supervisor approves the time you reported this will then reflect on the timesheet for pay.



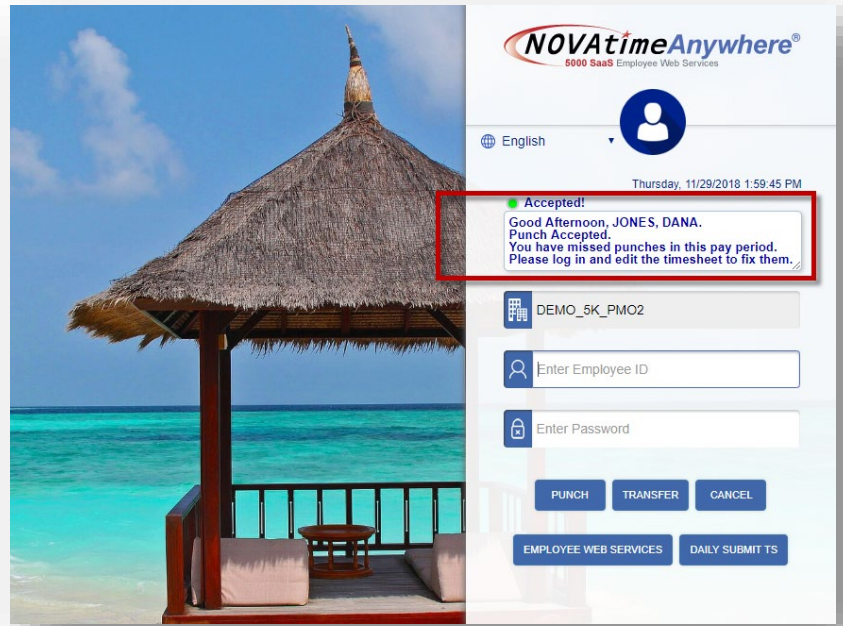
Missed Punch		
Date	Time	Notes
04/08/2020	12:00 PM	

How to Use the Missed Punch Feature

When you clock in/out, and transfers time from the **Employee Web Services, Login Page (EWS login)** and a missed punch is detected, a missed punch message will appear to inform you of missing punches in this pay period.

If message appears you will need to login to the Employee Web Services and input missed punches.

First, access the EWS login page, enter your credentials. Then, navigate to the Timesheet Gadget and click on it.



1. From the **Timesheet** page, Select the **More Functions** button, followed by **Missed Punch** option.

Timesheet

Pay Period: Current Pay Period | 04/05/2020 (Sun) - 04/18/2020 (Sat) | Daily: Status: OPEN | Submit

+ Wednesday, 04/15/2020 04:47:01 PM Pacific Time

- Timesheet STEWART, JULIET - 99998

Save | Delete | Undo | Recalculate | Hourly | More Functions

Note	Date	Pay Code	In	Out	Hours	Weekly Total Hours
	Mon 04/06/2020	0[WKHR]	08:00 AM		0.00	4.00
	Mon 04/06/2020	0[WKHR]	01:00 PM		12.00	12.00
	Tue 04/07/2020	0[WKHR]	08:00 AM		0.00	16.00
	Tue 04/07/2020	0[WKHR]	05:15 PM		12.00	24.00
	Wed 04/08/2020	2[VACA]			0.00	32.00
	Wed 04/08/2020	0[WKHR]	08:00 AM		11.50	35.50
	Thu 04/09/2020	0[WKHR]	08:00 AM	05:30 PM	9.00	44.50

More Functions dropdown menu options: Missed Punch, Paste to Selected, Paste From Clipboard, Open Clipboard, Clear Clipboard, Copy From Pay Period

- The **Missed Punch** window appears for you to input missed punches. Click on the **OK** button when done.

The screenshot shows a 'Missed Punch' dialog box with the following data:

Date	Time	Notes
04/06/2020	05:00 PM	
04/07/2020	01:00 PM	

Buttons: OK, Cancel

The background Timesheet table for STEWART, JULIET - 99998 includes columns: Note, Date, Pay Code, In, Out, Reg, and Location. The 'Out' column for Mon 04/06/2020 and Tue 04/07/2020 is highlighted in red.

- Upon submitting the request, a banner will appear on the Timesheet page.

The screenshot shows a banner message: "The added Missed Punches are being processed and will appear in the timesheet in a moment. In case they do not appear, please refresh the page or check back at a later time."

Below the banner, a notification indicates: "Wednesday, 04/15/2020 05:00:44 PM Pacific Time"

The background Timesheet table for STEWART, JULIET - 99998 includes columns: Note, Date, Pay Code, In, Out, Reg, OT-1, OT-2, Total Hours *, Daily Hours *, Weekly Total Hours *, and Location. The 'Out' column for Mon 04/06/2020 and Tue 04/07/2020 is highlighted in red.

- The missed punches are processed in the background and may take a few minutes to appear on your timesheet. *Refresh the page to see missed punch entry.*

Timesheet

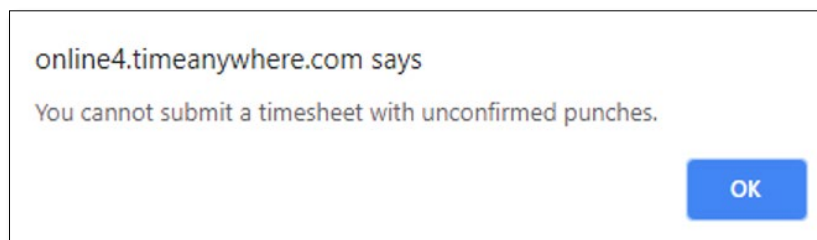
Pay Period: 04/05/2020 (Sun) - 04/18/2020 (Sat) Daily: Status: OPEN

+ Wednesday, 04/15/2020 05:18:04 PM Pacific Time

- Timesheet STEWART, JULIET - 99998

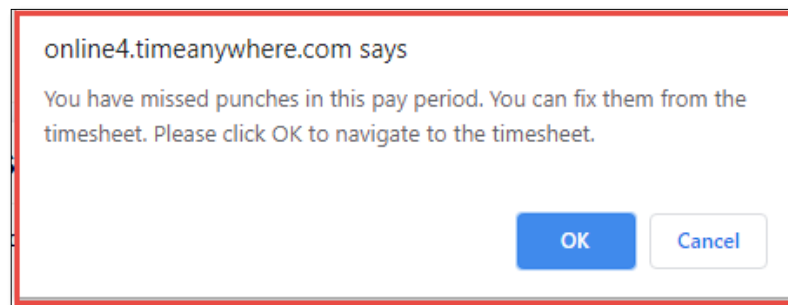
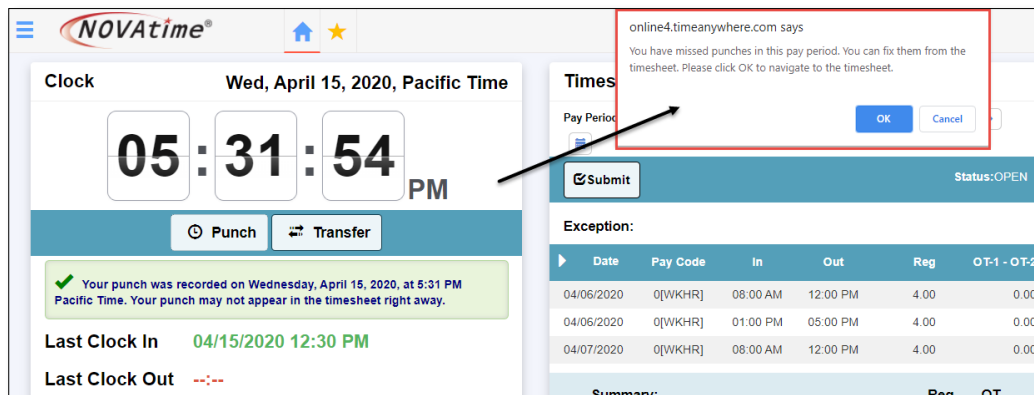
	Note	Date	Pay Code	In	Out	Reg	OT-1	OT-2	Total Hours *	Daily Hours *	Weekly Total Hours *
<input type="checkbox"/>	<input type="button" value="🗨"/>	Mon 04/06/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00	0.00	4.00
<input type="checkbox"/>	<input type="button" value="🗨"/>	Mon 04/06/2020	0[WKHR]	01:00 PM	05:00 PM	4.00	0.00	0.00	4.00	8.00	8.00
<input type="checkbox"/>	<input type="button" value="🗨"/>	Tue 04/07/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00	0.00	12.00
<input type="checkbox"/>	<input type="button" value="🗨"/>	Tue 04/07/2020	0[WKHR]	01:00 PM	05:15 PM	4.25	0.00	0.00	4.25	8.25	16.25
<input type="checkbox"/>	<input type="button" value="🗨"/>	Wed 04/08/2020	2[VACA]			8.00	0.00	0.00	8.00	0.00	24.25

- Missed punches require your supervisor to either approve or decline entry.
- If your NOVAtime system is configured not to allow unconfirmed punches for timesheet submission, this message box will appear when you try to submit your timesheet with (missed) punches. All missed punches must be address before submitting timesheet for the period.



If Missing Punches Exist While Clocking In/Out– How to Address Exception

1. When you clock in from the **Employee Web Services (EWS) Dashboard > Clock Gadget** and a missed punch is detected, a missed punch message will prompt. Click on the **OK** button to address open items.



Note: If you select cancel this allows you to address request later. We recommend you address missed exceptions as they occur.

- From the **Timesheet** page, Select the **More Functions** button, followed by **Missed Punch** option

Timesheet

Pay Period: Current Pay Period | 04/05/2020 (Sun) - 04/18/2020 (Sat) | Daily: | Status: OPEN | Submit

+ Wednesday, 04/15/2020 04:47:01 PM Pacific Time

- Timesheet STEWART, JULIET - 99998

Save | Delete | Undo | Recalculate | Hourly | **More Functions**

Note	Date	Pay Code	In	Out	Reg	OT-1	OT-2	Total Hours *	Weekly Total Hours
	Mon 04/06/2020	0[WKHR]	08:00 AM		4.00	0.00	0.00	4.00	4.00
	Mon 04/06/2020	0[WKHR]	01:00 PM		4.00	0.00	0.00	4.00	12.00
	Tue 04/07/2020	0[WKHR]	08:00 AM		4.00	0.00	0.00	4.00	16.00
	Tue 04/07/2020	0[WKHR]	05:15 PM		4.25	0.00	0.00	4.25	24.00
	Wed 04/08/2020	2[VACA]			8.00	0.00	0.00	8.00	32.00
	Wed 04/08/2020	0[WKHR]	08:00 AM		0.00	0.00	0.00	0.00	35.50
	Thu 04/09/2020	0[WKHR]	08:00 AM	05:30 PM	9.00	0.00	0.00	9.00	44.50

Missed Punch dropdown menu options: Paste to Selected, Paste From Clipboard, Open Clipboard, Clear Clipboard, Copy From Pay Period

- The **Missed Punch** window appears for you to input missed punches. Click on the **OK** button when done.

Missed Punch

Date	Time	Notes
04/08/2020	12:00 PM	

OK Cancel

- Timesheet STEWART, JULIET - 99998

Save | Delete | Undo | Recalculate | Hourly | **More Functions**

Note	Date	Pay Code	In	Out	Reg	OT-1	OT-2	Total Hours *
	Mon 04/06/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00
	Mon 04/06/2020	0[WKHR]	01:00 PM	05:00 PM	4.00	0.00	0.00	4.00
	Tue 04/07/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00
	Tue 04/07/2020	0[WKHR]	01:00 PM	05:15 PM	4.25	0.00	0.00	4.25
	Wed 04/08/2020	2[VACA]			8.00	0.00	0.00	8.00
	Wed 04/08/2020	0[WKHR]	08:00 AM		0.00	0.00	0.00	8.00

- Upon submitting the request, a banner will appear on the Timesheet page.

The added Missed Punches are being processed and will appear in the timesheet in a moment. In case they do not appear, please refresh the page or check back at a later time.

Wednesday, 04/15/2020 05:48:28 PM Pacific Time

Timesheet STEWART, JULIET - 99998

Save Delete Undo Recalculate Hourly More Functions

Note	Date	Pay Code	In	Out	Reg	OT-1	OT-2	Total Hours *	Daily Hours *	Weekly Total Hours *	Location
	Mon 04/06/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00	0.00	4.00	100 [San Fran
	Mon 04/06/2020	0[WKHR]	01:00 PM	05:00 PM	4.00	0.00	0.00	4.00	8.00	8.00	100 [San Fran
	Tue 04/07/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00	0.00	12.00	100 [San Fran
	Tue 04/07/2020	0[WKHR]	01:00 PM	05:15 PM	4.25	0.00	0.00	4.25	8.25	16.25	100 [San Fran
	Wed 04/08/2020	2[VACA]			8.00	0.00	0.00	8.00	0.00	24.25	100 [San Fran
	Wed 04/08/2020	0[WKHR]	08:00 AM		0.00	0.00	0.00	8.00	16.00	32.25	100 [San Fran

- The missed punches are processed in the background and may take a few minutes to appear on the employee's timesheet. *Refresh the page to see missed punch entry*

Timesheet STEWART, JULIET - 99998

Save Delete Undo Recalculate Hourly More Functions

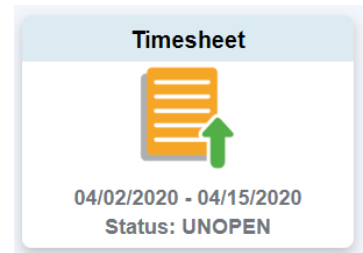
Note	Date	Pay Code	In	Out	Reg	OT-1	OT-2	Total Hours *	Daily Hours *	Weekly Total Hours
	Mon 04/06/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00	0.00	4.00
	Mon 04/06/2020	0[WKHR]	01:00 PM	05:00 PM	4.00	0.00	0.00	4.00	8.00	8.00
	Tue 04/07/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00	0.00	4.00	0.00	12.00
	Tue 04/07/2020	0[WKHR]	01:00 PM	05:15 PM	4.25	0.00	0.00	4.25	8.25	16.25
	Wed 04/08/2020	2[VACA]			8.00	0.00	0.00	8.00	0.00	24.25
	Wed 04/08/2020	0[WKHR]	08:00 AM	12:00 PM	3.50	0.00	0.00	3.50	11.50	27.75

- Missed punches require your supervisor to either approve or decline entry.

Gadget: Timesheet > Timesheet Distribution

Description

In this section we will focus on time distribution and provide instruction on how to distribute time after the work day or a work week is complete.



Time Distribution

Some organizations require that employees distribute or allocate their work hours according to the jobs they perform or the tasks they have worked on. These distributions become a part of the payroll process and allow the organization to both report on employee's work as well as provide documentation on work performed for outside customers.

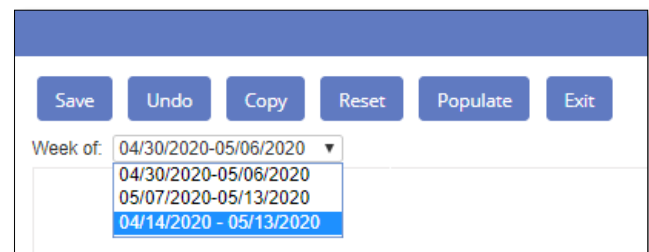
Time distribution can be accomplished "on the fly" or after the work has been performed. The easiest and most accurate method is for employees to enter a transfer punch when moving from one job/task to another. This can be done at the clock, via the web portal, or using a mobile device.

Employees who distribute/allocate their time after punching is complete must use the Time Distribution feature in NOVAtime.

NOTE: All time on the timesheet must be accounted for in time distribution, including non-allocated / distributed time such as vacation or holiday. Time in the timesheet that is not included in the Time Distribution area will not be transferred to payroll.

Time Distribution Glossary

- **Time Distribution** – method by which time is allocated to one or more NOVAtime groups (e.g., location, job, project).
- **Copy** – The Copy feature will populate the group columns with the group values (locations, jobs, project, tasks, etc.) that you used in the previous pay period. This is helpful if you have extensive allocations. Enter 1 hour for the first day of the pay week on each line as a place holder. When you click save, only lines with time allocated will remain. You will also see the number of hours that have not been allocated in the Variance column.
- **Populate** - The populate button will bring all of the hours currently recorded in the timesheet into the time Distribution table. Clicking the Populate button will delete all data currently in the Time Distribution area and re-place it with data from the timesheet.
- **Reset** – Deletes all data in the Time Distribution area and clears the table.
- **Save** – saves your entries and changes
- **Week of** – depending on your organization's configuration, your time distribution area may display the entire pay period or only one week. If time is displayed weekly, each week should be distributed independently.

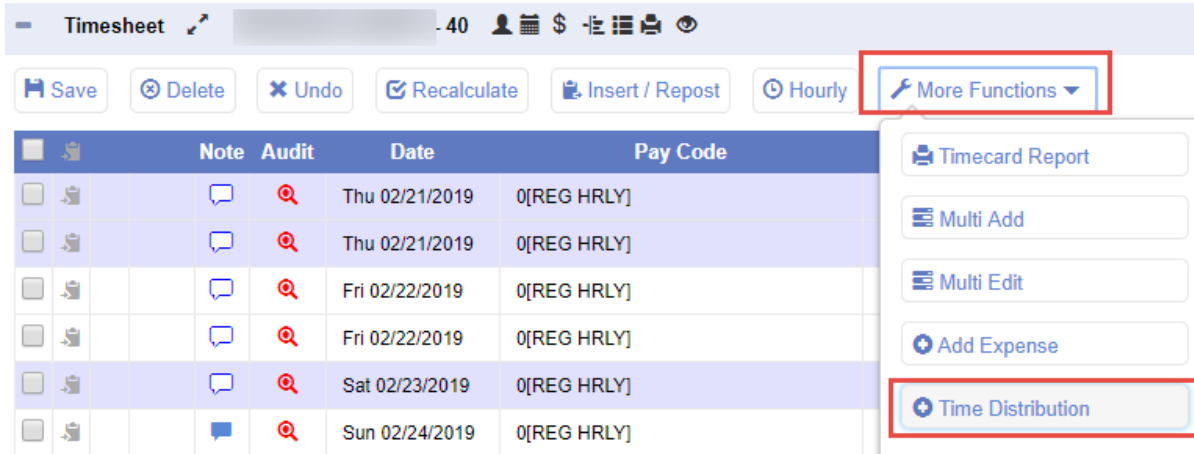


How To Distribute Hours

If you are distributing your hours daily follow the following steps:

From the timesheet view

1. Click **“More Functions”** icon and select **“Time Distribution”** from the dropdown box.
2. If you have distributed time in the previous pay period, click **“Copy”** – this will bring forward any group distributions you used in the previous week/pay period.
3. **Enter** 1 hour in the first day that you worked in that time frame for each line (set of groups) that you will be using this week/pay period. The balance of the hours (if any) will be put into another column with your home/default/primary groups assignments.
4. **Save**. This will allow you to use your group value settings throughout the pay week or pay period.



The screenshot shows the NOVAtime Timesheet interface. At the top, there is a toolbar with buttons for Save, Delete, Undo, Recalculate, Insert / Repost, Hourly, and More Functions. The 'More Functions' button is highlighted with a red box. Below the toolbar is a table with columns for Note, Audit, Date, and Pay Code. The table contains six rows of data for dates from Thu 02/21/2019 to Sun 02/24/2019, all with a pay code of 0[REG HRLY]. A dropdown menu is open from the 'More Functions' button, showing options: Timecard Report, Multi Add, Multi Edit, Add Expense, and Time Distribution. The 'Time Distribution' option is highlighted with a red box.

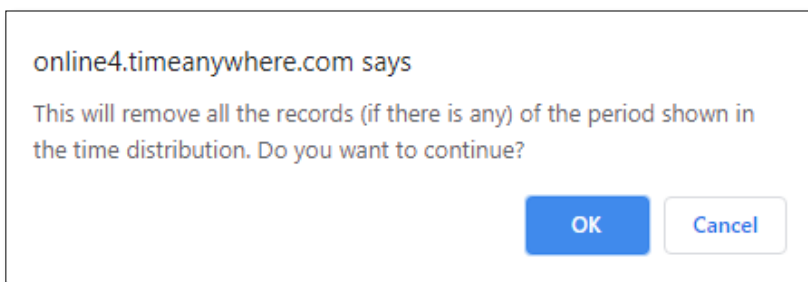
Note	Audit	Date	Pay Code
		Thu 02/21/2019	0[REG HRLY]
		Thu 02/21/2019	0[REG HRLY]
		Fri 02/22/2019	0[REG HRLY]
		Fri 02/22/2019	0[REG HRLY]
		Sat 02/23/2019	0[REG HRLY]
		Sun 02/24/2019	0[REG HRLY]

Distribute Hours:

1. Click either Copy or Populate.
 - **Copy** will bring forward any group distributions you used in the previous week/pay period.
 - **Populate** will just bring in the days, hours, and pay codes for each day in your existing timesheet.
2. In a column select the group values that you are using for distribution,
 - Click in each of the group fields and choose the group value(s) to which you want to allocate.
3. Enter number of hours allocated for each row. As hours are distributed the variance will decrease and disappear if all hours have been allocated.
4. Save.

Important: BE SURE to account for all hours worked for the entire day.

Note: If you **do not** account or distribute all the hours for the day, you will see a message at the top of the screen that says your timesheet is out of sync with Time Distribution. Click “OK” to acknowledge.



Each Pay Periods all hours need to be accounted for:

1. At the beginning of the pay week, click “copy” – this will bring forward any group distributions you used in the previous week/pay period.
2. Enter ___ hour in the first day that you worked in that time frame for each line (set of groups) that you will be using this week/pay period.
3. Save
You must re-sync the timesheet and your Time Distribution.

By the end of the pay period be sure that you have correctly allocated all the hours for each day include leave hours such as vacation, holiday, etc.

Time Distribution – Adjusting Hours Week End or Period End

If you Distribute Your Hours at the End of Each Pay Week follow these steps:

1. Select the appropriate work week in the Time Distribution week menu.
2. Click ‘Populate’ to bring down all the hours from your timesheet for that pay week.
3. Distribute time/Allocate your time as described above for each day in the pay week.
4. Save

Time Distribution

Buttons: Save, Undo, Copy, Reset, Populate, Exit

Week of: 04/30/2020-05/05/2020

JobClass (G7): 1460 [TRANSPORTATION DISPATCHER] 1018 [FACILITY]

Project (G5): 4251 [NEW RESCUE DIVER TRAINING] 1023 [PHQ: RO]

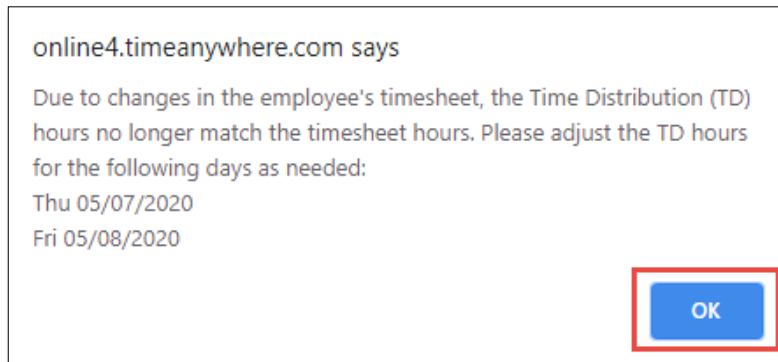
Date	Paycode	Timesheet					Variance					Distributed							
		Reg	StOT	PdOT	COMP	EOT	Reg	StOT	PdOT	COMP	EOT	Reg	StOT	PdOT	COMP	EOT			
Thu 04/30/2020	0[REG HRLY]	8.00										8.00							
Fri 05/01/2020	0[REG HRLY]	2.00																	2.00
Mon 05/04/2020	0[REG HRLY]	4.00					2.00												2.00
Tue 05/05/2020	0[REG HRLY]	4.00					4.00												
Wed 05/06/2020	0[REG HRLY]	8.50					8.50					4.50							

Callout 3: Be sure all the hours listed on the timesheet are distributed accordingly. As hours are allocated the variance hours column will disappear.

Time Distribution - Notification Alert

If you Add Hours to Your Timesheet or Time Distribution you will be notified of a discrepancy.

If you add hours to your timesheet (e.g., additional punches or approved leave time) you must add those hours to your Time Distribution. You will be notified of the discrepancy by a message window at the top of the timesheet page. The notification message will provide details of specific day/days that require your attention and need updates.



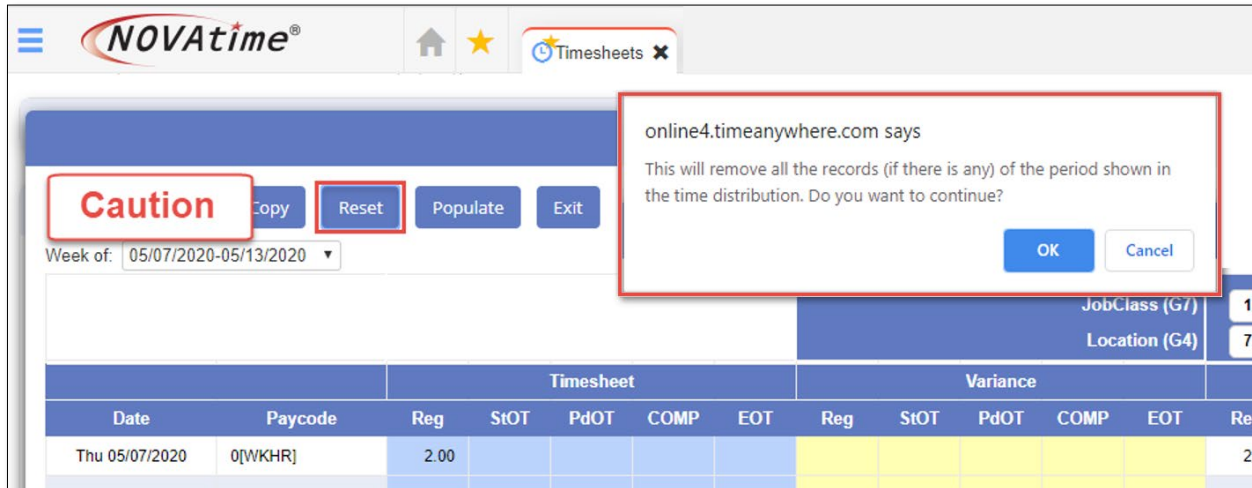
Time Distribution - Variance Hours

The hours / days that are out of sync are highlighted in green for easy identification on the Time Distribution page.

		Timesheet					Variance					Distributed					
Date	Paycode	Reg	StOT	PdOT	COMP	EOT	Reg	StOT	PdOT	COMP	EOT	Reg	StOT	PdOT	COMP	EOT	Reg
Thu 04/30/2020	0[REG HRLY]	8.00										8.00					
Fri 05/01/2020	0[REG HRLY]	2.00															2.00
Mon 05/04/2020	0[REG HRLY]	4.00					4.00										
Tue 05/05/2020	0[REG HRLY]	4.00															
Wed 05/06/2020	0[REG HRLY]	8.50					8.50										
Total Hours:		26.50					12.50					8.00					2.00

Time Distribution - Reset Warning

To correct, enter the correct number of hours for the highlighted day and Save. Do NOT click the Reset button. Reset will clear out all of the time you have already allocated. If in error, you select reset the following window will appear. Select, Cancel. However, if you need to reset all values and all entries select the Ok button.



The screenshot shows the NOVAtime interface with a 'Caution' dialog box. The dialog box contains the following text:

online4.timeanywhere.com says
This will remove all the records (if there is any) of the period shown in the time distribution. Do you want to continue?

Buttons: OK, Cancel

The background interface shows a 'Timesheets' window with a 'Caution' dialog box. The dialog box has buttons for Copy, Reset, Populate, and Exit. The 'Reset' button is highlighted. Below the dialog box, there is a 'Week of:' dropdown menu showing '05/07/2020-05/13/2020'. Below that is a table with columns for Date, Paycode, Reg, StOT, PdOT, COMP, EOT, and Variance. The first row of the table is highlighted in yellow.

Date	Paycode	Reg	StOT	PdOT	COMP	EOT	Reg	StOT	PdOT	COMP	EOT	Re
Thu 05/07/2020	0[WKHR]	2.00										2

Time Distribution – Timesheet Update

If you Make Changes to Your Timesheet (at top of screen)

If your timesheet changes (at the top of the screen), the time will be added/subtracted from your time distribution (below), however you should verify that:

- The hours are allocated to the correct groups
- The pay code is correct. E.g., if vacation is added to the timesheet above, you will need to add a row with the vacation pay code and re-allocate the hours to vacation.

Important: Allocate hours to the correct Work Group

The screenshot shows the 'Time Distribution' window with a timesheet for the week of 02/21/2019-02/27/2019. The timesheet has columns for Date, Paycode, Reg, O1, O2, O3, O4, and Variance (Reg, O1, O2, O3, O4). A 'Groups' dropdown menu is open, listing various job classes like 1000 (MAYOR), 1003 (CEO), 1004 (HEAD ATTORNEY), 1005 (VICE PRES), 1010 (CITY CLERK), 1011 (COMMUNITY RELATIONS DIR), 1014 (FIRE CHIEF), 1015 (HUMAN RESOURCES DIRECTOR), 1017 (SECURITY CHIEF), and 1018 (FACILITIES & MAINT DIRECTOR). The '1017 (SECURITY CHIEF)' group is highlighted with a red box.

Note: If hours are not all allocated a variance will reflect. Be sure to account for all hours listed on the timesheet.

This screenshot shows the 'Time Distribution' window for the week of 04/30/2020-05/06/2020. It includes annotations: 1 (Week of), 2 (Populate button), 3 (JobClass and Project dropdowns), 4 (JobClass and Project dropdowns), and 5 (Distributed dropdown). A callout box points to the Variance column, stating 'Hours that are out of sync are highlighted in green.' The timesheet shows hours for days Thu 04/30/2020, Fri 05/01/2020, Mon 05/04/2020, Tue 05/05/2020, and Wed 05/06/2020. The Variance column shows 8.00, 2.00, 4.00, 4.00, and 8.50 respectively. The Total Hours are 26.50, with 12.50 in the Variance column. The Distributed column shows 8.00 and 2.00.

Gadget – Leave Management (Card View)

Description

In this section you will learn about the Leave Management Gadget. This gadget allows users an opportunity to request time-off, view accrual balances and view status of all pending, approved, declined or cancelled requests.

Requirements: If this is applicable to you and the organization, you may be able to perform some, or all of the above listed functions.

Leave Management ➤

[Request Leave](#)

Pay Code	Last Post Date	Available	Post Type
2[VACA]	04/08/2020	124.00	T
3[SICK]	01/01/2020	10.00	S

Request Status : [Send Reminder](#)

Date	Pay Code	Days	Descript...	Status
04/08/2020	2[VACA]	4	vac	✔ Status: Declined/Approved
-				Status: Pending/Cancelled
04/09/2020				
04/13/2020	2[VACA]	2	vac	!

How To Request Time-Off

First, access the EWS login page, enter your credentials. Then, navigate and click on the Leave Management Gadget.

To request time off you can:

Option #1 - Select the “Request Leave button on the gadget and fill in the applicable required field when the pop-up window appears.

1. Select a Template
2. If multi-day – click on the Multi-Day button and enter date range. (Refer to page 7)
3. Date
4. Total hours per day
5. Submit request.

Leave Management ➤

[Request Leave](#)

Request Leave

Template 1

Multi-Day 2

Date 3

Total 4 hours (per day) [Compute](#)

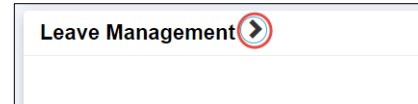
Message to Supervisor

Vacation day

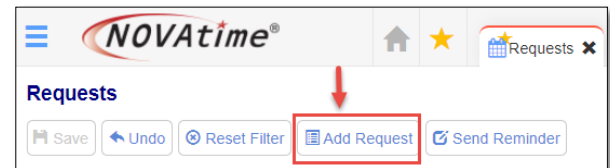
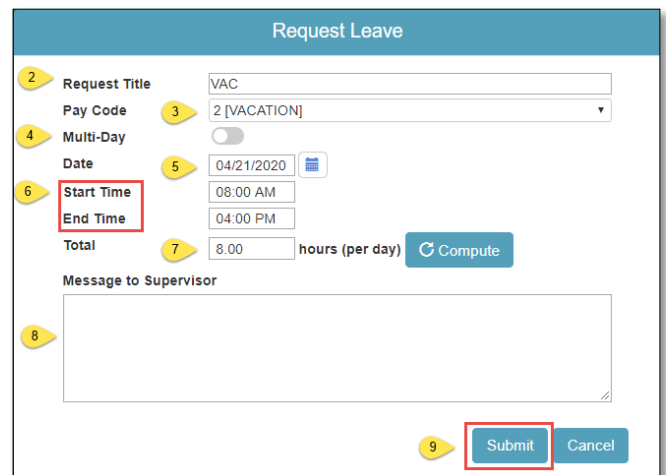
5 [Submit](#) [Cancel](#)

Option #2 - Select the Leave Management arrow and follow steps below.

Upon selecting the Leave Management header arrow, the request page will open.



1. Select: **Add Request button**,
A pop-up window will display: Fill in all required fields. ** (similar pop-up window to the one you see when you follow option #1)
2. Fill-in **Request Title:** _____ - *this is a required field*
3. Select the **Paycode:** _____ - select from the list of templates
4. **Multi-Day (Y/N)**
 - a. If Multi-day, enter the Start and End date * (follow instructions on pg. 6)
 - b. If this is not a multi-day request skip step and proceed to Step #5.
5. **Date:** _____ - *click on Calendar to select date*
 - a. If a specific date, only enter specific day, don't enable the multi-day toggle button.
6. **Start and End Time** – (optional) fill-in or skip to next step, (follow your org. internal policy)
7. **Hours per day** _____ - *enter number of hours per day you would like to request., Do not leave field blank*
8. **Message to Supervisor** – *optional*
 - a. example family vacation.
9. Select **Submit button**

Request Leave

2 Request Title: VAC

3 Pay Code: 2 [VACATION]

4 Multi-Day:

5 Date: 04/21/2020

6 Start Time: 08:00 AM

End Time: 04:00 PM

7 Total: 8.00 hours (per day)

8 Message to Supervisor

9

If Multi-day was used in Step #4, once you get to Step #9 button will read **Next. Follow the steps below to complete request submission.*

If Multi-add was selected, you will need to select the **Next** button.

Request Leave

Request Title: Family VAC

Pay Code: 2 [VACATION]

Multi-Day:

Date: 05/12/2020 To: 05/15/2020
5/12, 5/13, 5/14, 5/15

Start Time:

End Time:

Total: 8 hours (per day)

Message to Supervisor: Family VAC

Upon selecting the **Next**, button a pop-up window will appear. Here users are able to review multiple request validate dates, hours and make any adjustment and even remove and entry by selecting red "X" before the date column.

If everything looks good, select the **Submit** button.

Request Leave

Request Title: Family VAC

Pay Code: 2 [VACATION]

	Date	D	Hours	Start	End
X	May 12, 2020	Tue	8.00	<input type="text"/>	<input type="text"/>
X	May 13, 2020	Wed	8.00	<input type="text"/>	<input type="text"/>
X	<input checked="" type="button" value="Remove"/> 14, 2020	Thu	8.00	<input type="text"/>	<input type="text"/>
X	May 15, 2020	Fri	8.00	<input type="text"/>	<input type="text"/>

Message to Supervisor: Family VAC

Refer to image below for example of a multi-day request submission.

The image shows three sequential screenshots of the 'Add Request' form:

- Screenshot 1 (Step 2):** Shows the 'Add Request' form with fields for Request Title (Family Vac), Pay Code (2 [VACATION]), Multi-Day (checked), Date (03/16/2020 to 02/21/2020), Start Time (08:00 AM), End Time (04:00 PM), and Total (8.00 hours per day). A 'Next' button is highlighted.
- Screenshot 2 (Step 3):** Shows the 'Add Request' form with a table of dates and times. The table is highlighted with a red box. A 'Submit' button is highlighted.
- Screenshot 3 (Step 4):** Shows a confirmation dialog box from 'online4.timeanywhere.com' asking 'Ready to submit this request?'. An 'OK' button is highlighted.

Date	D	Hours	Start	End
Mar 16, 2020	Mon	8.00	8:00 AM	4:00 PM
Mar 17, 2020	Tue	8.00	8:00 AM	4:00 PM
Mar 18, 2020	Wed	8.00	8:00 AM	4:00 PM
Mar 19, 2020	Thu	8.00	8:00 AM	4:00 PM
Mar 20, 2020	Fri	8.00	8:00 AM	4:00 PM

Once a request is submitted your supervisor will receive a notification that a time-off request was submitted and is pending their approval. As request are approved or decline you will also be alerted.

Time-off request short video



Watch the video tutorial for more information: [How to Request time-off](#)

Request Calendar Overview Page


The Request calendar page allows users to see status of request and annual calendar of activity.

Status of all request will appear in the Request page view.

Commonly used status: **Yellow** = Pending, **Green** = Approved, **Red** = Declined and **Blue** = Canceled time-off.

Requests

13 All Requested	8 Pending	2 Approved	1 Declined	0 Cancel Pending	2 Canceled
---------------------	--------------	---------------	---------------	---------------------	---------------



[99998] STEWART, JULIET

Change Selected
8

<input type="checkbox"/>	Date	Pay Code	Req. ...	Avail. ...	Requested On	Status	Start	End	Note
<input type="checkbox"/>	Mar 5, 2020	5 [JURY]	8.00		2/25/20, 4:10 PM	Pending			
<input type="checkbox"/>	Mar 17, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:23 PM	Pending	8:00 AM	4:00 PM	
<input type="checkbox"/>	Mar 18, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:23 PM	Pending	8:00 AM	4:00 PM	
<input type="checkbox"/>	Mar 19, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:23 PM	Pending	8:00 AM	4:00 PM	
<input type="checkbox"/>	Mar 20, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:23 PM	Pending	8:00 AM	4:00 PM	
<input type="checkbox"/>	Apr 8, 2020	2 [VACA]	8.00	120.00	4/7/20, 10:22 AM	Pending			
<input type="checkbox"/>	Apr 9, 2020	2 [VACA]	8.00	120.00	4/7/20, 10:22 AM	Pending			
<input type="checkbox"/>	Apr 30, 2020	5 [JURY]	8.00		4/7/20, 3:03 PM	Pending			

Accrual Summary

Forecast

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACA]	Apr 7, 2020	T	8.00	120.00	Usage
3[SICK]	Mar 26, 2020	T	6.00	4.00	Usage

Status: All

March 2020							April 2020							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7					1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30			

How to Adjust the Number of Hours Submitted for an Existing Time-Off Request

If the request is in Pending status, and the number of submitted hours need to be adjusted, navigate to the pending request window.

- Place a checkmark next to the day you would like to adjust the number of hours
- Navigate to the **Reg Hrs. column**. Adjust the number of hours by using the up and down arrow. Up arrow will increase hours and down arrow will decrease number of listed hours.
- Navigate to the Notes column (optional) add a note stating reason for update
- Save changes.

Requests

d Save
← Undo
⊗ Reset Filter
📄 Add Request
📧 Send Reminder

13
 All Requested

8
 Pending

2
 Approved

[99998] STEWART, JULIET

Change Selected
8

<input type="checkbox"/>	Date	Pay Code	Req. ...	Avail. ...	Requested On	Status	Start	End	Note
<input type="checkbox"/>	Mar 5, 2020	5 [JURY]	8.00		2/25/20, 4:10 PM	Pending			
a <input checked="" type="checkbox"/>	Mar 17, 2020	2 [VACA]	4.00 b	132.00	2/25/20, 4:23 PM	Pending			Changing time off from 8 hours to 4 hrs. (partial day off) c
<input type="checkbox"/>	Mar 18, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:23 PM	Pending	8:00 AM	4:00 PM	

Cancel Pending Time-Off Request

If a time-off request is still in a pending status, as long as feature has been enabled, users can cancel a request.

There are the several ways to cancel a time-off request:

Option #1 –

If the request is in Pending status, hover over to calendar and over to the specific day, Click on the red “X” Cancel request and **save** changes.

Option #2 –

If the request is in Pending status, navigate to the pending request window.

- Place a checkmark next to the day or days you would like to cancel.
- Hover over to the Change Selected status button, Select Cancel
- Save changes.

Option #3 –

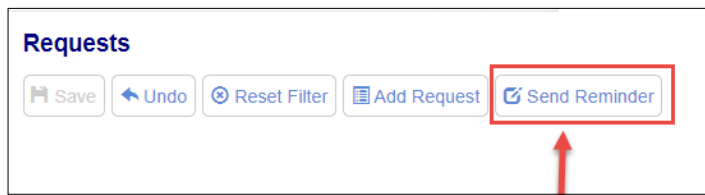
If the cancel feature is not enabled, users should notify supervisor of the required status change. Once manager is notified, they will change status of a request on behalf of employee to cancel.

If enabled, the Cancelled requests will appear in blue on the request page.

Time-off request Send Reminder

If a user would like to send a reminder to the supervisor regarding a time-off request that is in pending status user can simply select the Send Reminder button on the top of the request page.

1. Select **Send Reminder** button
2. Pop-up window will appear. Employee types a message to supervisor.
3. Click, **Submit**.



After employee submits message to supervisor, an email reminder and internal system message will be sent to the supervisor.

Requests

Save Undo Reset Filter Add Request **1** Send Reminder

13 All Requested **8** Pending

Send Reminder

Message to Supervisor **2**

Just a friendly reminder I have several pending time-off request, please let me know if time will be approved or declined.

Thanks
Juliet

3 Submit Exit

Date	Pay Code	Req. ...	Avail. ...	Requested
Mar 5, 2020	5 [JURY]	8.00		2/25/20, 4:1
Mar 17, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:2
Mar 18, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:2
Mar 19, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:2
Mar 20, 2020	2 [VACA]	8.00	132.00	2/25/20, 4:2

March 2020

T	W	T	F	S
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

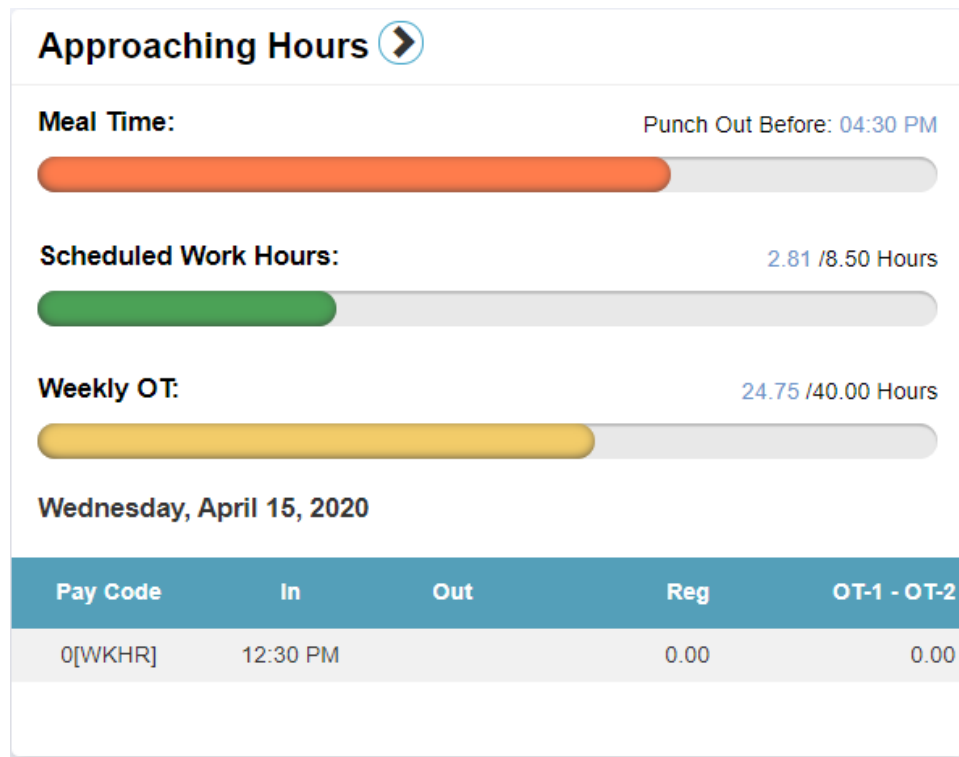
Gadget – Approaching Hours (Card View)

Description

In this section you will learn about the Approaching Hours Gadget. This gadget allows you an opportunity to see: Approaching Meal Time, Scheduled Work Hours and Weekly OT

Requirements: Admin will need to provide Meal specifications and Shift parameters for information to display on this gadget. The meal time can be configured to the desired specification in the employees' shift. This is configured in the employees' schedule. The threshold can be configured in the pay policy.

1. **Meal time:** – Will show what time the employee must take their meal before the system will issue a meal premium.
2. **Schedule Work Hours:** Informs the employee on how much elapsed time has passed and how close they are till the end of their shift.
3. **Weekly OT:** This will inform the employee how close they are to going into overtime based on the elapsed time.



Gadget – Exception Summary (Card View)

Description

In this section you will learn about the Exception Summary Gadget. A summary of all the timesheet exceptions for the selected pay period will display on the card. If you would like to see details and specifics of each exception, select the arrow that is after Exception Summary. This will take you to the timesheet, there you will see details. Refer to example below.

Requirements: *If shift is assigned and gadget access granted user will be able to see those exceptions that the System Admin has granted*

Exception Summary

Pay Period: Current Pay Period 04/05/2020 (Sun) - 04/18/2020 (Sat)

Exception	Count
Early Out	1
Late Out	4
Long Meal	6
Missed Punch	2
Tardy	1

The screenshot shows the NOVAtime interface for a timesheet. At the top, there's a navigation bar with the NOVAtime logo and a 'Timesheets' tab. Below that, the 'Timesheet' section is active, showing a pay period of '02/23/2020 (Sun) - 03/07/2020 (Sat)'. The user is 'STEWART, JULIET - 99998'. The interface displays a table of timesheet entries with columns for Note, Schedule, Date, Pay Code, In, In Exp, Out, Out Exp, Reg, OT-1, OT-2, Total Hours, Daily Hours, and Weekly Total. Two red boxes highlight the 'In Exp' and 'Out Exp' columns, with arrows pointing to their respective legends: 'In Exp - T (Tardy), E (Early IN), M (Meal), G (Grace) + # of minutes' and 'Out Exp - O = B (Break), E (Early OUT), L (Late OUT), G (Grace) + # of minutes'. A specific entry for Tuesday, 02/25/2020, shows an 'Early In E 30' exception.


Gadget: Schedule (Card View)

Description

In this section you will learn about the Schedule Gadget. If you have been assigned to a shift or have schedules that vary throughout the period, please pay close attention to information displayed.

The Schedule Gadget will allow you to see details of the schedule for a specific time period: a day, a week, or a month. You will not only be able to see the schedule but also see details if you will be working at multiple locations, different times and/or if you will be working under different labor groups, like location or for a different department for. example.

Requirements: *Based on your company set-up you may have access to this gadget. This gadget is helpful for employees who have schedules that change often. If the employee has a schedule for this selected date range, the schedule will be shown. Otherwise, the shift information will be displayed.*

Schedule 

Weekly ▾
Daily
Weekly

◀ Apr 12, 2020 - Apr 18, 2020 ▶

Sun	Apr 12	
Mon	Apr 13	08:00 AM - 05:00 PM 0 [WORK HOURS] Marketing
Tue	Apr 14	12:00 PM - 09:00 PM 0 [WORK HOURS] Risk Management
Wed	Apr 15	08:00 AM - 05:00 PM 0 [WORK HOURS] HR
Thu	Apr 16	12:00 PM - 09:00 PM 0 [WORK HOURS] Risk Management
Fri	Apr 17	08:00 AM - 05:00 PM 0 [WORK HOURS] Marketing
Weekly Period		Reg OT Total
Apr 12, 2020 - Apr 18, 2020		40.00 1.50 41.50

How To View Assigned Schedule?

First, access the EWS login page, enter your credentials.

1. Navigate to the: **Schedule Gadget**
2. By default, filter is set to display daily schedule. To change filter from Daily to Weekly select the drop-down arrow from the top-right hand side of the screen. *Refer to image.*
3. To access other filter options for example, see the schedule for a specific time period, week, or month, select the arrow on the top of gadget. *Refer to image.*

Weekly Period	Reg	OT	Total
Feb 23, 2020 - Feb 29, 2020	40.00	0.50	40.50

Other View option - The **Schedule** page is used review the specific time period schedule or view monthly schedule.

Important: Select the pay period or the current month, it will display employee's shift or schedule information. If the employee has a schedule for this selected date range, the schedule will be shown. Otherwise, the shift information will be displayed.

Schedules

Time Period: | | | | | | | |

Filtered by: | |

Schedule Summary	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Sch.	Act.	Sch.	Act.	Sch.	Act.
02/23/2020-02/29/2020	-	-	7.50	8.00	8.50	8.00
03/01/2020-03/07/2020	-	-	8.50	-	8.50	8.50

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Feb 23, 2020	Feb 24, 2020	Feb 25, 2020	Feb 26, 2020	Feb 27, 2020	Feb 28, 2020
	08:00AM 12:00PM [U] (PC-0 M30) ✓ Recreation	08:00AM 05:00PM [U] (PC-0 M30) ✓ Risk Management	08:00AM 05:00PM [U] (PC-0 M30) ✓ Hr	8.00 Hours [U] (PC-2) ✓ Vacation	8.00 Hours [U] (PC-2) ✓ Vacation
	01:00PM 05:00PM [U] (PC-0) ✓ Recreation				
Mar 1, 2020	Mar 2, 2020	Mar 3, 2020	Mar 4, 2020	Mar 5, 2020	Mar 6, 2020
	08:00AM 05:00PM [S] (PC-0 M30) ✓ Marketing	08:00AM 05:00PM [S] (PC-0 M30) ✓ Marketing	8.00 Hours [U] (PC-5) ✓ Jury Duty	08:00AM 05:00PM [S] (PC-0 M30) ✓ Marketing	08:00AM 05:00PM [S] (PC-0 M30) ✓ Marketing

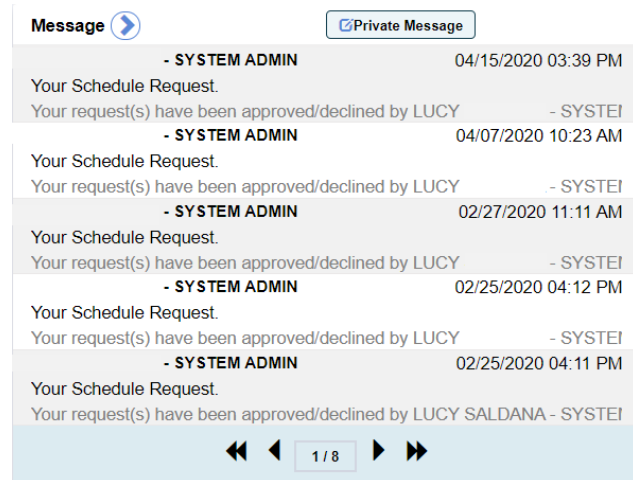
Gadget –Message Board (Card View)

Description

In this section you will learn about the Message Gadget. The **Messages** page is used to display internal private messages that were sent to you.

On the card view you are able to do three things:

1. Send a message to your supervisor,
2. See a brief message overview
3. Access your message Inbox by selecting arrow next to the Message header.

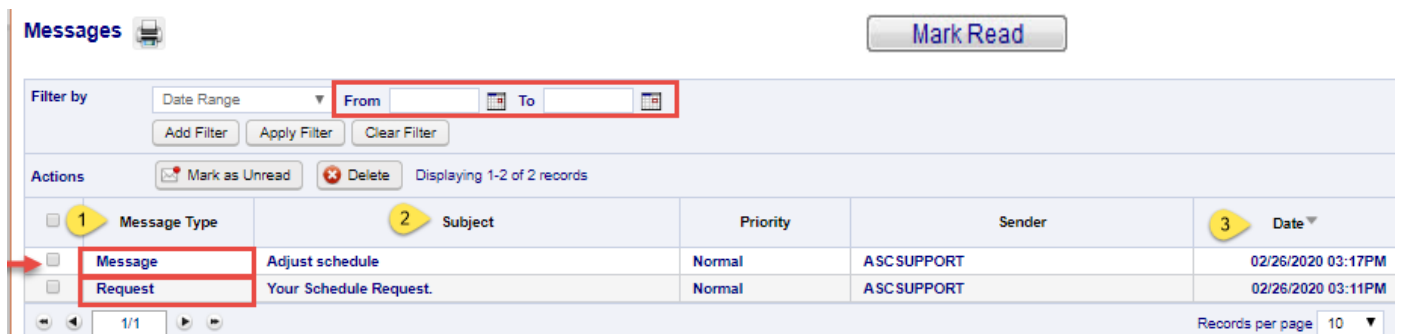


To access your messages, you can either select the arrow next to **the Message Gadget** on the Dashboard or you can chose to access these by navigating to the upper right-hand corner next to Home, Help, and Log Off, there you will see an Envelope, click on it to access your Private Messages.

The **Private Messages** envelope button located in the upper-right corner of the page header area contains the private messages that were sent to the employee's internal messages. When it's flashing, that means you have at least one message that hasn't been read.



The Message board will display (2) different Message types: Message and Request.



Message type: Request

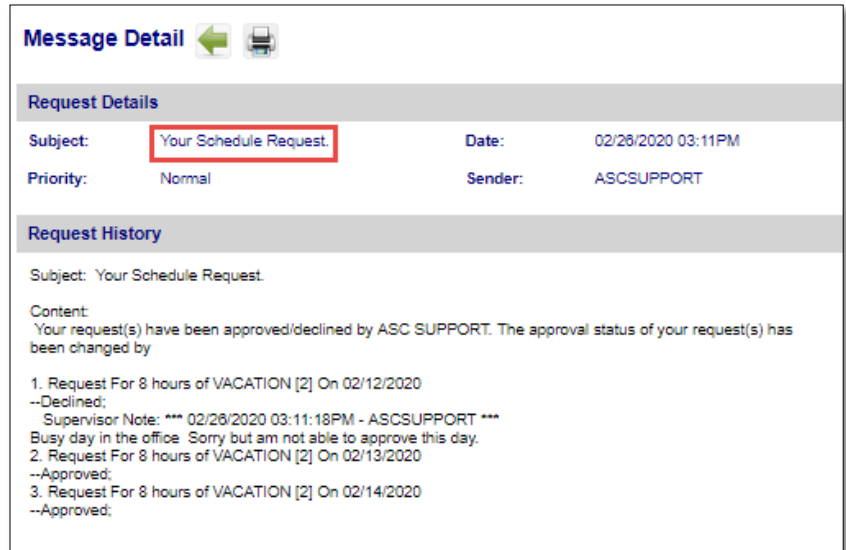
Once a request is approved or declined employee will be notified of the status of a submitted request. A request message type will be sent to employee and you will see a similar message to the example listed here.



If time-off is **approved**, three things will happen:

1. Time will be added to the timesheet
2. Accrual balances will be decremented by the approved time
3. Employee will be notified regarding the request status.

If time-off is **declined**, the following will happen:

1. Employee will be notified regarding the time-off request status declination.



Message Detail  

Request Details

Subject: Your Schedule Request **Date:** 02/26/2020 03:11PM
Priority: Normal **Sender:** ASCSUPPORT

Request History

Subject: Your Schedule Request.

Content:
Your request(s) have been approved/declined by ASC SUPPORT. The approval status of your request(s) has been changed by

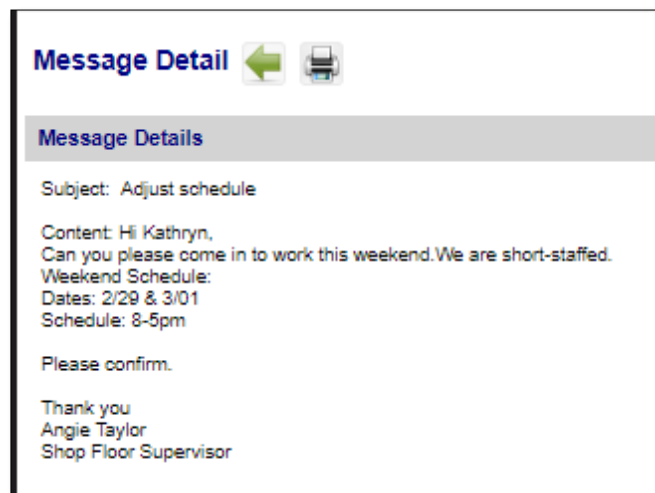
1. Request For 8 hours of VACATION [2] On 02/12/2020
--Declined;
Supervisor Note: *** 02/26/2020 03:11:18PM - ASCSUPPORT ***
Busy day in the office. Sorry but am not able to approve this day.
2. Request For 8 hours of VACATION [2] On 02/13/2020
--Approved;
3. Request For 8 hours of VACATION [2] On 02/14/2020
--Approved;



Message type: Message

If an employees or Supervisor has access to the message gadget, employees and supervisors can message each other. Supervisors can message employee and vice versa.

To access the message board be sure to use the Card view and not Icon view.

Here's an example of correspondance between employee and supervisor.



Message Detail  

Message Details

Subject: Adjust schedule

Content: Hi Kathryn,
Can you please come in to work this weekend. We are short-staffed.
Weekend Schedule:
Dates: 2/29 & 3/01
Schedule: 8-5pm

Please confirm.

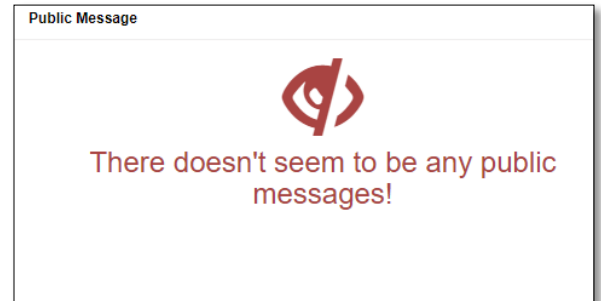
Thank you
Angie Taylor
Shop Floor Supervisor

Gadget – Public Message (Card View)

Description

In this section you will learn about the Public Message gadget. This gadget is used to view internal private messages that were sent to system users.

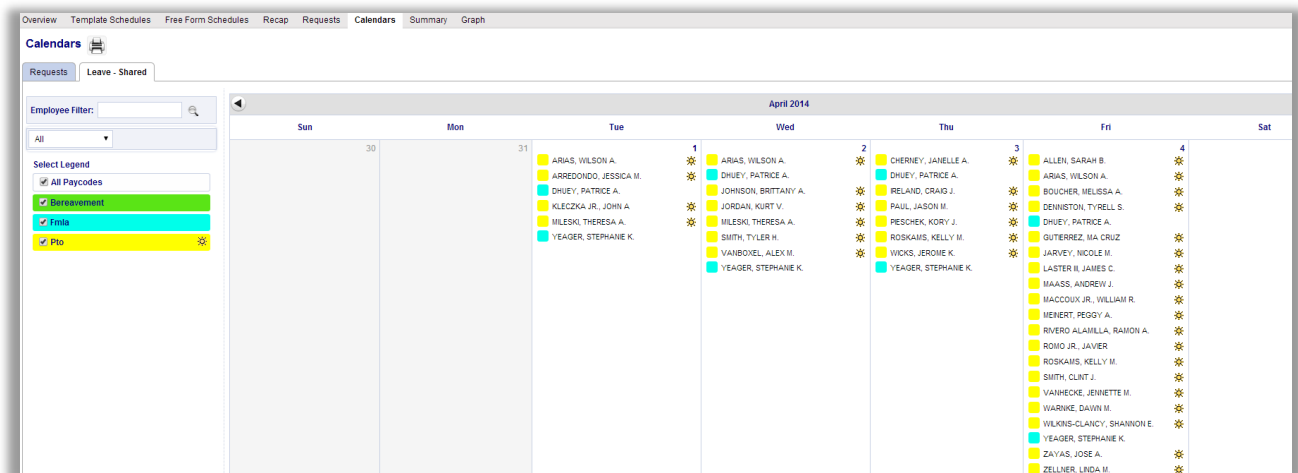
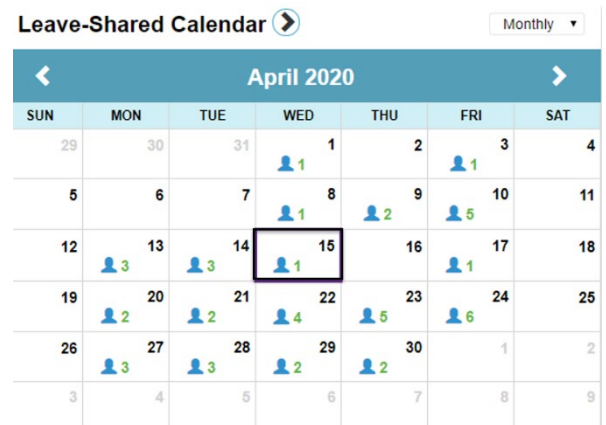
This can display upcoming company holidays, announcements such as company Party and so forth.



Gadget – Leave-Shared Calendar (Card View)

Description

In this section you will learn about the Shared Leave Calendar gadget. This gadget enables employees to view approved, pending leave requests for their individual work groups. Here employees will be able to see access a Shared-Calendar that reflects which co-workers or team members are out of the office on a specific day, week, month period.

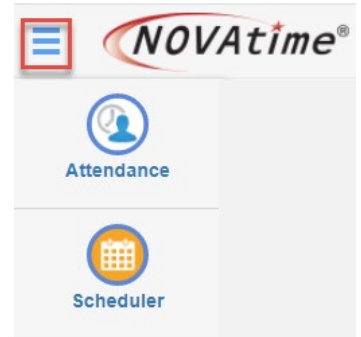


Dashboard Control Panel Navigation








Description

In this section you will learn about the Dashboard Navigation controls.

Menu are accessed by clicking on the Hamburger Menu icon shown on the upper left-hand corner of the screen. Holding the mouse cursor over the menu text will bring up the sub-menu pop-up. Hold the mouse cursor over the appropriate sub-menu page and click on the text to access the desired application.



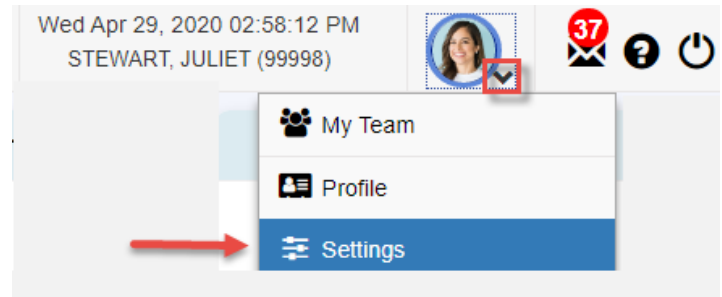
Other dashboard buttons/icons:

Icon	Description
	Hamburger Icon – Controls system navigation, Categories, sub-pages, Client Name and Client ID
	Home Icon
	Favorites List
	Myself, My Team, and Setting
	Messages
	Online Help
	Logout

Dashboard Preference Settings

Description

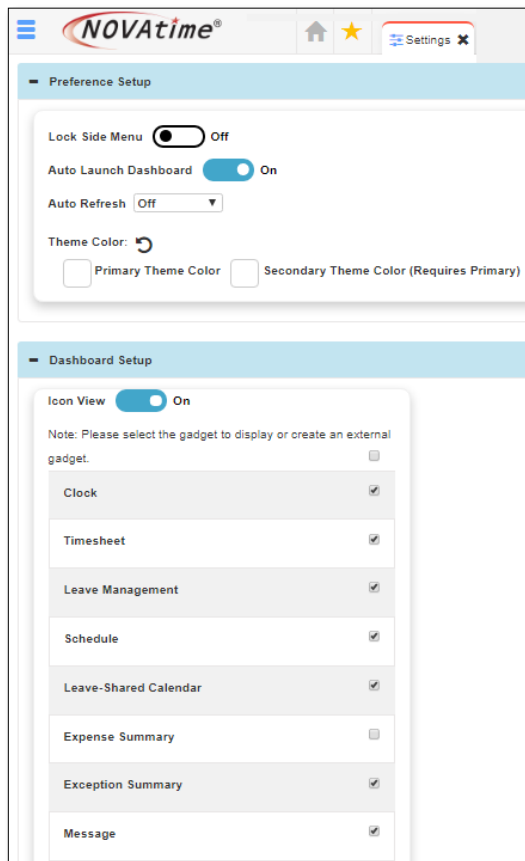
In this section you will learn how to customize Dashboard Preference Settings if system Admin has granted you the access.



To access your Settings page, from the upper right-hand side of the screen, click on the Myself silhouette, a drop-down appears, select it, then select, Settings.

These are some things you may be able to perform.

Preference Setup:



a). Lock side menu: Defaults to off. If it's on, it'll retain the menu bar after clicking on the hamburger menu icon.

b). Auto launch Dashboard: Defaults to on. If it's on, it'll automatically launch the Dashboard. If it's off, it'll take you directly to your typical landing page in the NOVAtime system.

c). Auto Refresh: Defaults to off. If it's on, system will automatically update the Dashboard at the pre-configured intervals; you can determine the refresh rate (5 – 25 minutes)

d). Theme color – You can update and personalize dashboard and update the theme color displayed.

Dashboard Setup:

In this section you will learn how to customize Dashboard Set-up if system Admin has granted you the access.

In this area you can change your Dashboard gadget display preferences from Icon view to Card view and hide gadgets you don't want to see.

Settings

Save

Undo

Preference Setup

Lock Side Menu Off

Auto Launch Dashboard On

Auto Refresh

Theme Color:



Primary Theme Color



Secondary Theme Color (Requires Primary)

Under the Dashboard setup there is a button that reads Icon View, if it reflects off this mean you are viewing dashboard gadgets in the Card view. To enable Icon view click on the Icon View button and change this to **ON**.

Dashboard Setup

Icon View Off

Note: Please select the gadget to display or create an external gadget.

Clock

Dashboard display preferences examples:

1. Icon View :

NOVAtime | Settings | Accruals | Calendars | Requests | History | Expense Info | Timesheets | Wed Apr 29, 2020 03:58:57 PM STEWART, JULIET (99990)

Clock Wed, April 29, 2020, Pacific Time
03:58:56 PM
 Punch | Transfer
 Last Clock In: 04/29/2020 01:00 PM
 Last Clock Out: 04/29/2020 05:00 PM

Pay Code	In	Out	Reg	OT-1 - OT-2
0[WKHR]	08:00 AM	12:00 PM	4.00	0.00
0[WKHR]	01:00 PM	05:00 PM	4.00	0.00

Timesheet
 04/19/2020 - 05/02/2020
 Status: OPEN

Approaching Hours
 Meal Time: --:--

Exception Summary 11
 Early Out: 1, LM: 9, TDY: 1

Schedule

Leave Management 1
 1 Pending

Message 37
 Unread: 37

Public Message
 There doesn't seem to be any public messages!

2. Card View:

NOVAtime | Home | Settings | Accruals | Calendars | Requests | History | Expense Info | Timesheets | Wed Apr 29, 2020 03:59:50 PM STEWART, JULIET (99990)

Clock Wed, April 29, 2020, Pacific Time
03:59:59 PM
 Punch | Transfer
 Last Clock In: 04/29/2020 01:00 PM
 Last Clock Out: 04/29/2020 05:00 PM

Pay Code	In	Out	Reg	OT-1 - OT-2
0[WKHR]	08:00 AM	12:00 PM	4.00	0.00
0[WKHR]	01:00 PM	05:00 PM	4.00	0.00

Exception Summary
 Pay Period: Current Pay Period | 04/19/2020 (Sun) - 05/02/2020 (Sat)

Exception	Count
Early Out	1
Long Meal	9
Tardy	1

Timesheet
 Pay Period: Current Pay Period | 04/19/2020 (Sun) - 05/02/2020 (Sat) | Status: OPEN
 Submit

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
04/20/2020	0[WKHR]	08:00 AM	12:00 PM	4.00	0.00
04/20/2020	0[WKHR]	01:00 PM		0.00	0.00
04/21/2020	0[WKHR]	08:00 AM	05:00 PM	8.50	0.00
04/22/2020	0[WKHR]	08:00 AM	12:00 PM	3.50	0.00
04/23/2020	0[WKHR]	12:00 PM	01:00 PM	1.00	0.00
Summary:				Reg	OT
Apr 19, 2020 - May 2, 2020				73.00	8.00

Approaching Hours
 Meal Time: | Punch Out Before: --:--
 Scheduled Work Hours: 8:00:00 Hours
 Weekly OT: 32:00:40 Hours
 Wednesday, April 29, 2020

Pay Code	In	Out	Reg	OT-1 - OT-2
0[WKHR]	08:00 AM	12:00 PM	4.00	0.00
0[WKHR]	01:00 PM	05:00 PM	4.00	0.00

Schedule Weekly | Apr 26, 2020 - May 2, 2020

Day	Date	Hours
Sun	Apr 26	
Mon	Apr 27	
Tue	Apr 28	
Wed	Apr 29	
Thu	Apr 30	08:00 AM - 05:00 PM 0 [WORK HOURS]
Fri	May 01	Blanking
Sat	May 02	

Weekly Period	Reg	OT	Total
Apr 26, 2020 - May 2, 2020	8.50	0.00	8.50

Leave Management Request Leave

Forecast

Pay Code	Last Post Date	Available	Post Type
2[VACA]	04/14/2020	116.00	T
3[SICK]	01/01/2020	10.00	S

Request Status: Send Reminder

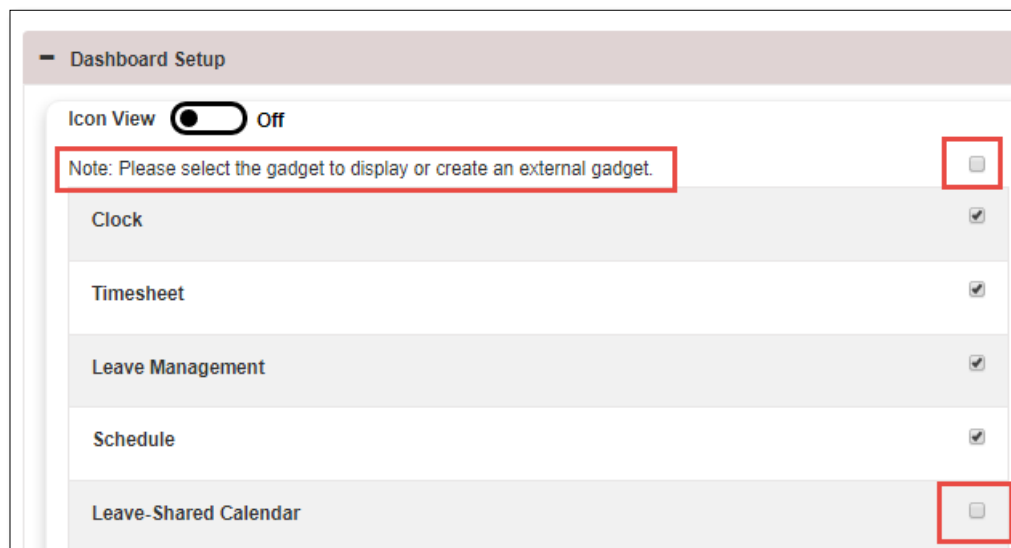
Date	Pay Code	Days	Description	Status
04/30/2020	5[JURY]	1	jury summon	!

Message Private Message
 LUCY SALDANA - SYSTEM ADMIN | 04/16/2020 10:12 AM
 Your Schedule Request.
 Your request(s) have been approved/declined by LUCY SALDANA - SYSTEM ADMIN. The approval status of your re

How to Hide a Gadgets from Displaying on your Dashboard

Simply uncheck box next to gadget to hide this and save changes.

If at a later date you would like to revert and enable a Gadget to display, simply go back to the Dashboard Setup window and place a checkmark next to gadget you would like to enable and save changes.



Dashboard Profile Menu

Description

In this section you will learn about the Profile page. The **Profile** page is used to display important employee contact information and depending on the setup (by your system Administrator), you may or may not be able to change the information on this page.

Under My Profile, information is grouped in the following categories:

1. **Login ID / Password –**

- a. Lists the employee's login name, and provides the ability to change password

2. **Contact Information -**

- a. General Contact - This includes email address, various phone numbers, emergency contact and their relationship with the employee.

3. Home Address -

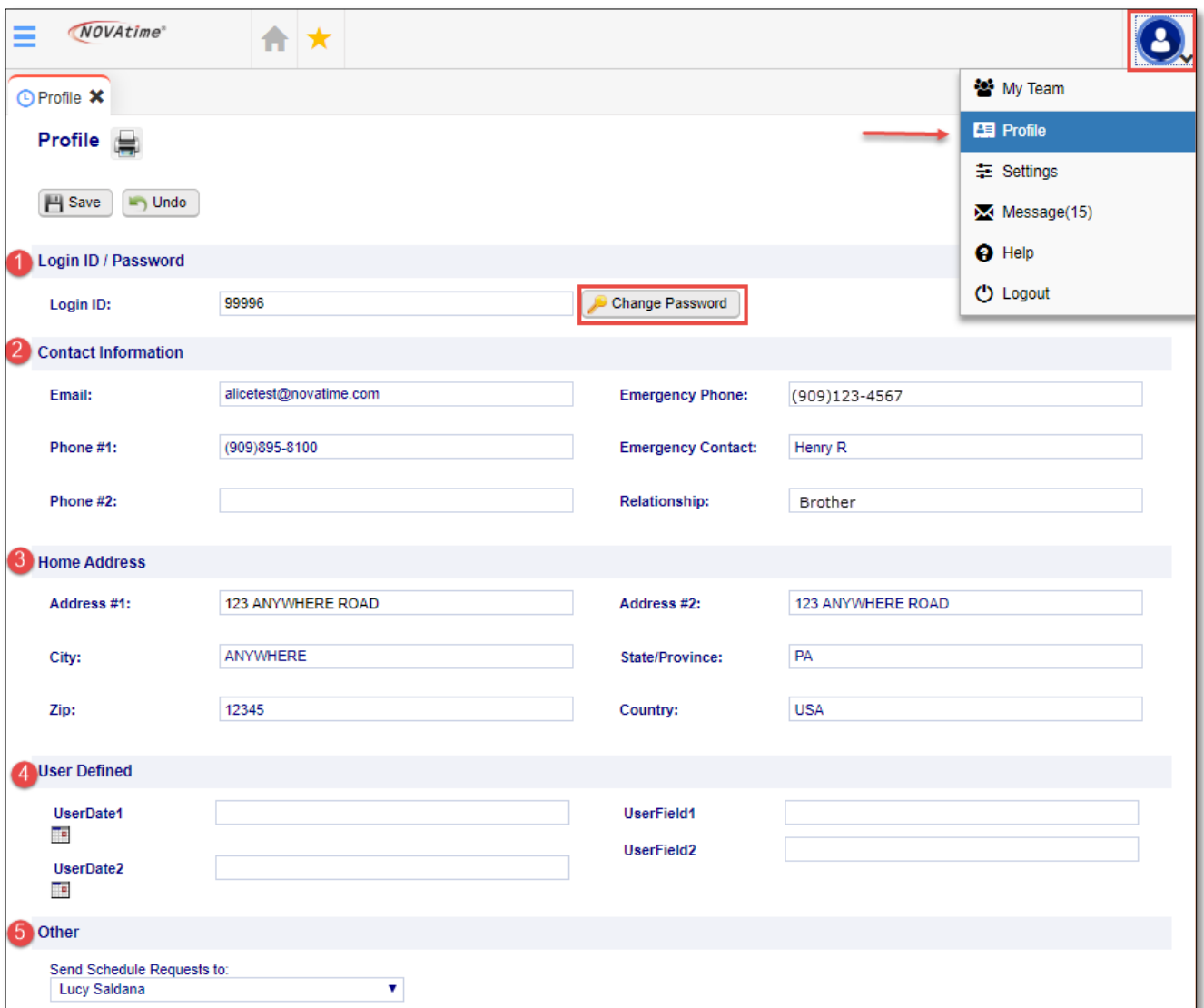
- a. Address #2 option

4. User Defined –

- a. Includes many user defined fields and dates.

5. Other -

- a. Reflects the name of the Supervisor who time-off alerts or messages are sent directly to.



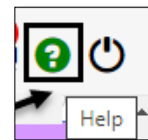
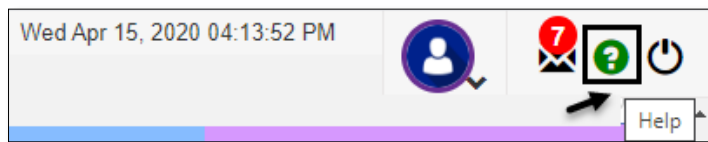
The screenshot shows the NOVAtime user profile page. At the top right, a navigation menu is open, with a red arrow pointing to the 'Profile' option. The main content area is divided into five numbered sections:

- 1 Login ID / Password:** Login ID: 99996. A 'Change Password' button is highlighted with a red box.
- 2 Contact Information:**
 - Email: alicetest@novatime.com
 - Emergency Phone: (909)123-4567
 - Phone #1: (909)895-8100
 - Emergency Contact: Henry R
 - Phone #2: (empty)
 - Relationship: Brother
- 3 Home Address:**
 - Address #1: 123 ANYWHERE ROAD
 - Address #2: 123 ANYWHERE ROAD
 - City: ANYWHERE
 - State/Province: PA
 - Zip: 12345
 - Country: USA
- 4 User Defined:**
 - UserDate1: (calendar icon)
 - UserDate2: (calendar icon)
 - UserField1: (text input)
 - UserField2: (text input)
- 5 Other:** Send Schedule Requests to: Lucy Saldana (dropdown menu)

Online Help – Employee Resources

Description

For additional guidance and assistance visit Online Help, there you will find additional documents and short training videos.



To access Online Help, from your tool bar click on the Green “?” mark.

Ensure pop-up window option is enabled, then proceed and navigate through the various folders relating to your role.

Visit **Chapter 4** - to access documentation on various process > Employee Web Service Folder

Visit **Chapter 5** - to access the > Video Learning Library > Employee User Guide Folder.

New videos and documents are added regularly, so check back to see What's New.