

You can punch in to the new time and attendance system in just 3 easy steps!

1. Open the Novatime Employee Web Services page from your start menu.

2. Key your network user ID and password into the appropriate fields. This is the same ID that you use to login to your computer. Novatime will prompt you to create a password on your first login. Once you have created the password, key it into the password field.

The screenshot shows the NOVAtimeAnywhere Employee Web Services interface. At the top, there is a world map with clock icons. Below the map is a dark blue header bar containing the NOVAtimeAnywhere logo and the text "Employee Web Services" on the left, and the date and time "Thursday, 05/21/2009 4:21:56 PM" on the right. The main content area has a status indicator "● Ready..." and a large empty text box. Below this are two input fields: "ID:" and "Password:". To the right of these fields is a numeric keypad with buttons for digits 1-9, 0, Back, and Enter. Below the input fields are three buttons: "Punch", "Transfer", and "Cancel". At the bottom of the main content area is a button labeled "Employee Web Services". Red arrows point to the ID and Password input fields, and another red arrow points to the "Punch" button. The footer contains the NOVAtime 3000 Enterprise logo, the copyright notice "©1999-2009 NOVAtime Technology, Inc", and a disclaimer: "NOVAtime and NOVAtime logo are registered trademarks of NOVAtime Technology, Inc."

3. Click "Punch"

How to view your timesheet, schedule, and accrual balances with the new time and attendance system.

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2. Key your network user ID and password into the appropriate fields. This is the same ID that you use to login to your computer. Novatime will prompt you to create a password on your first login. Once you have created the password, key it into the password field.

The screenshot shows the NOVAtimeAnywhere Employee Web Services login interface. At the top, there is a world map with clock icons. Below the map is a dark blue header bar containing the NOVAtimeAnywhere logo and the text "Employee Web Services" on the left, and the date and time "Thursday, 05/21/2009 4:21:56 PM" on the right. The main content area has a "Ready..." status indicator. Below this is a large empty text box. To the right of this box is a numeric keypad with buttons for digits 1-9, 0, and Enter. Below the large text box are two input fields labeled "ID:" and "Password:". Red arrows point to these fields. Below the input fields are three buttons: "Punch", "Transfer", and "Cancel". A red arrow points to the "Punch" button. Below these buttons is a button labeled "Employee Web Services". At the bottom of the page is a footer bar with the NOVAtime 3000 Enterprise logo on the left, and copyright information "©1999-2009 NOVAtime Technology, Inc." and "NOVAtime and NOVAtime logo are registered trademarks of NOVAtime Technology, Inc." on the right.

3. Click on "Employee Web Services"

This screen shows you all of your punches and a summary of all hours for the pay period.

Thursday, May 21, 2009 4:29:01 PM

Employee ID: 1  
Name: TEST\_EMPLOYEE

NOVAtime Employee Web Services

Timesheet Schedule Accrual

Pay Period: 05/18/2009 (Mon)-05/31/2009 (Sun) Timesheet Status: OPEN

Date	PayCode	In	Out	Reg	OT-1	OT-2	Notes	Ill_EXP	Out_EXP	Shift_Exp	Re
Mon 05/18/2009	0(WKHR)	6:00PM	9:00PM	3.00	0.00	0.00				00001-FS	
Thu 05/21/2009	0(WKHR)	4:28PM		0.00	0.00	0.00				00001-FS	

Timesheet Summary: Group By: Paycode

Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay
0(WKHR)	3.00	0.00	0.00	3.00	\$0.00	\$0.00	*****
Totals	3.00	0.00	0.00	3.00	\$0.00	\$0.00	*****

Accrual Summary

Pay Code	Code	Last Post Date	Post Type	Ac
-	-	-	-	-

Point System Summary

Click on the "Schedule" tab to view your schedule. Both work hours and approved CTO time will display here.

Thursday, May 21, 2009 4:44:46 PM

Employee ID: 1  
Name: TEST\_EMPLOYEE

NOVAtime Employee Web Services

Timesheet Schedule Accrual

Pay Period: 05/18/2009 (Mon)-05/31/2009 (Sun) Month: May 2009

Schedule Summary	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.
05/17/2009-05/23/2009	-	-	08.00	03.00	08.00	-	08.00	-	08.00	-	08.00	-	-	-
05/24/2009-05/30/2009	-	-	08.00	-	08.00	-	08.00	-	08.00	-	08.00	-	-	-
05/31/2009-06/06/2009	-	-	-	-	-	-	-	-	-	-	-	-	-	-

May 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18 • [U] 09:00AM-06:00PM Network Operations +	19 • [U] 09:00AM-06:00PM Network Operations +	20 • [U] 09:00AM-06:00PM Network Operations +	21 • [U] 09:00AM-06:00PM Network Operations +	22 • [U] 09:00AM-06:00PM Network Operations +	23
24	25 • [U] 09:00AM-06:00PM Network Operations +	26 • [U] 09:00AM-06:00PM Network Operations +	27 • [U] 09:00AM-06:00PM Network Operations +	28 • [U] 09:00AM-06:00PM Network Operations +	29 • [U] 09:00AM-06:00PM Network Operations +	30

Done Trusted sites 100%

The "Accrual" tab will allow you to see your available balance, as well as anytime you earned or used accrual hours.

Thursday, May 21, 2009 4:32:16 PM

Employee ID: 1  
Name: TEST.EMPLOYEE

NOVAtime Employee Web Services

Accrual

ID	Name	Pay Category	Hire Date	Adjust Hire Date	Title Change Date				
1	TEST.EMPLOYEE	1 [HOURLY]	05/21/2009						
Pay Code	Accrual Code	Last Post Date	Post Type	Accrued / Used	Available	Notes			
[4]ACTO	CTO	05/21/2009	U	15.00	43.00				
CODE	Type	Post Date	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes
CTO	U	05/21/2009	15.00	28.00	0.00	0.00	0.00	43.00	
CTO	T	05/06/2009	0.00	32.00	4.00	0.00	0.00	28.00	Usage
CTO	U	02/01/2009	-8.00	40.00	0.00	0.00	0.00	32.00	
CTO	U	01/01/2009	40.00	0.00	0.00	0.00	0.00	40.00	

Click into the Schedule category to request time off.

Wednesday, June 10, 2009 10:30:18 AM

Employee ID: 24  
Name: TEST.EMPLOYEE

NOVAtime Employee Web Services

Scheduler

Request Calendar

Multiple [Add / Maintain Templates](#)

Vacation[8.00 Hours] [Please insert template](#) [Please insert template](#)

[Please insert template](#) [Please insert template](#) [Please insert template](#)

[Please insert template](#) [Please insert template](#) [Please insert template](#)

Week Of: 06/07/2009 (Sun)-06/13/2009 (Sat) [Save](#) [Undo](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
06/07/2009	06/08/2009	06/09/2009	06/10/2009	06/11/2009	06/12/2009	06/13/2009
<b>Pending Request:</b>						
<b>Approved Request + Schedule:</b>						
	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	

Schedule requests are made by selecting a template. You can have up to nine templates to accommodate different pay codes and times. To use an existing template, simply click on the template and then click on the day you want to request that time for.

NOVAtime® Employee Web Services  
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Wednesday, June 10, 2009 11:32:46 AM  
 Employee ID: 24  
 Name: TEST,EMPLOYEE

Home ? Help Log

Attendance Scheduler

Request Calendar

Multiple Add / Maintain Templates

☀ Vacation[8.00 Hours]			Please insert template	Please insert template
Please insert template			Please insert template	Please insert template
Please insert template			Please insert template	Please insert template

Week Of: 06/07/2009 (Sun)-06/13/2009 (Sat) Save Undo

Sunday 06/07/2009	Monday 06/08/2009	Tuesday 06/09/2009	Wednesday 06/10/2009	Thursday 06/11/2009	Friday 06/12/2009	Saturday 06/13/2009
<b>Pending Request:</b>						
					☀ 8.00 Hours + Vacation	
<b>Approved Request + Schedule:</b>						
	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	

In this example, I have selected 8 hours of vacation for Friday June 12<sup>th</sup>. The yellow “+” to the right of the hours allows you to attach a note with your request.

To create a new template, click on the “Add/Maintain Templates” button.

NOVAtime® Employee Web Services  
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Wednesday, June 10, 2009 10:5:07 AM  
 Employee ID: 24  
 Name: TEST,EMPLOYEE

Home ? Help Log

Attendance Scheduler

Request Calendar

Maintain Templates - Mozilla Firefox

http://localhost/novotime/editschtemplate.aspx

**EWS - My Schedule Template**

New Edit Delete Save Undo Exit

Template: <--Select-->

Preview ☀ VACATION [4.00 Hours]

PayCode: 2[VACA] ←

Job:

Starts:

Ends:

Meal:  Minutes (  :  )

Hours: 4.00 ←

Done

→ Add / Maintain Templates

ert template		Please insert template	
ert template		Please insert template	
ert template		Please insert template	

Save Undo

Wednesday 06/10/2009	Thursday 06/11/2009	Friday 06/12/2009	Saturday 06/13/2009
<b>Pending Request:</b>			
		☀ 8.00 Hours + Vacation	
<b>Approved Request + Schedule:</b>			
[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	[S] 07:00AM-03:00PM Labor	

This will open the “Maintain Templates” window. Key in the paycode and the number of hours, then click Save. Your new template is now ready to access from the request window.