



**Supervisor Web Services
Training Guide
For**

Aquinas College



NOVAtime[®]
Supervisor Web Services

Thursday, December 13, 2007 7:25:41 PM

User ID: AOPFER
Name: Aida Opfer

Home ? Help Log Off

Attendance Scheduler Employee Report Preferences

Overview Summary Timesheet Accrual History In / Out Board

Pay Period: *12/02/2007 (Sun)-12/15/2007 (Sat) Last updated: Thursday, 12/13/2007 7:25 PM

Group / Filter By: DEPARTMENT 060200 [SALES BRIGHTON SHOWROOM] Employee Search GO

Unopened Timesheets: 0
Opened Timesheets: 7

Approve this Page

ID	NAME	Absent	Missed Punch	Sch.Hr	Reg.Hr	OT-1	OT-2	Timesheet Status
000775	FIELD, SHARON JEAN	0	0	80.00	0.00	0.00	0.00	OPEN
000403	FISHER, THOMAS	0	0	80.00	0.00	0.00	0.00	OPEN
000770	GOODHUE, DOUGLAS	0	0	80.00	0.00	0.00	0.00	OPEN
000786	INGRAM, KRISTIN	0	0	80.00	0.00	0.00	0.00	OPEN
000486	STAFFORD, SUSAN	0	0	80.00	0.00	0.00	0.00	OPEN
000595	VANDERWAL, JILLET	0	0	80.00	0.00	0.00	0.00	OPEN
000516	YAGELO, CATHERINES	0	0	80.00	0.00	0.00	0.00	OPEN

1

The Summary Tab allows you to quickly access information about your employees. This includes total hours for the pay period selected, timesheet approval status, and exceptions. All of the information on this screen may be sorted by heading, which makes it into an interactive exception report.

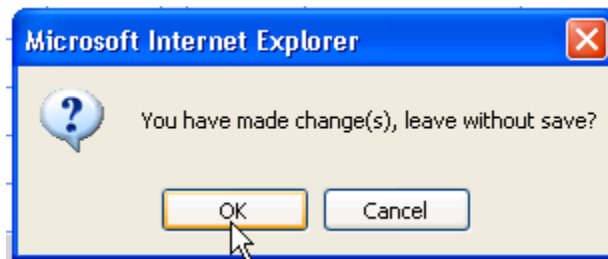
Notes:
 The clock was not plugged in yet. Needed to add both in and out punches.

OK Cancel

The notes field is a free form area - you may type in anything that you want to. After you save your note, you will see a yellow envelope letting you know there has been a note entered.

Notes	Reason
✉	▼
	BERV [BEREAVEMENT]
	MP [MISSING PUNCH]
	SE [SPECIAL EVENTS]
	SM [STAFF MEETINGS]
	SUSP [SUSPENSIONS]
	WC [WORK RELATED INJU]

The reason column is a pre-defined drop down list. These are generic reasons to explain an edit or to drive the attendance occurrences.



If you make an edit and attempt to leave a screen without saving, you will see this message. If changes were made and you want to save them, then you need to click cancel, save your changes, then continue on.

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Thursday, December 13, 2007 7:57:29 PM

User ID: AOPFER
Name: Alda Opfer

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Attendance Scheduler Employee Report Preferences

Scheduler Recap Request Calendar

Week Of: 12/09/2007 (Sun)-12/15/2007 (Sat)

Save Undo Add or Maintain Templates Update Schedules

12/09/2007 - 12/15/2007

Employee	Sunday 12/09/2007	Monday 12/10/2007	Tuesday 12/11/2007	Wednesday 12/12/2007	Thursday 12/13/2007	Friday 12/14/2007	Saturday 12/15/2007
[000403] Thomas Fisher		[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	
[000486] Susan Stafford		[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	<<< [S] 08:00AM-05:00PM + Default >>>	[S] 08:00AM-05:00PM + Default
[000516] Catherines Yagelo		[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	
[000595] Jilliet Vanderwal		[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	
[000770] Douglas Goodhue		[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	[S] 08:00AM-05:00PM + Default	

The Recap Tab works the same way as the Scheduler Tab except you have the ability to see multiple employees at the same time. The templates that were created in the Scheduler Tab will also be available in the Recap Tab. Adding and removing a schedule works the same way as in the Scheduler Tab. Using the Recap Tab you do lose your 9 short cuts, but you can still use the templates that were created in either screen. You can delete the entire week, or just one day. You can drag and drop a schedule from one day to another day. If a mistake was made to the schedule and you want to reload the default schedule, click on the shift button. Schedules can be updated at any time, even after the day has been worked. To make sure the schedule changes are up to date you can click on the update schedules button at any time. On the Recap Tab you also have the ability to create a custom schedule without using a predefined schedule template.

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Thursday, November 29, 2007 10:16:39 AM

User ID: GKERN
Name: Gretchen Kern

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Attendance Employee Report Preferences

Licensed to: FRANKENMUTH CREDIT UNION

Overview General H.R. Profile Web Reviews Private Messages

[1079] MOSSNER, KAREN

Branch: 1 Department: 101 Pay Policy: 1 Shift Number: 5 Pay Category: Ft Holiday Rule: 1

Review Date	Review By	Title
10/31/2007	GKERN	1st Year Review
04/30/2007	GKERN	6 Month Review
02/28/2007	GKERN	120 Day Review
01/24/2007	GKERN	90 Day Review

EMPLOYEE LIST

1

New Save Undo Delete

Review Title: 1st Year Review Review Date: 10/31/2007

Review Notes:

Times New Roman Size

Gave a .10 increase to the pay rate.

The Web Reviews Tab is an optional screen. This will allow you to create files for your employees that you can later look over prior to their review. Every time you converse with the employee or just want to add a note about the employee you can create a file with a title of your choosing.

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Supervisor Web Services

Thursday, December 13, 2007 8:19:00 PM

User ID: AOPFER
Name: Alda Opfer

Home ? Help Log Off

Attendance Scheduler Employee Report Preferences

Licensed to: KITCHEN SUPPLIERS, INC.

General Personal H.R. Profile Web Reviews Private Messages

[000403] FISHER, THOMAS

DEPARTMENT: 060200 JOB: 1 Pay Policy: 1 Shift Number: 1 Pay Category: Hft Holiday Rule: 1

Save Undo

Personal Info

Gender: Unspecified Marital Status: Single

Contact Information

Email: TFISHER@TEAMKSL.COM Phone #1: (810)229-1793 Phone #2:

Emergency Phone: Emergency Contact: Relationship:

Address #1: 6310 Superior Drive Address #2:

City: Brighton State, Zip: MI 48116 Country:

User Defined

PTO: 03/02/1987 UserDate2:

CDL EXP: DL EXP:

DRI LIC #: UserField2:

UserField3: UserField4:

The Employee Category, Personal Tab will allow you to see the employees information. This is a read only screen. Any changes will be done by payroll/hr.

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Wednesday, August 08, 2007 7:41:28 AM

User ID: CTD
Name: Cincinnati Time

Attendance Scheduler Employee Report Preferences

Report Generator

Published

- Public Reports
 - Attendance Review-un
 - CTD's Reports
- Report Template
 - Time & Attendance
 - Employee Timecard**
 - Detail Report.TA
 - Exception Report
 - Timesheet Approval Status
 - Management
 - Overtime Summary
 - In/Out Status
 - Human Resource
 - Employee Listing
 - Attendance Review
 - Schedule
 - Schedule Posting
 - Schedule vs Actual

Overview Properties Preview

Time & Attendance: [Employee Timecard]

Definition	Name:	Employee Timecard
Output Format	Output Format:	Adobe PDF View
Primary Filter	Employee:	All 4 Selected
Fields to Display	Employee Fields:	9 Fields Selected
Additional Filters	Additional Filters:	None.
Data Selections	Time Fields:	11 Fields Selected
Date Range	Date Range:	Current Pay Period
Primary Sort	Primary Sort:	None.
Additional Sort	Additional Sort:	None.
Additional Options	Page Breaks:	Employee ID
	Report Message:	Yes
	Decimal Places:	2
	Included Report:	1.Accrual
	Included Summary:	None.
Publish To	Published To:	None.

The Report Generator allows you to create reports. Each report is generated in the same way. The options on the right side are what data the report is going to contain. If changes need to be made to any item, click on the pencil. You need to select the date range for your report, how you want it sorted, and who will be on the report. Once you are ready to print or view the report, choose the preview tab. Every report will be viewed to the screen first in Adobe. Once the report is in Adobe, you can E-mail, print, or save to file.

- Management
- Human Resource
 - Employee Listing
 - Attendance Review
- Schedule

Output Format

Output Format:

Adobe PDF View

Primary Filter

OK Cancel Use Default

All Employees

Use Group Filters

Select From List by Employee ID

Select From List by Last Name

Use Assign To Filter

- Employee Status
- Division(G1)
- Department(G2)
- Job(G3)
- Shift(G4)
- Supervisor(G5)
- Pay Policy
- Shift Number
- Holiday Rule
- Pay Category

Available Items:

- Fulltime Hourly 10hr
- Fulltime Hourly 8hr
- Part Time
- Salary Exempt
- Salary Non Exempt

Selected Items:

- Temp Employee

Pay Method

Pay Type



NOVAtime[®]
Supervisor Web Services

Thursday, August 09, 2007 10:45:53 AM

User ID: CTD
Name: Cincinnati Time

Home ? Help Log Off

Attendance Scheduler Employee Report Preferences

Licensed to: FOUR WINNIS BOATS

Published
Public Reports
CTD's Reports

Report Template
Time & Attendance
Management
Human Resource
Employee Listing
Attendance Review
Schedule

Human Resource: [Employee Listing]

Definition	Name:	Employee Listing			
Output Format	Output Format:	Adobe PDF View			
Primary Filter	Employee:	All 941 Selected			
Fields to Display	<div style="border: 1px solid gray; padding: 5px;"> <p>OK Cancel Use Default</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Available Items:</p> <ul style="list-style-type: none"> Country Email Address Phone # 2 Emergency Phone Contact Person Relationship Gender Supervisor Id </td> <td style="width: 10%; text-align: center;"> <p>▶</p> <p>▶▶</p> <p>◀</p> <p>◀◀</p> </td> <td style="width: 40%;"> <p>Selected Items:</p> <ul style="list-style-type: none"> Badge Number Pay Category Pay Method Pay Type Hire Date Employee Status Termination Date Phone # 1 </td> </tr> </table> </div>		<p>Available Items:</p> <ul style="list-style-type: none"> Country Email Address Phone # 2 Emergency Phone Contact Person Relationship Gender Supervisor Id 	<p>▶</p> <p>▶▶</p> <p>◀</p> <p>◀◀</p>	<p>Selected Items:</p> <ul style="list-style-type: none"> Badge Number Pay Category Pay Method Pay Type Hire Date Employee Status Termination Date Phone # 1
<p>Available Items:</p> <ul style="list-style-type: none"> Country Email Address Phone # 2 Emergency Phone Contact Person Relationship Gender Supervisor Id 	<p>▶</p> <p>▶▶</p> <p>◀</p> <p>◀◀</p>	<p>Selected Items:</p> <ul style="list-style-type: none"> Badge Number Pay Category Pay Method Pay Type Hire Date Employee Status Termination Date Phone # 1 			
Additional Filters	Additional Filters:	None.			
Primary Sort	Primary Sort:	None.			
Additional Sort	Additional Sort:	None.			
Additional Options	Page Breaks:	None			
	Decimal Places:	2			
Publish To	Published To:	None.			

Done Internet

Here are some examples of commonly used sorts on your reports.