



Supervisor Web Services

Training and Quick Reference

1. Welcome	2
1.1 Brief Overview	2
1.2 How to Use This Manual	2
2. Login	4
2.1 Accessing NOVAtime	4
3. Dashboard	5
3.1 Default Gadgets	5
3.2 Rearranging Gadgets	6
3.3 Custom Gadgets	7
4. Attendance	9
4.1 Overview and Summary	9
4.2 Timesheet	11
4.21 Searching Employees	11
4.22 Viewing Timesheets	12
4.23 Editing Timesheets	14
4.24 Inserting Punches	16
4.25 Approving Timesheets	18
4.3 Accrual	20
4.4 History	23
4.5 In/Out Board	24
4.6 Unclaimed Punches	25
5. Scheduler	26
5.1 Scheduler	26
5.11 Adding and Maintaining Templates	26
5.12 Editing Individual Schedules	29
5.13 Editing Multiple Schedules	31
5.2 Request	33
5.3 Tracking Hours Worked	35
6. Report	36
6.1 Report Generator	36
6.2 Scheduling a Report	37
7. Preferences	38
7.1 Timesheet Header	38
7.2 Profile	39
7.3 Preferences	40

1.1 Brief Overview

Welcome to the Supervisor Web Services training manual! NOVAtime® 4000 is a robust software package with many options. Using this manual, you will learn how to manage your employees in the NOVAtime system efficiently and effectively.

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

1.2 How to Use This Manual

NOVAtime encourages each supervisor to read through the entirety of this manual and understand the content. We realize, however, that supervisors often have more work than time, and organized the manual appropriately. For example, a supervisor needing assistance in approving a timesheet will find “4.25 Approving Timesheets” in the Table of Contents. The organization of content in this manual allows a supervisor to find help with daily tasks quickly and easily.

Categories

Each chapter in the manual is named for the corresponding category in NOVAtime 4000. 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 on the previous page, we might say : “Click the Attendance icon **1** (see Fig. 1.1).”

Administrator

At several points, the manual may refer to your “administrator.” This referral simply means the person who is your point of contact for the NOVAtime system. If you do not know who your administrator is, contact your human resources or payroll department(s) for more information.

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Accessing NOVAtime

The Administrator/Supervisor Web Services Login is the entry point to NOVAtime 4000. To access the system, you will need a standard Internet browser (preferably Windows® Internet Explorer® or Mozilla Firefox®). Please consult your administrator for URL and login information.

Software as a Service

NOVAtimeAnywhere
4000 SaaS ADMINISTRATOR / SUPERVISOR WEB SERVICES

Tuesday, 07/17/2012 07:01:03 AM

Client ID: NTIDEMO

User ID: ❶

Password: ❷

LOGIN ❸ CANCEL

Figure 2.1 – Supervisor/Administrator Web Services

2.1 Logging In

NOVAtime uses a standard login screen. To access the system:

- Enter your username in the box labeled 'User ID' ❶ (see Fig. 2.1).
- Enter your password in the box labeled 'Password'. ❷
- Click the 'Login' button ❸ to log in to NOVAtime.

i Cancel the login process at any time by clicking the 'Cancel' button.

Dashboard

When enabled, the Dashboard is your home in the NOVAtime 4000 system. Common tools such as in/out status of your employees, pending time off requests, and timesheet approval status are presented in an up to date, easy to read format. Additionally, the Dashboard can be customized with Google™ Web Gadgets ranging from local weather to sports.



Figure 3.1 - Dashboard

3.1 Default Gadgets

NOVAtime has twelve, pre-built gadgets to help manage your workforce. In this section you will learn how to add these tools to your Dashboard.

To add a gadget:

- Click 'Edit Setting' ❶ (see Fig. 3.1) at the top left of the Dashboard page.



Figure 3.2 – Default Gadgets

- Add a gadget to your Dashboard by clicking on a gadget name ❶ (see Fig 3.2).
- To alter the number or size of columns, click the 'Change Layout' tab ❷ and check the radio button to the left of your desired view.

3.2 Rearranging Gadgets

NOVAtime allows you to rearrange Dashboard Gadgets easily.



Figure 3.3 – Rearranging Gadgets

To rearrange a Gadget:

- Hover over a Gadget title bar until crossed arrows **1** (see Fig. 3.3) appear.
- Click and hold the left mouse button, dragging to the desired location. A dotted outline will appear in the area where the Gadget will be placed.
- Release the left mouse button to place the gadget.

Editing

Some Gadgets have options such as showing only the current day's punches in the In/Out Board. To edit options, click **edit** in the upper right corner of the Gadget window.

Minimizing

Minimizing Gadgets allows users to hide lesser-used Gadgets without having to remove and re-add them when they are needed. To hide a gadget, click **☐** in the upper right corner of the Gadget window.

Closing

To close an open Gadget, click **✕** in the upper right corner of the Gadget window. The Gadget will no longer appear when you log in to the NOVAtime system. To re-add a gadget, see section 3.1.

3.3 Custom Gadgets

The Dashboard allows users to add custom Google™ Web Gadgets. Access to information such as current weather and sports scores next to valuable time and Attendance information creates a unique homepage for each supervisor or administrator in the NOVAtime system.

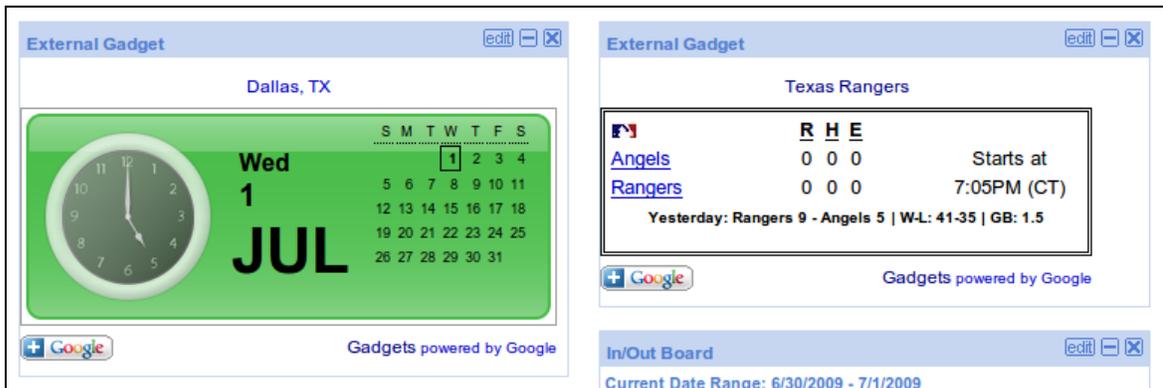


Figure 3.4 – Custom Gadgets

To add a custom Gadget:

- In your web browser, go to <http://www.google.com/ig/directory?synd=open>.

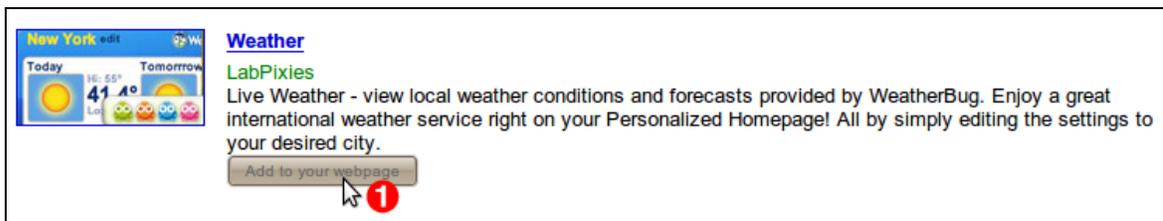


Figure 3.5 – Google™ Gadgets

- In this example, a weather Gadget is added to the Dashboard.
- Click the 'Add to your webpage' button ❶ (see Fig. 3.5).
- Make any needed changes to the Gadget options then click 'Get the Code'.
- Copy the text from the box that has appeared below the buttons.
- Return to the NOVAtime Dashboard.

- Follow the instructions for adding a Gadget from Section 3.1, selecting the Gadget named “External Gadget.”
- In the new ‘External Gadget’ frame, click [edit](#).



Figure 3.6 – Editing an External Gadget

- Paste the contents of your clipboard into the text box ❶ (see Fig. 3.6).
- Click the ‘Save’ button ❷.
- The next time the Dashboard is loaded, the new Gadget will appear. To force the Gadget to appear, navigate away from and then back to the Dashboard.

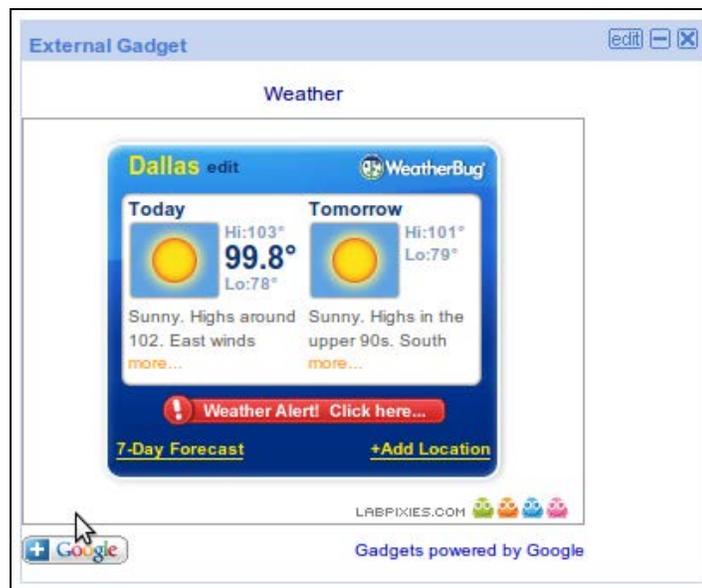


Figure 3.7 – Completed External Gadget

Attendance

The Attendance page in NOVAtime 4000 contains everyday supervisor tools such as employee timesheets, accrual, history, and in/out board. The majority of employee management happens in this section of the software.

Job2	My Employees		Timesheet Status						Total	
	Employees	Pay Period 6/9	OPEN	SUBMIT	Dept	Region	CORP	PAYROLL	Sch.Hr	Total
[21] Program 3	1803	1	0	0	0	0	0	0	0.00	0.00
[42] Department 42	257	1	1	0	0	0	0	0	85.00	0.00
[62] Department 62	6	1	0	0	0	0	0	0	0.00	0.00
[40701] Liquid Sugar Prep.Line	3	1	0	0	0	0	0	0	0.00	0.00
Totals	2069	4	1	0	0	0	0	0	85.00	0.00

Figure 4.1 – Attendance Overview

4.1 Overview and Summary

The Overview and Summary pages offer an at-a-glance view of your organization.

Overview

This section allows a supervisor to verify time reporting for his/her entire group or department.

For a given pay period **1** (see Fig. 4.1), a supervisor may view the collective statistics for their group(s). View another pay period by clicking the calendar icon **2** and selecting a date within that pay period.

The current total of employees in each group **3** as well as the group's current timesheet status **4** are immediately visible. Total hours **5** allows a supervisor to compare total scheduled hours against actual hours worked.

Job2	My Employees		Timesheet Status						Total	
	Employees	Pay Period 6/9	OPEN	SUBMIT	Dept	Region	CORP	PAYROLL	Sch.Hr	Total
[21] Program 3	1803	1	0	0	0	0	0	0	0.00	0.00
[42] Department 42 1	257	1	1	0	0	0	0	0	85.00	0.00
[62] Department 62	6	1	0	0	0	0	0	0	0.00	0.00
[40701] Liquid Sugar Prep.Line	3	1	0	0	0	0	0	0	0.00	0.00
Totals	2069	4	1	0	0	0	0	0	85.00	0.00

Figure 4.2 – Navigating to the Summary Page

The group name **1** (see Fig 4.2) links directly to the group's summary page.

Summary

This section allows a supervisor to verify time reporting and approve timesheets for individual or multiple employees.

Pay Period: *07/10/2012 (Tue)-07/16/2012 (Mon) Last updated: Monday, 07/16/2012 12:17 PM Update Update Schedules

Group / Filter By: All Employee Search []

Status Filter: All Active Only

Unopened Timesheets: 5 Open all timesheets

Opened Timesheets: 5 Save Approve this Page

ID	NAME	Missed Punch	Sch.Hr	WKHR	GAP	OT	HOLOT	HOLI	VACA	SICK	COMP	EXPN	BONS	Timesheet Status
777888	JAMES, JOHN	0	42.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	OPEN
160419	SMITH, MARY	0	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	OPEN
419160	PARKER, PETER	0	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	OPEN

Figure 4.3 – Summary Page

Like the Overview page, a supervisor can move between pay periods using the calendar icon ❶ (see Fig. 4.3). Several search and filter options are available for quickly grouping employees:

- Filter by pre-determined groups ❷ such as company, department, or location.
- View employees by timesheet status ❸ by selecting any approval level up to and including your own level of timesheet approval.
- Search for an employee by name ❹.

In Figure 4.3, “Employee Search” for *Jones* returns all names seen above, with a red arrow highlighting “Dana Jones.”

“Employee Filter” for “Jones” returns only “Dana Jones.” To return to the complete listing of employees, click the *Cancel Filter* button.

- Any name in the employees list can be clicked ❺. Clicking an employee’s name will take you to their timesheet for the pay period currently selected on the Summary page.

Employee timesheets can be approved individually or several at a time from the Summary page. For more information on this process, please see section 4.25.

4.2 Timesheet

The most important page in NOVAtime 4000 for supervisors is Timesheet. A supervisor can view, edit, and approve individual employee's timesheets from this page. The following subsections detail the information and options available on the Timesheet page.

4.2.1 Searching Employees

The screenshot displays the Timesheet Search interface. On the left, there is a list of employees with columns for ID and NAME. The employee 'JAMES, JOHN' (ID 777888) is selected. Below the list, there is a search bar with 'john' entered and a 'GO' button. A 'Filter' checkbox is also present. On the right, a detailed timesheet is shown for the selected employee, including a table with columns for Date, PayCode, In, and Out. The timesheet shows several days of absence and one day of scheduled work on Monday, 07/16/2012.

Date	PayCode	In	Out
Tue 07/10/2012	Absent	8:00AM	5:00PM
Wed 07/11/2012	Absent	8:00AM	5:00PM
Thu 07/12/2012	Absent	8:00AM	5:00PM
Fri 07/13/2012	Absent	8:00AM	5:00PM
Sat 07/14/2012	Unscheduled		
Sun 07/15/2012	Unscheduled		
Mon 07/16/2012	Scheduled	8:00AM	5:00PM

Figure 4.4 – Timesheet Search

Like the Summary page, a supervisor can search by group **1** (see Fig 4.4) from the Timesheet page. Additionally, timesheets can be viewed by approval status **2**.

Searching for an employee **3** will return the first match containing the search text. In this example, "john" returns "Brian Johnson." To filter the list of employees to only those containing "john", check the "Filter" option **4**. Alternatively, a supervisor can move through employees containing "john" using the left and right arrows **5**.

i Click "Goto Employee" or "Goto Schedule" to remain with that employee.

4.22 Viewing Timesheets

Date	PayCode	In	Out	Reg	GAP
Mon 07/02/2012	3[SICK LEAVE]			8.00	0.00
Tue 07/03/2012	3[SICK LEAVE]			8.00	0.00
Wed 07/04/2012	1[HOLIDAY]			8.00	0.00
Thu 07/05/2012	0[WORK HOURS]	8:01AM		0.00	0.00

Figure 4.5 – Employee Timesheet

Timesheet Status

Timesheet Status **1** (see Fig. 4.5) is the most important area of the timesheet. Verify the correct pay period in the drop-down list (see section 4.1 for instructions on changing pay periods).

The current approval level appears in the area labeled “Timesheet Status.” Clicking the magnifying glass shows the approval audit trail of this timesheet.

Reading the Timesheet

Each entry in the timesheet consists of a date, pay code, in time, out time, and total hours. For certain pay codes such as sick **2** and vacation, no in or out punch is recorded. For these non-calculated pay codes, only total hours are visible.

When an employee punches in, his/her time is recorded in the “In” column **3**. The “Out” column **4** is filled in once the employee punches out.

In Figure 4.5, Dexter Tern has not yet punched out for the day. NOVAtime alerts the supervisor to the missing punch by highlighting the exception yellow **4**.

(Note: Exception highlighting is optional and may not be enabled in your system. Please contact your administrator for more information.)

Timesheet Summary: Group By: <input type="text" value="Paycode"/> ❶											
Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay	OT-1 Pay	OT-2 Pay	Prem Pay	Total Pay
0[WKHR]	8.25	0.00	0.00	8.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3[SICK]	24.00	0.00	0.00	24.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	32.25	0.00	0.00	32.25	\$0.00						

Accrual Summary ❷						
Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACA]	1	04/24/2009	T	8.00	4.04	Usage
3[SICK]	2	07/20/2009	T	8.00	80.00	Usage
19[FMLA]	3	03/27/2009	T	8.00	400.00	Usage

Figure 4.6 – Timesheet and Accrual Summaries

Timesheet Summary

Timesheet Summary is a quick view of the employee's hours worked and pay codes for the current pay period. A supervisor may change his/her view of the summary by selecting a grouping method ❶ (see Fig. 4.6). The bottom row of the summary gives totals in each of the available categories. Depending on the administrator's configuration of the software, a supervisor may not see categories such as pay rates.

Accrual Summary

Accrual Summary ❷ is an up to date view of the employee's current. Examples of codes in Accrual Summary are vacation, sick, and PTO. Accrual Summary is an optional part of the Accrual module and may not be enabled in your implementation of NOVAtime 4000. Please contact your administrator for more information.

Point System Summary					
Point Rule	Description	Last Post Date	Post Type	Balance	Notes
TAL01	Tardies, Absences, Late - Part Time	07/22/2009	U	0.50	Stop being late.

Figure 4.7 – Point System Summary

Point System Summary

Point System Summary displays any active merits or demerits for the employee. This is an optional module and may not be enabled in your implementation of NOVAtime 4000. Please contact your administrator for more information.

4.23 Editing Timesheets

	Tue 07/21/2009	0[WKHR]	9:53AM *	7:14PM *	8.25	0.00	0.00
	Wed 07/22/2009	Absent	10:00AM	7:00PM	0.00	0.00	0.00
	Thu 07/23/2009	0[WKHR]	10:00AM	7:00PM	0.00	0.00	0.00
	Fri 07/24/2009	1[HOLI] 2[VACA]	10:00AM	7:00PM	0.00	0.00	0.00
	Sat 07/25/2009	3[SICK] 4[COMP]			0.00	0.00	0.00

Figure 4.8 – Pay Codes

Pay Codes

In certain cases, a supervisor may need to change an employee’s pay code for a given day. Find the day on the timesheet, and click on the current pay code **1** (see Fig 4.8). A drop-down list will appear with all pay codes available to you. Select the correct pay code, make any necessary changes to in/out times or hours, and click the Save button.

	Tue 07/21/2009	0[WKHR]	9:53AM *	7:14PM *	8.25	0.00	0.00
	Wed 07/22/2009	2[VACA]			8.00	0.00	0.00
	Thu 07/23/2009	Scheduled	10:00AM	7:00PM	0.00	0.00	0.00
	Fri 07/24/2009	Scheduled	10:00AM	7:00PM	0.00	0.00	0.00
	Sat 07/25/2009	Unscheduled			0.00	0.00	0.00

Figure 4.9 – Editing Time

Editing Time

Occasionally a supervisor may have to correct the in/out times or pay codes of an employee. Similar to changing a pay code, click on the cell that needs to be edited and type in the correct value. In Figure 4.9, 7/22/2009 is now a vacation day. Click the cell in the “Reg” column and change the value to 8.00 for eight hours of vacation **1**. Click the Save button to update the timesheet.

Click the save button after you are finished making changes.



Figure 4.10 – Deleting a Record

Deleting a Record

In addition to editing times, a supervisor may need to delete an incorrect record from the timesheet. Depending on your company’s implementation of NOVAtime, deleting a record may not be available to supervisors.

- Click on the record to be deleted. Ensure that the pencil icon appears in the left hand column 1.
- Click the delete button 2 to remove the record from the timesheet.
- Click the Save button 3 to confirm your changes.

Adding a Record

“Add Record” adds one more row to the timesheet. A new record is only necessary for dates that are not already displayed on the timesheet. If an employee missed a punch, please see section 4.24.

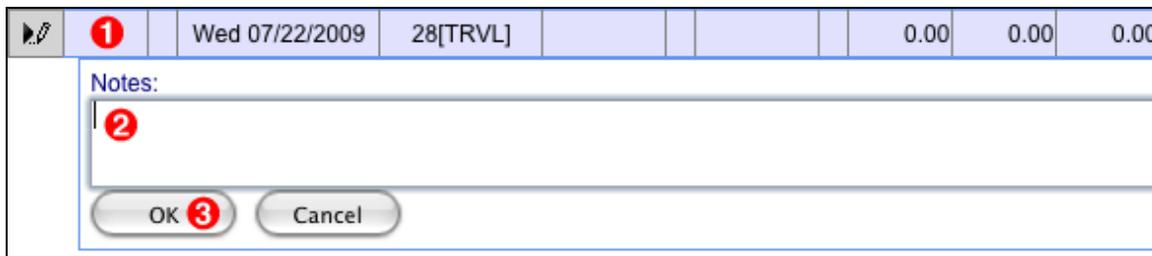


Figure 4.11 – Adding a Note

Adding a Note

To add a note to an entry, click the notes column next to the entry 1 (see Fig. 4.11), enter a note in the box provided 2, click “OK” 3, and click the Save button.

4.24 Inserting Punches

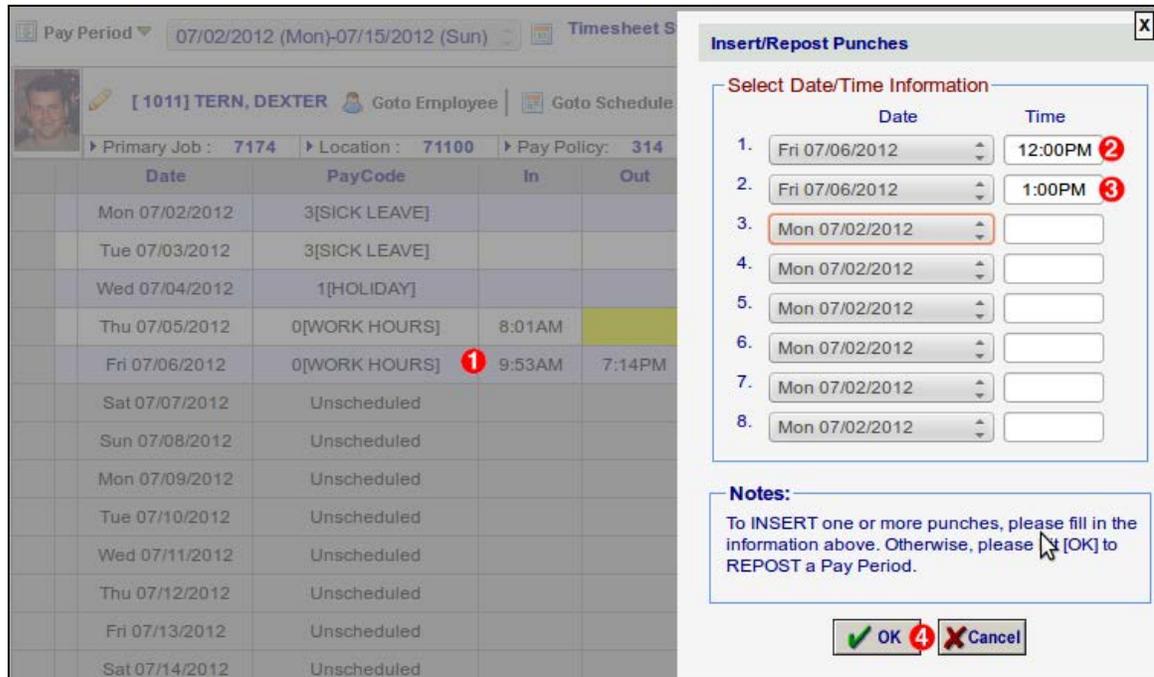


Figure 4.11 – Inserting Punches

Inserting Punches for a Single Employee

Sometimes an employee will miss one or more punches. The “Insert/Repost” button allows a supervisor to enter those missed punches into the employee’s timesheet.

In Figure 4.11, Dexter has forgotten to punch for his lunch break ❶. After clicking the “Insert/Repost” button, a supervisor is given the option of entering up to eight missed punches for the employee. In this example, we are entering an *Out* punch at 12:00 PM ❷ and an *In* punch at 1:00 PM ❸, both on 7/21/2009.

Click the *OK* button ❹. The updates appear and are saved in the timesheet (see Fig. 4.12). There is no need to save the timesheet again.

	Tue 07/21/2009	0[WKHR]	9:53AM	*	12:00PM	*	2.00	0.00	0.00
	Tue 07/21/2009	0[WKHR]	1:00PM	*	7:14PM	*	6.25	0.00	0.00

Figure 4.12 – Finished Inserted Punches

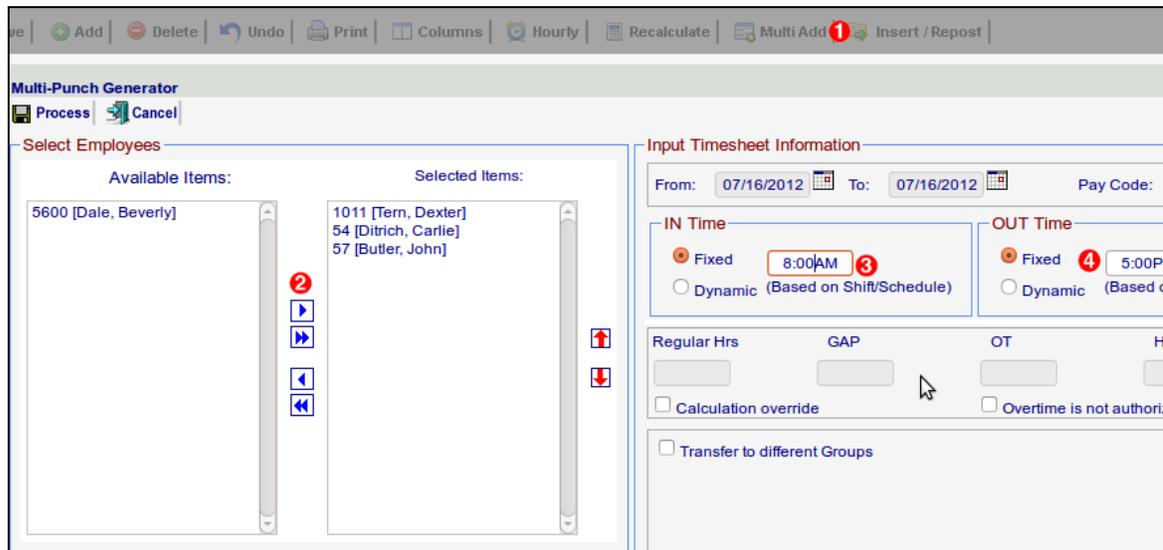


Figure 4.13 – Inserting Multiple Punches

Inserting Punches for Multiple Employees

In some situations, such as after a power outage, it may be necessary for a supervisor to input punches for multiple employees.

- Click the “Multi Add” button at the top of a timesheet ❶ (see Fig. 4.13).
- Move the employees requiring a punch from the left column to the right column by selecting an employee(s) and clicking the single right arrow ❷. All employees can be moved using the double arrows.
- Verify dates and “Pay Code” in the right-hand column.
- For Fixed punches, enter an “IN Time” ❸ and/or an “OUT Time” ❹.
- For Dynamic punches, select the “Dynamic” radio button and input hours in the following row (Regular Hrs, OT-1, OT-2).
- To transfer the employees to another group, check the “Transfer to different Groups” checkbox and fill in the transfer information in the box(es) that appears.
- Click the *Process* button in the upper left corner to input the punches.

4.25 Approving Timesheets

Date	PayCode	In	Out	Reg	GAP	OT	H
Mon 07/02/2012	3[SICK LEAVE]			8.00	0.00	0.00	
Tue 07/03/2012	3[SICK LEAVE]			8.00	0.00	0.00	
Wed 07/04/2012	1[HOLIDAY]			8.00	0.00	0.00	

Figure 4.13 – Single Timesheet

Single Timesheet

Approving a single timesheet takes place on the individual employee’s timesheet page.

- Verify the current pay period. If the pay period is incorrect, choose a date in the correct pay period using the calendar icon ❶ (see Fig. 4.13).
- Click the *Approve* icon ❷. If the icon does not appear, verify the pay period and that “Timesheet Status” is not equal to or above your approval level.
- NOVAtime will display alerts, if any, after clicking *Approve*. If no exceptions are found, the “Timesheet Status” will change and the *Approve* icon will no longer be visible.

Date	PayCode	In	Out	Reg	GAP	OT	H
Mon 07/02/2012	3[SICK LEAVE]			8.00	0.00	0.00	
Tue 07/03/2012	3[SICK LEAVE]			8.00	0.00	0.00	
Wed 07/04/2012	1[HOLIDAY]			8.00	0.00	0.00	

Figure 4.14 – Approved Single Timesheet

T	HOLI	VACA	SICK	COMP	EXPN	BONS	Timesheet Status
0.00	8.00	0.00	16.00	0.00	\$0.00	\$0.00	CORP
0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	CORP
0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	CORP
0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	OPEN

Figure 4.15 – Multiple Timesheets

Multiple Timesheets

On the Summary page, NOVAtime gives supervisors the ability to approve multiple timesheets at the same time. A supervisor can optionally approve individual timesheets, or approve an entire page.

Approving Individual Timesheets

- Select the drop-down list and change the approval level **1** (see Fig. 4.15). In the example above, three timesheets have been changed to the supervisor's highest approval level.
- Click the Save button **2** to submit the timesheets.
- NOVAtime will display alerts, if any, after clicking Save.

Approving a Page of Timesheets

- A supervisor can approve an entire page of timesheets on the Summary page by click the “Approve this Page” button **3**.
- NOVAtime will display alerts, if any, after clicking the “Approve this Page” button.

4.3 Accrual

The Accrual page in NOVAtime, if enabled, allows a supervisor to view and optionally modify an employee’s non-calculated pay codes, such as vacation and sick time.

ID	Name				
1011	TERN, DEXTER				
Pay Code	Last Post Date	Post Type	Accrued/Used	Available	
[2]VACA	05/31/2012	T	10.00	54.04	
[3]SICK	07/03/2012	T	8.00	224.00	

Figure 4.16 – Accrual History

Accrual History

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

CODE	Type	Post Date	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes
2	T	07/20/2009	0.00	88.00	8.00	0.00	0.00	80.00	Usage
2	T	07/17/2009	0.00	96.00	8.00	0.00	0.00	88.00	Usage
2	T	07/16/2009	0.00	104.00	8.00	0.00	0.00	96.00	Usage
2	T	05/28/2009	0.00	112.00	8.00	0.00	0.00	104.00	Usage
2	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.

The history screen also allows a supervisor to locate any errors in an employee’s current accruals. After finding an error, a supervisor can adjust or distribute available hours through the Accrual Management section.

For help with searching employees, please see section 4.21.

Type	Acc. Code	Date	Hours	Carry Hrs	Used	Adjust	Earned	Available	Notes	Delete
U ②	1	07/16/2012	8.00	54.04	0.00	0.00	0.00	62.04	Thanks for the extra work	Delete
T	1	05/31/2012	0.00	64.04	10.00	0.00	0.00	54.04	Usage	
T	1	05/30/2012	0.00	74.04	10.00	0.00	0.00	64.04	Usage	
T	1	05/29/2012	0.00	84.04	10.00	0.00	0.00	74.04	Usage	
T	1	05/28/2012	0.00	94.04	10.00	0.00	0.00	84.04	Usage	

Figure 4.18 – Accrual Management

Accrual Management

A supervisor may have the option of adjusting or distributing hours for his/her employees. In the Management section of the Accrual page, verify that the correct pay code is selected ① (see Fig. 4.18). In the example above ②, Dexter’s supervisor has added 16 hours to the vacation pay code, noting “Thanks for the hard work.”

Job Class : 501

Legend: ■ S/C: System Posting / Comp-Time ■ T: Timesheet Edit Posting ■ U: User Posting

New ① Pay Code 2 [VACATION]

Accrual Edit - 1011 [DEXTER TERN]

Paycode: 2 VACATION ② Type: U Accrual Code: 1

Date: 07/03/2009 ③

Accrual Hours: 0.0000000

Adjust Hours: -8.0000000 ④

Notes: You were off this day. ⑤

Save ⑥ Cancel

Type	Acc. Code	Date
1	1	07/22/2009
1	1	04/24/2009
1	1	04/23/2009
1	1	01/01/2009
1	1	12/12/2008
1	1	01/01/2008
1	1	05/27/2007
1	1	05/20/2007
1	1	05/13/2007
1	1	05/06/2007

Figure 4.19 – Accrual Adjustment

Creating a New Accrual Record

In some cases, it may be necessary to distribute or adjust accrual hours. In the example above, the supervisor adjusts Dexter’s vacation hours after an incorrect entry on a previous timesheet. To create a new record:

- Click the *New* button ① (see Fig. 4.19).
- Verify that the correct pay code has been selected ②.
- The date entry defaults to today’s date. To select another date, click the calendar icon ③ and choose a date.

- Enter either Accrual Hours or Adjust Hours **4**. Using Adjust Hours, negative numbers remove from the existing balance while positive numbers add to the balance.
- Enter a note to explain the Accrual or Adjustment **5**.
- Click the Save button to finalize your changes **6**.

Adjust	Earned	Available	Notes	Delete
0.00	0.00	12.04	Thanks for the extra work	Delete
-8.00	0.00	-3.96	You were off this day.	Delete
0.00	0.00	4.04	Usage	
0.00	0.00	12.04	Usage	
0.00	0.00	20.04	System Accrual Hours	

Figure 4.20 – Deleting an Entry

Deleting an Accrual Record

Above we see the Accrual Adjustment we just made. It turns out, however, that Dexter’s timesheet was correct, and this accrual adjustment is not needed.

- Click the “Delete” text to the right of the note, “You were off this day.”
- In the alert that pops up, confirm the deletion by clicking the OK button, or click Cancel to return to the Accrual Management screen.

(Note: The Accrual module is optional and may not be enabled. Additionally, supervisors may not have access to managing an employee’s accrual balances. For more information, please see your administrator.)

4.4 History

The History page allows a supervisor to quickly view his/her employee's work history.

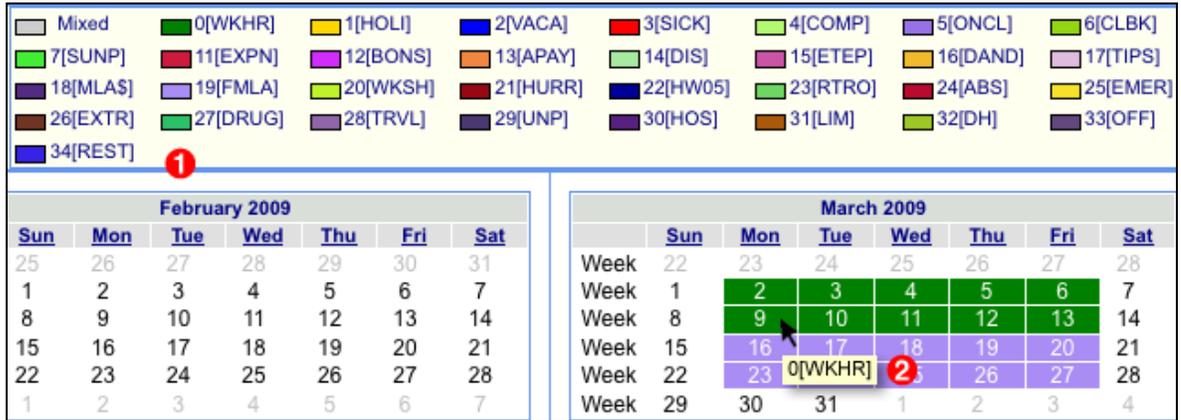


Figure 4.21 – Employee History

Calendar View

In the calendar view, an employee's work history is displayed annually. All available pay codes are listed in the legend above the calendar 1 (see Fig. 4.21). Alternatively, hover over a day with the mouse cursor 2 to view the associated pay code(s). Click on the date to enter detail view for that day.

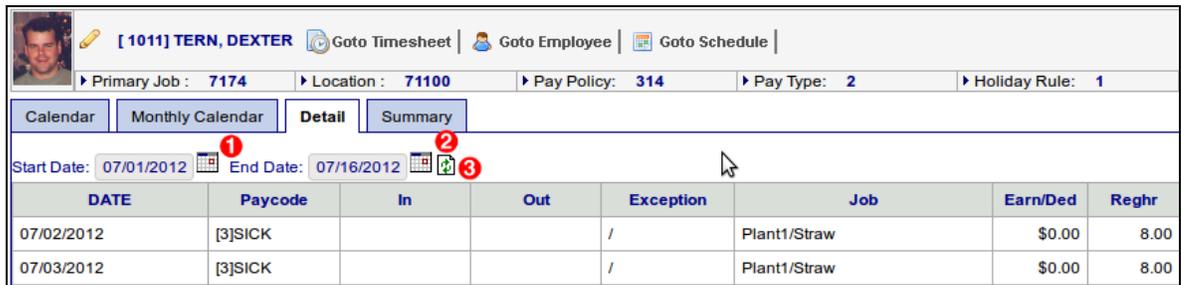


Figure 4.22 – Detail View

Detail View

The Detail View shows all pay codes associated with the selected date(s). To view pay codes for multiple dates, select a start date 1 (see Fig. 4.22), an end date 2, and click the Refresh button 3.

4.5 In/Out Board

The In/Out Board is a real-time view of employees' current in and out punches.

In Punch count: 4		Out Punch count: 1				
First Name ▲	Last Name	Emp. ID	Status	Out	In	Last Punch Date
CHERYL	MILLION	1007			■	7/26/2009 10:30:00 PM
DEXTER	TERN	1011		■		7/27/2009 10:45:00 AM
JOHN	WRIGHT	1014			■	7/26/2009 10:30:00 PM
KEN	WES	1010			■	7/26/2009 10:30:00 PM
PATRICA	SNOOK	1003			■	7/26/2009 10:30:00 PM

Figure 4.23 – In/Out Board

Current Status

In the example above, four employees are punched in and one punched out. Dexter punched out at 10:45 AM, denoted by the red square in the *Out* column. The four employees punched in display a green square in the *In* column.

Figure 4.22 – In/Out Filters

Using the Automatic Refresh and Filters

To manually refresh the In/Out Board, click the *Refresh* icon (1) (see Fig. 4.22). Pause automatic refresh by clicking the *Pause* button (2).

Filter the In/Out Board by selecting the appropriate group from the drop-down list(s) (3).

Find an employee quickly by entering their name in the *Search* box (4) and clicking the *Go* button. For help with searching employees, please see section 4.21.

4.6 Unclaimed Punches

Using the Unclaimed page, a supervisor can assign punches for employees such as new hires who are not yet in the system or employees using loaner badges.

Active

All

ID NAME

147 GIBSON, DEBRA **1**

916 FERNANDEZ, VIVIAN

1001 JONES, DANA

1002 FREEL, CHERYL

1003 SNOOK, PATRICA

1004 JOHNSON, BRIAN

1007 MILLION, CHERYL

1010 WES, KEN

1011 TERN, DEXTER

1013 MOONEY, NANCY

1014 WRIGHT, JOHN

1016 LYNN, CHRISTINA

1017 WILKINS, SONDR

1018 HADDIX, DONNA

1019 MICHAEL, WILLIAM

1020 FUSSELL, JAMES

1 2 3 4 5 6

Search: **2** GO

*Note: If badge number has already been assigned to the employee in the "Employee" category, please do not assign here. Please just process the unposted/unclaimed punches from the "Posting" Page in the "Attendance" category.

Select All **4** Unselect Delete Assign **5** Save Status

Status: Open Update this Page

Employee: [147] GIBSON, DEBRA

Assign	Card Number	Employee No.	Date / Time
<input type="checkbox"/>	999000070		07/16/2009 7:45AM
<input type="checkbox"/>	1234		07/16/2009 7:26AM
<input type="checkbox"/>	3467		07/16/2009 7:17AM
<input type="checkbox"/>	101		07/15/2009 4:35PM
<input type="checkbox"/>	104		07/15/2009 4:35PM
<input type="checkbox"/>	102		07/15/2009 4:35PM
<input type="checkbox"/>	103		07/15/2009 4:27PM
<input checked="" type="checkbox"/> 3	12		06/02/2009 6:23PM
<input checked="" type="checkbox"/>	23		06/02/2009 5:08PM
<input checked="" type="checkbox"/>	12		06/02/2009 3:55PM

1 2

Figure 4.23 – Unclaimed Punches

Claiming a Punch

Occasionally a supervisor may need to manually assign a punch to his/her employee. Starting on the Unclaimed page:

- Verify that the correct employee is selected **1** (see Fig. 4.23)
- If the correct employee is not selected, move through pages using the numbers below the employee names, or search using the search box **2**. For help with searching, please see section 4.21.
- Select the individual punches to be assigned **3**, or use the “Select All” button **4** to assign all unclaimed punches to a single employee.
- Click the “Assign” button **5** to save your changes.

Scheduler

Both employee scheduling and requests are handled through the Scheduler page in NOVAtime 4000. Additionally, the Summary and Graph sections help supervisors track actual hours worked versus scheduled hours.

[1011] TERN, DEXTER | Goto Timesheet | Goto Employee |

Primary Job : 7174 | Location : 71100 | Pay Policy: 314 | Pay Type: 2

Week Of: 07/16/2012 (Mon)-07/22/2012 (Sun)

Multiple | Save Templates | Add / Maintain Templates 2 | Insert Templates

Vacation[8.00 Hours] | Please insert template | P

Please insert template | Please insert template | P

Please insert template | Please insert template | P

Schedule:

Monday 07/16/2012	Tuesday 07/17/2012	Wednesday 07/18/2012	Thursday 07/19/2012	Friday 07/20/2012
[S] 10:00AM-07:00PM + Plant1/Straw (M60) 1	[S] 10:00AM-07:00PM + Plant1/Straw (M60)	[S] 10:00AM-07:00PM + Plant1/Straw (M60)	[S] 10:00AM-07:00PM + Plant1/Straw (M60)	[S] 10:00AM-07:00PM + Plant1/Straw (M60)
<<< < - + > >>	<<< < - + > >>	<<< < - + > >>	<<< < - + > >>	<<< < - + > >>

Figure 5.1 – Scheduler

5.1 Scheduler

The Scheduler section allows a supervisor to view and edit individual employee’s weekly schedules. From this screen, employees can be re-assigned to different job codes, removed from a current week’s schedule, or assigned a non-calculated pay code such as vacation.

5.11 Adding and Maintaining Templates

In the example above, Dexter has a default schedule of 10:00AM-07:00PM in the Plant1/Straw department 1 (see Fig. 5.1). We can identify this schedule as his default by the “[S].” Dexter has been assigned to a special Parks project for the rest of this week, and may need to follow up several times in the coming months.

To make scheduling easier, a supervisor can add additional templates for future use. Click the “Add / Maintain Templates” button 2 to add a new schedule template.

Figure 5.2 – Adding a Template

Adding a Template

To make scheduling easier, supervisors can create custom templates for scheduling their employees' work weeks.

- Create a new template using the *New* button **1** (see Fig. 5.2)
- Select a pay code **2**. In the example above, “work hours” is selected.
- Select a department **3** where the employee will be working.
- Enter a start time **4** and an end time for the schedule **5**.
- Enter a meal time, if any, in minutes **6**. If the employee is required to take a meal at a specific time, enter the start time : end time in the boxes to the right.
- Click the *Save* button to finalize the template.

To delete a template, click the *Delete* button after selecting the template from the drop-down list.

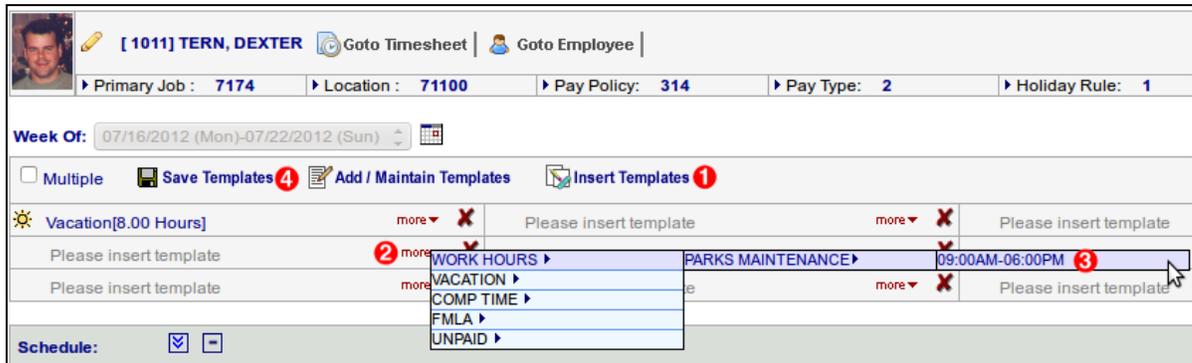


Figure 5.3 – Insert Templates

Inserting a Template

The template created in the previous section can now be inserted into the supervisor’s most used templates.

- Click the *Insert Templates* button ❶ (see Fig. 5.3).
- Click the *more* button ❷ in an empty space, or the space of a template you wish to replace with the new template.
- Select the template created in the previous section from the drop-down list ❸.
- Click the *Save* button to finalize changes ❹.

To remove a template from this list, click the *Insert Templates* button ❶ then click the “X” next to the template to be removed. Click the *Save* button ❹ to finalize changes.

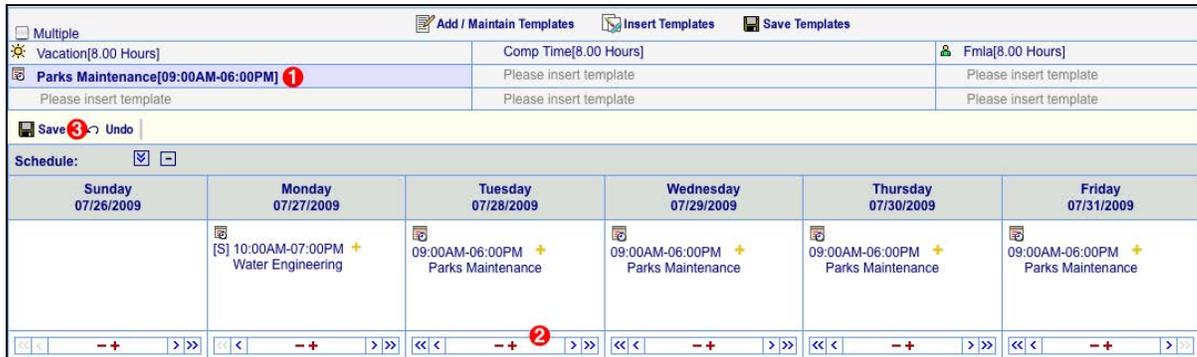


Figure 5.4 – Individual Schedules

5.12 Editing Individual Schedules

Scheduler has several options for editing an employee’s weekly schedule. Using the template created in section 5.11, we can alter Dexter’s schedule starting Tuesday morning.

First, click on the newly inserted template from the previous page ❶ (see Fig. 5.4). Click the large box above the ❷ to insert the schedule for Tuesday. Finally, click the Save button ❸ to finalize changes.

Below every day on the scheduler is a box of controls ❷:

- The *single arrows* copy the schedule to the day immediately left or right.
- The *double arrows* copy the schedule to the beginning or the end of the week. The arrows copy all of the way through Saturday and/or Sunday.
- The *minus sign* removes all schedules from the given day.
- The *plus sign* drops down a list of all available templates. Select a schedule template to assign to that day.

 **Click the save button after you are finished making changes.**

Figure 5.5 – Free-Form Scheduler

Free-Form Scheduler

The Free-Form Scheduler allows a supervisor to quickly edit individual or multiple schedules without the need for scheduling templates.

- Select the week to be edited using the calendar icon **1** (see Fig. 5.5).
- Select a pay code **2**.
- Select a group (position, department, job) **3**.
- Enter a start and end time **4**. Red text denotes a user edit.
- If applicable, input a meal time in total minutes **5**. Meal time is automatically deducted from the total hours worked.
- Click Save to finalize changes **6**.

To apply the schedule change to multiple employees, please see the next section (5.13) and figure 5.6.

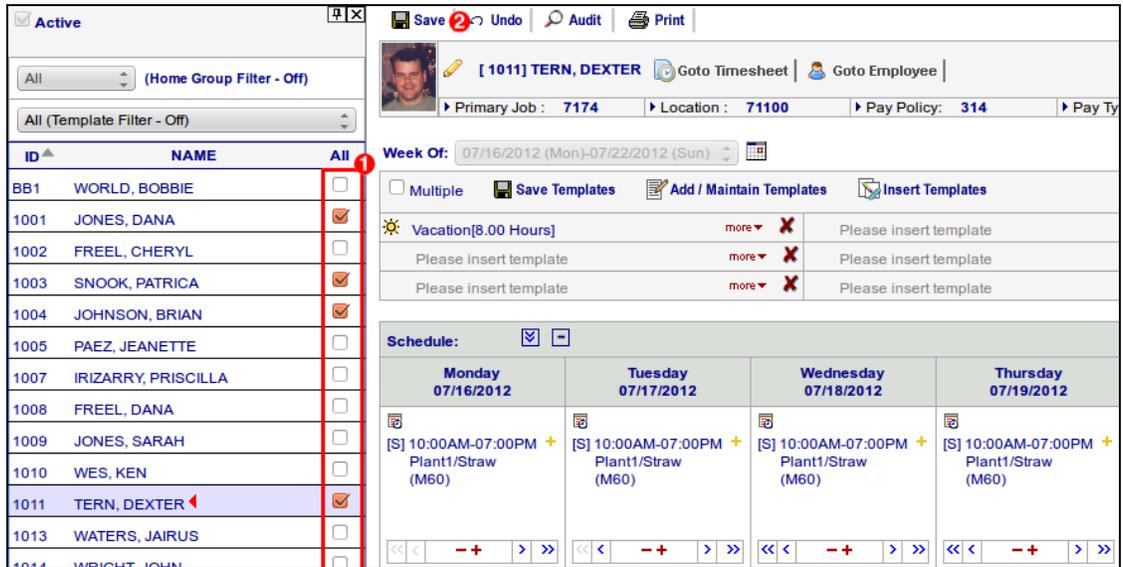


Figure 5.6 – Multiple Schedules through Scheduler

5.13 Editing Multiple Schedules

This manual looks at two ways to edit multiple schedules in the NOVAtime software. The first method involves all steps covered in section 5.12, followed by selecting the applicable employees **1** (see Fig. 5.6). After the schedule is set and all applicable employees are selected, click the Save button **2** to finalize changes.

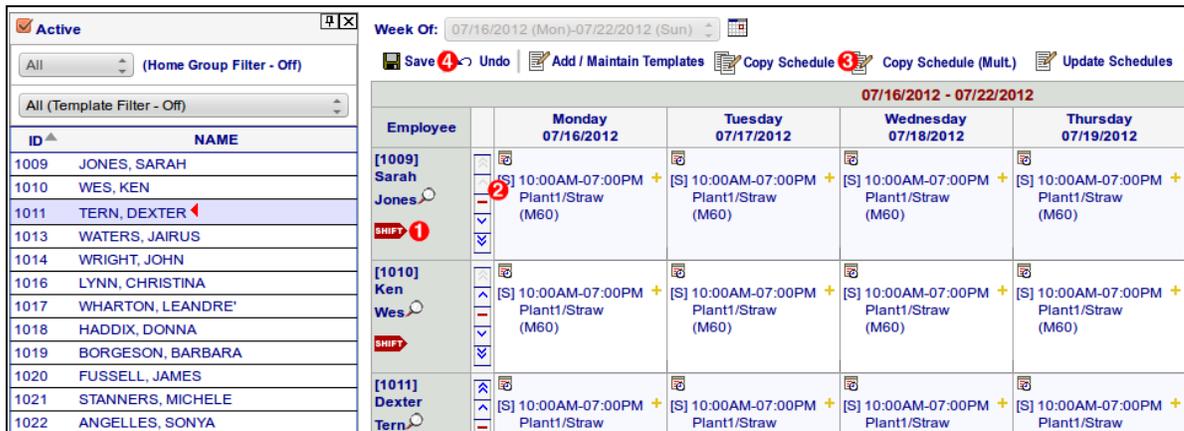


Figure 5.7 - Recap

Recap

The second method for working with multiple schedules is the “Recap” page. Recap offers a wider view of a group’s schedule, allowing a supervisor to move and remove schedules to fit the group’s coverage needs.

- To move a scheduled day from one employee to another, drag the schedule item from the original employee/day to the desired employee/day (available in Internet Explorer only).
- Populate the week with the employee's default schedule by clicking the *Shift* button ❶ (see Fig. 5.7)
- The controls in ❷ operate similarly to Scheduler, however, changes are made up/down as opposed to left/right. The *minus sign* removes all scheduled days for that employee.
- To schedule all employees visible using a template from a previous week, click the "Copy Schedule" button ❸ and select the appropriate week.
- Once all changes have been made, click the *Save* button ❹ to finalize changes.

For help on searching, please see section 4.21.

5.2 Request

The Request page allows a supervisor to quickly process time-off requests from their employees.

Summary			
Detail			
Calendar			
2009 Month: July 1			
Company	Employee	Pending	Approved
[100] Parks and Recreation 3	73	3 2	0
[115] Library	3	0	0
[223] City Administration	10	0	0
[401] HCM	7	0	0
[DEN] Denver	2	0	0
Totals	96	3	0

Figure 5.8 – Request Summary

Viewing Time-Off Requests

Viewing and approving/declining pending time-off requests takes place on the Request page. The Summary section displays all requests for the current month 1 (see Fig 5.8): Pending, Approved, Declined, and total Requested.

In the example above, there are three pending requests 2 for the “Parks and Recreation” department. By clicking on the department name 3, a supervisor is taken to the detail screen for that group/department.

Employee Id	Employee Name	Requested	Approved	Declined	Pending		
1001	JONES, DANA	3	0	0	3		
Paycode	Last Post Date	Hours Available	Requested	Approved	Declined	Pending	
1 2[VACA]	06/18/2009	0.00	3	0	0	3	
Request Made	Date	Department	Start	End	Hours	Notes	Status
07/15/2009 1:50PM	07/20/2009	10016000 [LIBRARY ADMINISTRATION]			8 2	<input type="checkbox"/>	Pending 3
07/15/2009 1:50PM	07/21/2009	10016000 [LIBRARY ADMINISTRATION]			8	<input type="checkbox"/>	Pending
07/15/2009 1:50PM	07/22/2009	10016000 [LIBRARY ADMINISTRATION]			8	<input type="checkbox"/>	Pending

Figure 5.9 – Pending Requests

After expanding Dana Jones’ vacation pay code 1 (see Fig. 5.9), we can see that all three requests for July are eight hour 2 pending requests 3 for time-off. To approve or decline a request, click on the highlighted row.

Figure 5.10 – Approve/Decline Requests

Approving/Declining Time-Off Requests

After clicking on the appropriate request (see previous page), a supervisor is presented with the detail information:

- Select “Approved” or “Declined” from the *Status* drop-down list **1** (see Fig. 5.10).
- Review the employee comment. In the example above, the employee did not enter a comment when making the time off request.
- Make a comment **2** that will be visible to the employee. It is not necessary to enter a comment.
- Click the *OK* button **3**.
- Click the *Save* button on the Request page to finalize the request.



Click the save button after you are finished making changes.

5.3 Tracking Hours Worked

NOVAtime offers solutions for tracking individual and group hours worked versus scheduled hours.

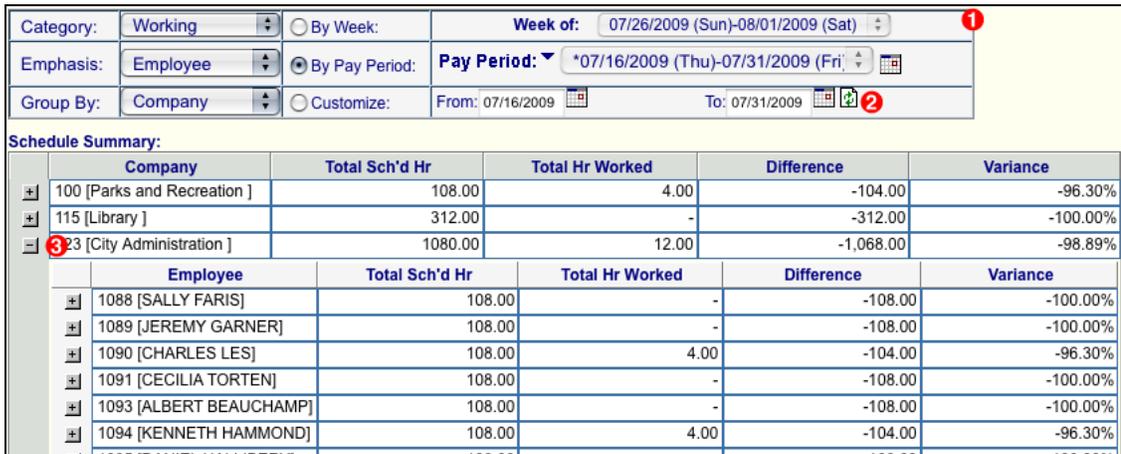


Figure 5.11 – Summary

Summary

The Summary section displays productivity of an entire group. Select the reporting time period: By Week, By Pay Period, or Customize ① (see Fig. 5.11). Now select options such as Working or Non-Working Hours in Category ①. Refresh the results ② and expand rows to go into further detail ③.

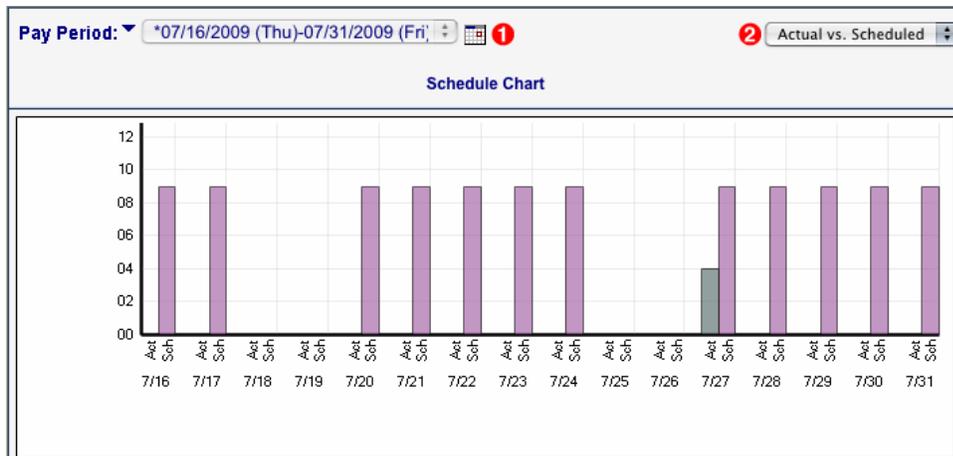


Figure 5.12 – Graph

Graph

The Graph section gives a visual representation of an employee's hours worked. Select a Pay Period ① (see Fig. 5.12) and a reporting type ②.

Report

NOVAtime 4000 contains a versatile reporting engine with nearly 100 pre-existing reports for use or modification.

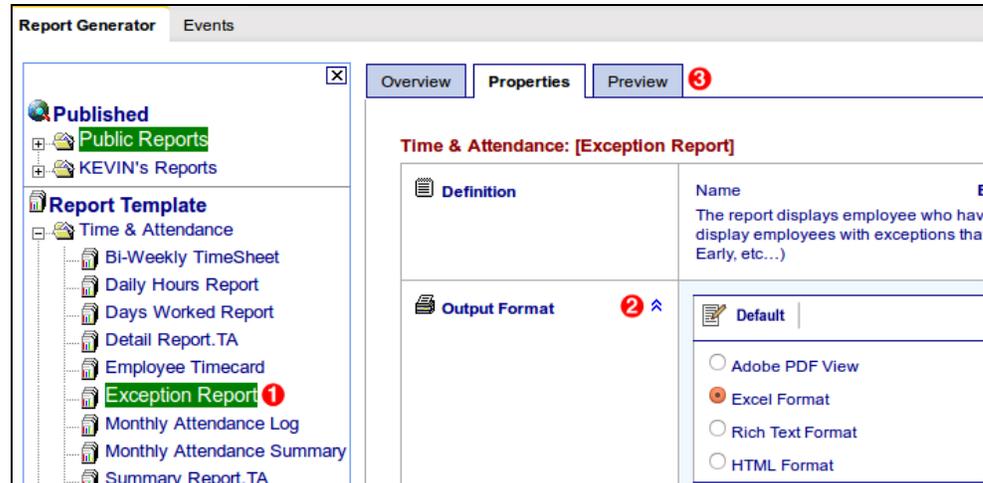


Figure 6.1 – Report Generator

6.1 Report Generator

The Report Generator contains nearly 100 pre-built reports. Begin by selecting a category and a report 1 (see Fig. 6.1). In the Properties section, options can be edited by clicking on the double blue arrows 2. In the example above, the output format is changed from “Adobe PDF View” to “Excel Format.” After all options are set, preview your report 3. If you are satisfied, click the “Publish” button.

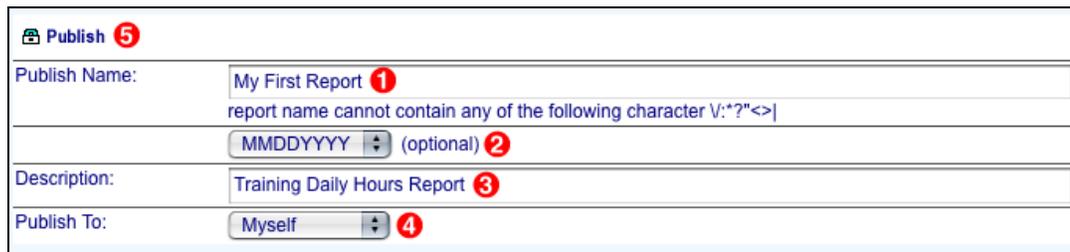


Figure 6.2 – Publish

- Enter a title for the report 1 (see Fig. 6.2) and optionally add the date 2.
- Give the report a description 3.
- Choose a group to which the report is published 4.
- Publish the report 5. The report will now appear in your reports on the left.

6.2 Scheduling a Report

NOVAtime reports can be scheduled to run periodically, and e-mail the results directly to yourself and/or other supervisors.

Figure 6.3 – Report Schedule

Scheduling the report:

- Select an option for reporting frequency **1** (see Fig. 6.3). To run a report more than once, “Run Report Periodically” must be chosen.
- Select the report frequency **2**.
- Select the day(s) of the week to publish the report **3**.
- Enter a start date and time of day for the report to be published **4**.
- Add or remove users that will receive the report **5**. All users in the “Selected Items” column will receive the report in their e-mail.
- Click the **Save** button to finalize the changes **6**.

Preferences

Supervisors may have access to several preferences in the NOVAtime 4000 system to customize their experience.



Figure 7.1 – Timesheet Header

7.1 Timesheet Header

A supervisor may need information other than the default settings in the Timesheet Header (red outlined area). To customize this area, first move to the Timesheet page in the Attendance category, then click the pencil icon ❶ (see Fig. 7.1).



Figure 7.2 – Customizing the Timesheet Header

After Clicking the Pencil Icon:

- Add or remove columns in the header using the *plus* and *minus* icons ❶ (see Fig. 7.2). The header supports a maximum of six columns and a minimum of three columns.
- Select the information to be displayed in each column ❷.
- Click the *Save* button ❸ to finalize your changes.

7.2 Profile

The Profile page in the Preferences category contains basic contact information fields and the ability to change your password in the NOVAtime system.

Figure 7.3 – Profile

Contact Information

Enter any necessary contact information (Full Name, Email, Phone, Cell Phone, etc) into the appropriate boxes ① (see Fig 7.3). Click the Save button ② to finalize your changes.

Change Your Password

Click the “Change Password” button ③ and enter your new password. Some system configurations may require you to enter your old password before changes will take place. Once complete, click the “Confirm” button ④.

7.3 Preferences

The Preferences page in the Preferences category contains several view and behavior options for NOVAtime 4000. As most options are self-explanatory, not all will be covered in this section. For additional help with options not covered, please contact your administrator. Please note that the Preferences page auto-saves after each change is made.

The screenshot shows a web interface with tabs for Profile, Preference, Groups, and Delegation. Under the Preference tab, there is a 'Save' button and two configuration options:

- 1. Employee Grouping:** A dropdown menu currently set to 'Job2'. A red circle with the number '1' is next to it. Below it is a note: "*Note: Please select one from the list. Default selection for 'Employee Grouping' is 'Subsidiary'. This will decide the Overview of this access level in the 'ATTENDANCE' category."
- 2. Employee Fullname Preference:** A dropdown menu currently set to 'Last Name, First Name'. A red circle with the number '2' is next to it. Below it is a note: "*Note: Please select one from the list. Default selection for 'Employee Fullname Preference' is 'Lastname, Firstname'. This will decide the overall of this access level in the 'EMPLOYEE' category."

Figure 7.4 – Employee Grouping

Employee Grouping

Employee grouping determines how employees in your organization are grouped in the Attendance-Overview page. If grouped incorrectly, a supervisor may not see their entire employee list. Change the grouping using the drop-down list ❶ (see Fig. 7.4).

Employee Full Name Preference

Change the name format in the NOVAtime software using the drop-down list ❷.

<p>15. Display Absentee records in timesheet: <input checked="" type="checkbox"/></p> <p>*Note: Please check the option above to display absentee records in the timesheet.</p>	<p>16. Display unscheduled records in timesheet: <input checked="" type="checkbox"/></p> <p>*Note: Please check the option above to display unscheduled records in the timesheet.</p>
<p>17. Display future scheduled records in timesheet: <input checked="" type="checkbox"/></p> <p>*Note: Please check the option above to display future scheduled records in the timesheet.</p>	

Figure 7.5 – Displaying Schedule Information in the Timesheet

Timesheet Schedule Options

The bottom three options on the Preferences page allow a supervisor to configure the Timesheet view. “Display Absentee records” adds an exception for scheduled days where no punch or non-calculated pay code has been entered.

“Display unscheduled records” and “Display future scheduled records” displays the employee’s schedule on the Timesheet without the need to view a separate page. Any or all of the three options may not be available in your implementation of NOVAtime. Please contact your administrator for more information.