



Employee Web Services

Training and Quick Reference

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1.1 Brief Overview

Welcome to the Employee Web Services training manual! NOVAtime® 5000 is a robust software package with many options. Using this manual, you will learn how to use the NOVAtime system.

The manual is organized both for your initial training and as a quick reference for future use. If after reviewing the information in this manual you still need assistance in accomplishing a task, please contact your supervisor.

1.2 How to Use This Manual

NOVAtime encourages you to read through the entirety of this manual and understand the content. The organization of content in this manual allows you to find help with daily tasks quickly and easily by using the table of contents.

Categories

Each chapter in the manual is named for the corresponding category in NOVAtime 5000. Unless otherwise indicated, all sections in the chapter refer to that category. Categories in the NOVAtime system are arranged along the top right of your browser window.

Figure Numbers

Many times throughout this manual, numbers like this: **1** will appear both in figures (images) as well as the accompanying text. The first number will always reference the figure to which it corresponds. For example, if we were referring to the Categories figure, we might say : “Click the Attendance icon **1** (see Fig. 1.1).”

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Accessing NOVAtime

To access the system, you will need a standard Internet browser (preferably Windows® Internet Explorer® or Mozilla Firefox®). Consult your supervisor for URL and ID.



Figure 2.1 – EWS Login

2.1 Logging In

On your first login, enter your 'ID' **1** (see Fig. 2.1) and click 'Punch' **3**. The system will prompt you to set your password. After setting your password, *you will still need to punch in.*

Punching In or Out

- Enter your employee ID in the box labeled 'ID' **1**
- Enter your password in the box labeled 'Password'. **2**
- Click 'Punch' **3** to punch in/out. The system will display a confirmation message.

The remainder of this manual covers 'Employee Web Services' **4** which are reached through clicking the 'Employee Web Services' **4** button instead of 'Punch' **3**.

Employee Web Services

NOVAtime allows employees to view their current timesheet, schedule, time-off accruals, and make requests for time off through Employee Web Services (EWS). The main category for employees in the NOVAtime system is the 'Attendance' category.

Date	PayCode	In	In Exp	Out	Out Exp	Reg	GAP	OT
Mon 07/02/2012	3[SICK]					8.00	0.00	0.00
Tue 07/03/2012	3[SICK]					8.00	0.00	0.00
Wed 07/04/2012	1[HOL]					0.00	0.00	0.00
Thu 07/05/2012	0[WKHR]	8:01 AM	F110	3:00 PM	F240	5.98	0.00	0.00

Figure 3.1 – Timesheet

3.1 Timesheet

The most important page in NOVAtime for employees is Timesheet. An employee can view and submit their timesheets for approval from this tab.

Selecting a Pay Period

NOVAtime will default to the current pay period. If you wish to view your timesheet from a previous pay period, click the calendar icon **1** (see Fig. 3.1) and select a date from the desired pay period.

Timesheet Status and Submitting a Timesheet

The current pay period will display an 'OPEN' status **2** until the timesheet is submitted for approval. To submit your timesheet at the end of the pay period, click the 'Submit' button **2**.

Verifying Punches

After punching in or out, the system will display a confirmation message. If you wish to review your punches daily, or before submitting your timesheet, they are listed by day with both in and out punches. In the example above, this employee punched in at 8:01 AM on Thursday, July 5, 2012 **3**.

3.2 Accrual

Accrual totals are available in two locations for employees. Quickly find your available hours for vacation, sick, and other totals on the Timesheet. View detailed Accrual History in the Accrual tab.

Accrual Summary					
Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available
[2]VACA	1	07/22/2009	U	0.00	116.00
[1]CONF	0	11/06/2009	C	10.00	10.00

Figure 3.2 – Accrual Summary

Accrual Summary

The Accrual Summary can be found just below the Timesheet. Any hours that are accrued in categories such as vacation, sick, comp time, paid time off, etc are displayed in the summary. Total available balance, as of the current pay period, appears at the right side of the table.

ID	Name	Pay Category	Hire Date
1011	TERN, DEXTER	1 [FULL TIME]	07/01/2004

Pay Code	Accrual Code	Last Post Date	Post Type	Accrued / Used	Available
[2]VACA	1	07/22/2009	U	0.00	23.04
[1]SICK	2	07/20/2009	T	8.00	80.00

Figure 3.3 – Accrual History

Accrual History

The Accrual History view contains both current and historical totals of accruals. To view an your totals, expand the details ❶ (see Fig. 4.16). The details display the last entry for each available pay code. In the example above, Dexter’s last sick entry altered his balance by eight hours. For more detail on the entry, click once again to expand ❷.

Trans	Type	Post Date	Hours	Carry Hours	Used	Project	Balance	Available	Notes
:	T	07/20/2009	0.00	88.00	8.00	0.00	0.00	80.00	Usage
:	T	07/17/2009	0.00	96.00	8.00	0.00	0.00	88.00	Usage
:	T	07/16/2009	0.00	104.00	8.00	0.00	0.00	96.00	Usage
:	T	05/28/2009	0.00	112.00	8.00	0.00	0.00	104.00	Usage
:	T	05/14/2009	0.00	120.00	8.00	0.00	0.00	112.00	Usage

Figure 4.17 – Accrual Details

After expanding the details of Dexter’s sick pay code, we can see the last entry on 7/20/2009 shows eight hours *Used*, with the system note “Usage.” Dexter used eight hours of his available sick time, and his *Available* hours updated from 88 to 80 hours.

3.3 Schedule

NOVAtime allows employees to quickly view their upcoming schedule through the schedule tab.

The screenshot displays the 'Schedule' tab in NOVAtime. At the top, it shows the 'Pay Period' as 07/08/2012 (Mon)-07/15/2012 (Sun) and the month as July 2012. Below this is a 'Schedule Summary' table with columns for days of the week (Monday through Friday) and sub-columns for 'Sch.' (Scheduled) and 'Act.' (Actual) hours. The summary table shows scheduled hours of 88.00 and actual hours of 88.30 for the period 07/02/2012-07/08/2012. Below the summary is a calendar view for July 2012, showing work days from Monday the 2nd to Friday the 13th. Each day's schedule is listed as 10:00AM-07:00PM at Plant1/Straw (MSC).

Figure 3.2 – Schedule

Viewing Upcoming Schedules

The Schedule tab is a read-only tab that allows employees to view upcoming work days. Like the Timesheet tab, view upcoming pay periods by clicking the calendar icon and selecting a date in a future pay period. Additionally, scheduler allows you to view upcoming months by clicking the up and down arrows directly the right of the month.

Scheduler

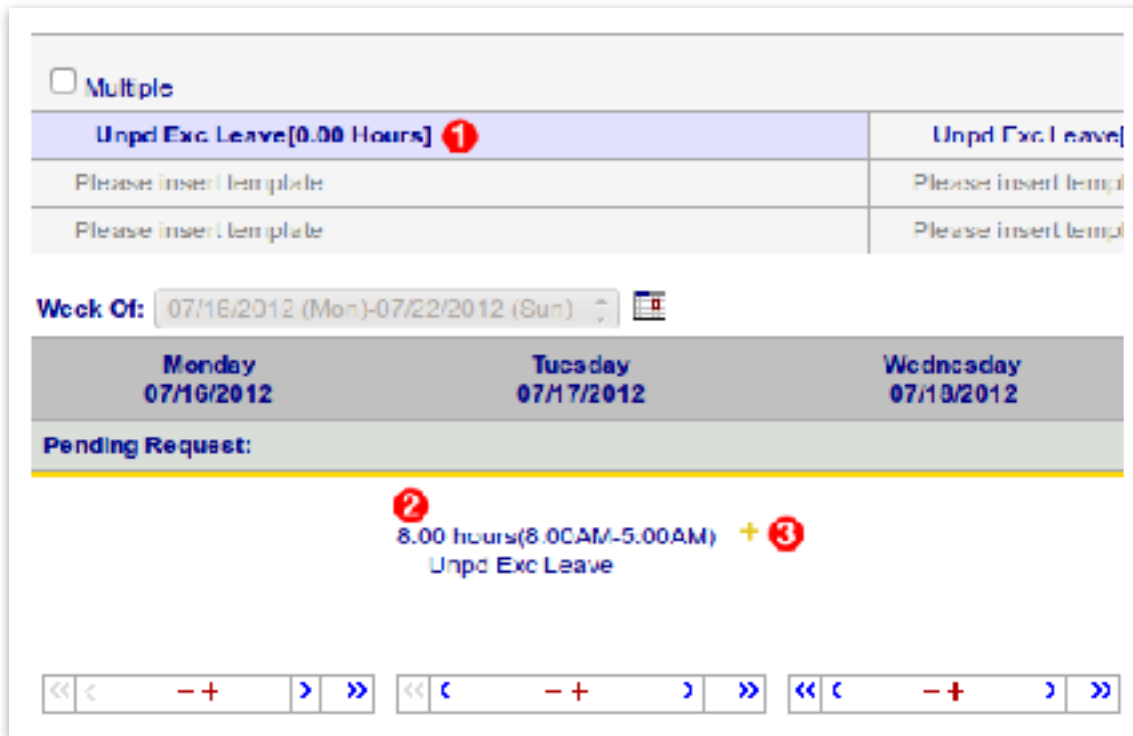


Figure 4.1 – Requesting Time-off

4.1 Requesting Time-off

Requesting time-off in the NOVAtime system takes place through the Request tab.

Making the Request

- Select the appropriate week through the calendar icon.
- Click the appropriate time-off category **1** (see Fig 4.1).
- Click inside the box of your desired date off **2**.
- If you wish to add a note to your supervisor, click the yellow '+' icon **3**.
- Click 'Save' to finalize your request.

You will be unable to make additional requests once your accrual balance reaches zero unless allowed by your company policy.

4.2 Request Approval Process

Once you've clicked 'Save' at the end of 4.1, NOVAtime begins the approval process.

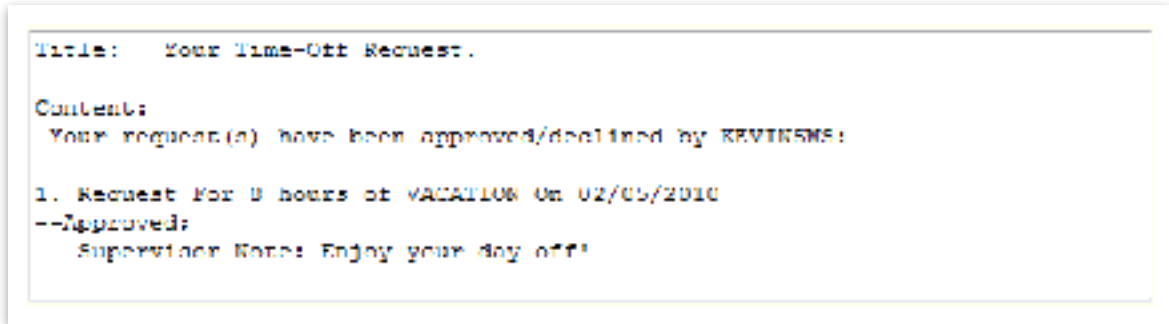


Figure 4.2 – Request Approval/Decline Message

What Happens After the Request is Made

- Your supervisor will receive a notice that you have made a request.
- He or she will then approve or decline the requests that you have made.
- The next time you punch or enter Employee Web Services, NOVAtime will alert you that your request has been approved or declined by your supervisor (see Fig. 4.2). Any additional notes added by your supervisor will appear in the notification.
- Additionally, you can receive confirmation through e-mail if your address has been entered into the system.

Depending on your company's configuration, you may be able to add your e-mail address directly into NOVAtime. To enter your address, navigate to the 'My Profile' tab in the Attendance category.