



NOVAtime 5000 SaaS (Software as a Service)

- NOVAtime 5000 system is a “**Web based**” software accessible via the Internet via your standard web browsers (ex: IE, Firefox, Chrome)
- There are **3** Types of NOVAtime 5000 “**Web Services**” with each offering role-based functionality and security:
 - The **Administrator Web Services (AWS)**: System Administrators with full access to the system configuration and information.
 - The **Supervisor Web Services (SWS)**: System Supervisors with access to timesheets, scheduling, reporting and employee data.
 - The **Employee Web Services (EWS)**: Individual employee access to their own data via an Employee Web Services portal.

Kingston Water Department - NOVAtime 5000 Supervisor Web Services web address:

<https://online2.timeanywhere.com/novatime/wslogin.aspx?CID=F3314A57-C5AD-460D-88F6-419F29890F09&>

Software as a Service

NOVAtimeAnywhere®
5000 SaaS ADMINISTRATOR / SUPERVISOR WEB SERVICES

Client ID: AND16855

User ID:

Password:

[Forgot / Reset Password](#)

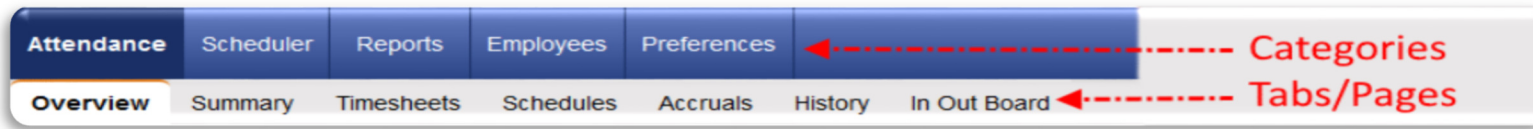
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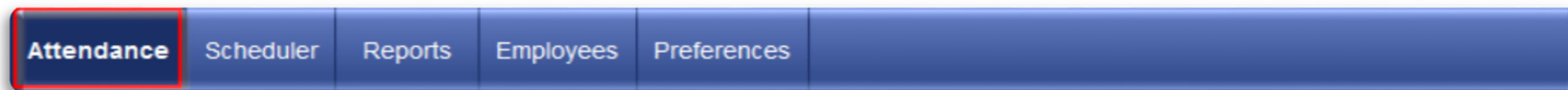
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The NOVAtime 5000 Supervisor Web Services Login page:

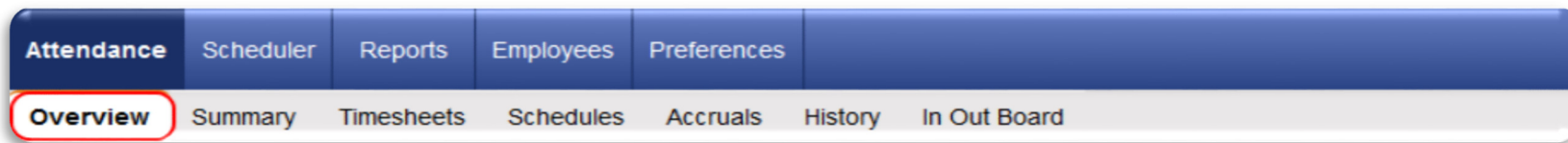
➤ Program Navigation:



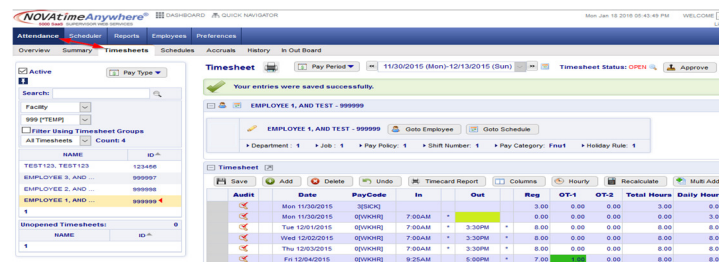
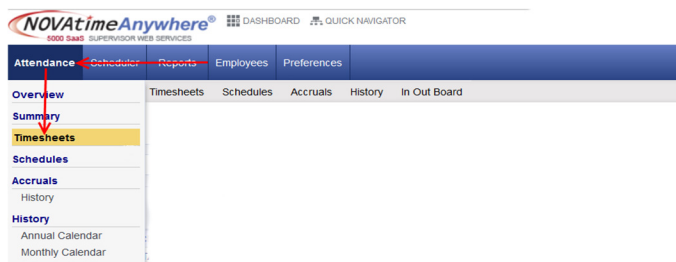
- Throughout the NOVAtime program your navigation will begin with the blue “**Category**” bar.
- Each **Category** provides and performs a specific function within the NOVAtime system. The available Categories can vary based on the configuration of the **AWS, SWS & EWS** access groups.
- Simply click on the desired **Category** to access its respective features. The selected **Category’s** color scheme will change to a bold blue color. In the example below, the **Attendance Category** is selected (*hi-lighted in red*).



- Below the selected **Category** you will see the grey “**Tab**” bar. The **Tab** bar will display the **Tabs** that are available for the selected **Category**. Click on the respective **Tab** to access its features. The selected **Tab** field will change to a white color. In the example below, the **Overview tab** is selected (*hi-lighted in red*).

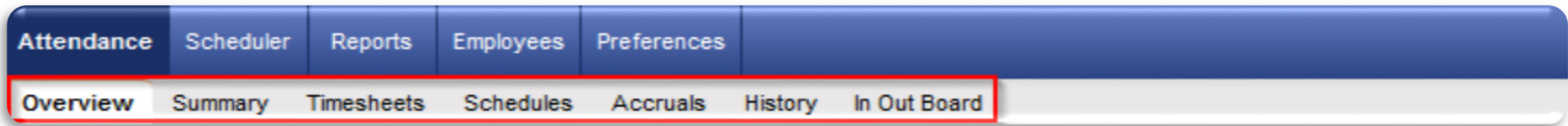


- In addition to the “**Tab**” bar, you can also quickly access the available Tabs of a **Category** by hovering on the **Category** which will then reveal a drop down listing of the available **Tabs** for that **Category**. To access the respective **Tab**, simply click on the **Tab** from the drop down listing and this will bring you directly to the Tab you select. In the example below the **Attendance Category->Timesheets Tab** is selected.



~ The following pages will summarize the many available Categories and their respective Tabs/Pages~

ATTENDANCE: *(This Category allows the User to review their employees current and historical attendance data)*



Overview:

- Provides a summarized group view of employee scheduled and timesheet worked hours as well as timesheet status

Summary: ***

- Utilized to view the employees' summarized schedule and timesheet hours, and timesheet status.
- Provides a quick reference of "exceptions" (*Absence, Missed Punch, Tardy etc.*) and to approve/open timesheets.

Timesheets:

- The Timesheet page is used to review, verify, modify (if necessary) the employee's punch information for the selected pay period before the timesheet is ultimately "**approved**" for payroll processing.

Schedules:

- The Schedules page is used to review the employee's weekly schedule with a look toward sched. vs. actual hours.

Accruals:

- The Accruals page is used to view the employee's benefit-accrual hours' summaries and details.

History:

- The History page is used to review the pay codes (by color) & exceptions that were posted to the employee's timesheet by year. Click/Unlick the select pay codes to view specific pay codes you wish to view.

In/Out Board:

- The In/Out Board page is used to review the employees' up-to-the-minute IN / OUT Timesheet status.

SCHEDULER: *(This Category allows the User to define optional yet specific Weekly Schedules for all or select employees)*



Overview:

- The Overview page is used to view a summary of active employees and their scheduled vs. Actual hours.

Template Schedules:

- The Template Schedules page is used to override employee “shift schedules” using user-defined schedule templates.

Free Form Schedules:

- The Free Form Schedules page is used to override employee “shift schedules” using free-form schedule entry or user-defined schedule templates.

Recap:

- The Recap page is used to reassign employees to their shift schedule, copy schedules, and to override schedules.

Requests:

- The Requests page allows the User to view and manage (approve/decline) submitted schedule requests from their employees.

Calendars:

- The Calendar page is used to view the status of each employee's schedule and time-off requests for the year.

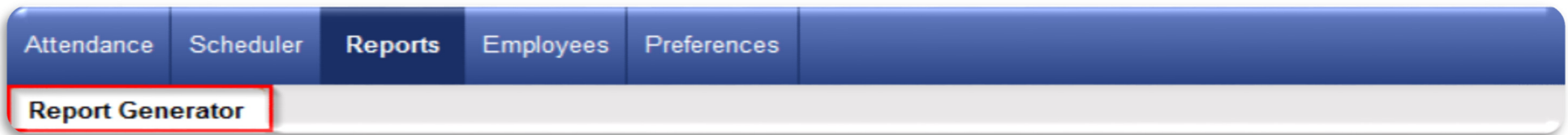
Summary:

- The Summary page provides a summary-to-detail view of the employees' Scheduled Vs. Actual hours and variances.

Graph:

- The Graph page is used to view each employee's scheduled Vs. Actual hours in graphical form.

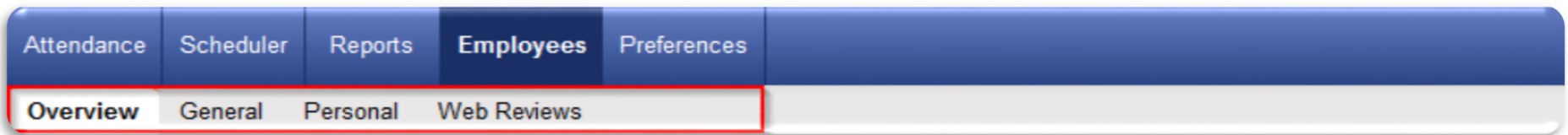
REPORTS: *(This Category allows the User to configure and execute various reports to .pdf, excel or html)*



Report Generator:

- The NOVAtime Report generator is a powerful user-configurable reporting tool using existing report templates that can be used as is, or the system user can configure many aspects of the report templates to obtain the data in a clear and concise format.
- Reports can be generated via .PDF (default), .XLS, .CSV, RTF and HTML formatting.

EMPLOYEES: *(This Category allows the User to manage each employees system specific, personal and pay information).*



Overview:

- The Overview page is used to view a summary of active employees and their EWS access and lockout status.

General:

- The General page is used to view employees system groups/work rule assignments (policy, shift, holiday rule etc.).

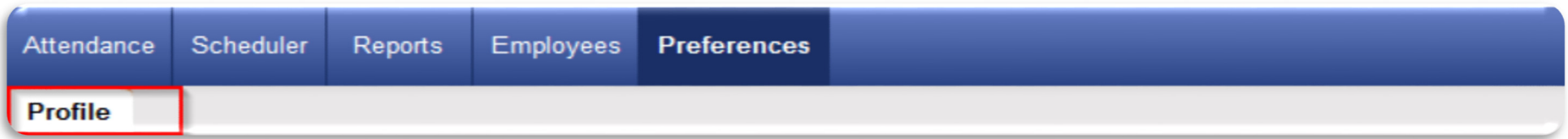
Personal:

- The Personal page is used to view employee personal information (email, phone# etc.).

Web Reviews:

- The Web Reviews page is used to input/view employee reviews/notes for future reference.
- Layout is similar to using "Wordpad" text formatting.

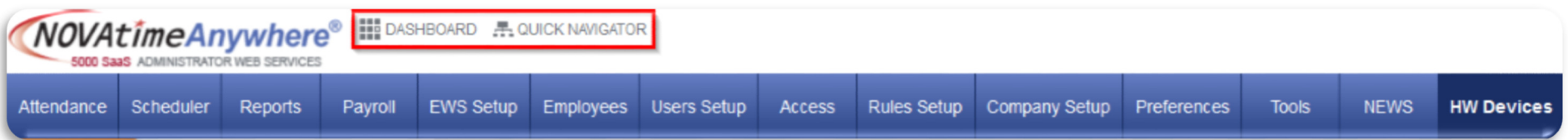
PREFERENCES: *(This Category allows the User to change their login)*



Profile:

- The Profile page is used by system users to change their system password and setup password recovery questions.

DASHBOARD & QUICK NAVIGATOR *(Additional Tools for reviewing data and performing tasks)*



Dashboard: ***

- **Launch Icon:** *(Located at the top of all NOVAtime 5000 Web Pages)*
 - This launch icon will open the configured "Dashboard" which is the NOVAtime system's electronic workflow program that is used to provide system users with a single page that displays important employee activity that may need their attention and will provide a quick reference and access to "current" employee information.

Quick Navigator:

- **Launch Icon:** *(Located at the top of all NOVAtime 5000 Web Pages)*
 - The Quick Navigator feature provides the User a shortcut to a list of procedures to perform at different intervals during the year.

Best Practices / Recommendations:

NOVAtime program:

- The NOVAtime system is available and accessible “anytime” and “anywhere”.
- Login to the NOVAtime System at least once a day for an update on the status of your employee’s attendance.
- Never share your System Login information with anyone.

Timesheets:

- Utilize tools such as the “**Dashboard**” and the Attendance “**Summary**” page for a quick reference of employees data.
- **Notifications** may be sent out, via email, to further inform you of timesheet exceptions, pending timesheet approvals Schedule requests etc.
- Address “**Missed Punches**” and “**Absences**” immediately and update the employees timesheet as soon as possible.
- Consult with the employee if a “missed punch” needs to be addressed. Use this as an opportunity to reenforce the importance of punching In and Out every day.
- Utilize the **Notes** and **Reason Code** fields within the Timesheet to support any adjustments/edit’s to a timesheet record.
- Do not change or remove any clock punches from the timesheet. Utilize the **Calculation Override** feature if necessary.
- All Timesheets should have a final review and then be “**Approved**” by the Supervisor on the first business day after the end of the Pay Period, so that the Payroll Department can prepare for their Payroll Processing.

Reports:

- Consider saving reports as a .PDF file, rather than printing reports if possible.
- Utilize the “Publish Reports” feature to save the configuration of a favorite report.

DETAIL TIMESHEET REFERENCE:

➤ *Below is a description of the standard fields & columns displayed within the “Detail Timesheet” on the next page.*

1. **Pay Period Cycle Dates:** Reflects the date range of the timesheet data below.
2. **Timesheet Status:** **OPEN** by default then updated to **APPROVED/PAYROLL** status based on the User approving the sheet.
3. **Approve Stamp:** Click on this button to Approve the content of the timesheet. Timesheet is locked upon Approval.
4. **Go To (Employee or Schedule):** Quickly jump between the selected employee's Employee and Schedule information.
5. Display the employees **default Group and Pay Rule** assignments information.
6. **Timesheet editing buttons** to allow the User to edit and manage employee timecard information and column layout.
7. **Audit:** Will provide a timesheet audit trail, by line item, for each User that modifies the selected timesheet record.
8. **Date:** The actual date of the In and Out punches performed at the clock, or manual input into the timesheet.
9. **Pay Code:** The selected Pay Code, used in the timesheet to pay out hours or dollar amounts. Default value is Pay Code "0".
10. **IN:** The time of the employee's IN punch.
11. **Modified Column:** Will display an * whenever a record is manually saved to the system or an actual punch is modified.
12. **IN Exp / OUT Exp:** Displays timesheet "exceptions" to identify such items as Tardiness, Early In/Out etc.
13. **OUT:** The time of the employee's OUT punch.
14. **REG:** Will reflect the total of work hours per line item. Also where non-calculated pay codes are used.
15. **OT-1:** Will reflect in a green highlighted box for any hours classified as Overtime hours.
16. **OT-2:** Will reflect in a green highlighted box for any hours classified as Double Overtime hours.
17. **Total, Daily and Weekly Hrs:** Compounding employees punches throughout the line item, day and Pay Period.
18. **O/R:** A Calculation Override option: Check this box to modify the total hours payout for a line item/day.
19. **UOT:** Unapproved Overtime: Check this box to disapprove any Overtime earnings for the day/week etc.
20. **Earn/Ded:** Use this column to input \$\$\$ amounts for "earnings" pay code. Ex: Car Allowance = \$35.
21. **Notes:** Allows you to input a free text note about a particular situation, per line item, on a timesheet.
22. **Reason Code:** Allow you to further notate a timesheet entry, using preformatted Reason Code. Ex: Dr. Appointment.
23. **Add Record:** Click this box to add a new line item to the timesheet, once all line items are populated.
24. **Timesheet Summary:** Provides the summary of the Pay Code, Positions and hours worked in each group value.

~Please see the Detail Timesheet display on the next page~

DETAIL TIMESHEET DISPLAY:

Timesheet

 Pay Period: 06/01/2015 (Mon)-06/15/2015 (Mon)
 Timesheet Status: OPEN
 Approve

Your entries were saved successfully.

ANDREWS, TECH - 009999

ANDREWS, TECH - 009999
 Goto Employee
 Goto Schedule

Department: 8 Job: 5 Pay Policy: 1 Shift Number: 5 Pay Category: 9 Holiday Rule: 2

Timesheet

Save Add Delete Undo Timecard Report Columns Recalculate Multi Add Insert / Repost

Audit	Date	PayCode	In	In Exp	Out	Out Exp	Reg	OT-1	OT-2	Total Hours	Daily Hours	Weekly Hours	O/R	UOT	Earn/Ded	Notes	Reason
	Mon 06/08/2015	0[WkHR]	8:00AM		5:00PM		9.00	0.00	0.00	9.00	9.00	9.00	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		
	Tue 06/09/2015	0[WkHR]	8:00AM		8:00PM	L 180	9.00	3.00	0.00	12.00	12.00	21.00	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		APOT [APPROVED OVERTIME]
	Wed 06/10/2015	0[WkHR]	8:07AM	T 7	4:00PM	E 60	8.00	0.00	0.00	8.00	8.00	29.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		
	Thu 06/11/2015	0[WkHR]	8:00AM	*			0.00	0.00	0.00	0.00	0.00	29.00	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		
	Fri 06/12/2015	0[WkHR]	8:09AM	T 9	5:09PM	L 9	9.00	0.00	0.00	9.00	9.00	38.00	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00		
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		

Add Record

Missed Punch Indicator

Overtime indicator

Timesheet Summary

Group By: Paycode + Department + Pay Rate

Pay Code	Department	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg. Pay Rate	Reg Pay	OT-1 Pay	OT-2 Pay	Prem Pay	Total Pay
0[WkHR]	8 [COMMUNITY EDUCATION]	35.00	3.00	0.00	38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals		35.00	3.00	0.00	38.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Notes