### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

NOVAtimeAnywhere® # QUIC	K NAVIGATOR				Wed Mar 23 2016 02:09:30 AM	WELCOME EMPLOYEE 1, AND TEST (999999) V HELP LOGOU Licensed to:THE PUERTO RICAN FAMILY INSTITUTE (AND154		
Attendance Scheduler								
Requests Calendars								
Requests 🚔 💾 Save 🔊 Und	0							
Your entries were saved successful	K.							
Multiple		Add/Maintain Templates						
Vacation[0.00 Hours]		Sick Leave(0.00 Hour	s]	2	Please insert template			
Please insert template		Please insert template			Please insert template			
Please insert template		Please insert template			Please insert template			
Week Of: 03/27/2016 (3un)-04/02/2016 (3at		1		1				
Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016	Friday 04/01/2016	Saturday 04/02/2016		
Pending Request:)								
					[R] 8.00 Hours + Fri 64/01/2016 Vacation (PC-2)			
< -+ >>	< -+ >>	« < _+	>» « < _+ >»	« < _+	> » « < -+	>>>		
Approved Request + Schedule:								
	[S] 07:00 AM-03:30 PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03:002016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Fri 04/01/2016 (PC-0 M30) ✓ Default			

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

Administrative (ANDADMIN) [22] HELP LOGOLT C

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



5000 544	ADMINISTRATOR WEB SERVICES											Licensed to THE PUERTO RICAN FAMILY INSTITUTE (AND15430)		
Attendance	Scheduler Reports	Payroll EWS Setup	Employees	Users Setup	Access Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices				
Message	Messages 异													
Filter by	Filer for Doth Range from To To To Add Filer Copy Filer													
Actions	Mark as Unrea	Delete Di	splaying 1-1 of 1 n	ecords										
	Message Type Subject								P	riority	Sender	Date 🖤		
	Request Request From: 999999 [AND TEST EMPLOYEE 1] Normal Normal Normal										AND TEST EMPLOYEE 1 [999999]	03/23/2016 2:08AM		

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message Detail	· <del>←</del> ∺				
Request Details					Approve/Decline
Subject	Request From: 999999 (AND TEST EMPLOYEE 1)	Da	tec C	13/23/2016 2:08AM	
Priority:	Normal	Se	nder: A	NO TEST ENPLOYED + (1999999)	
Request History					
Subject Request Fro	om: 999999 JAND TEST EMPLOYEE 1]				
Content 999999 (AND TEST EN 1. Request For 8.00 ho	MPLOYEE 1] has requested the schedule request on 03/23/2016 2:084M				

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 San5	Too ban Advectory of the School Lighted														
Attendance	Scheduler														
Overview To	Dveniew Template Schedules Free Form Schedules Racage Requests Calendars Summary Graph														
Requests															
Overview	Derview Summary Dean Cliendar														
H Save	💾 Saw 🗇 Refeath Employee Search 👻 00														
<b>4</b> 2016 <b>)</b>	4 2016 J. ALL Months														
Approve Se	elected	Approve a													
Status: Per	nding	~	aycode:	2[VACA]	~ (	Roup: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	lministr 🗸					
Emple	oyee ID A		1	Employe	e Name			Paycode	Dat	R	Hours equested	Select	Status	Hours Available	Requested On
999999		EMP	LOYEE 1, A	ND TEST				[VACA]	04/01/2	016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Fr	ree Form Schedules Recap Reg	uests Calendars	Summary Graph								
Requests											
Overview Summary Detail Calendar											
H Save & Aperica Encologitudaria V Go											
(2016) ALL Monthal											
Approve Selected Approve all											
Status: Pending 📩 🗸	Paycode: 2[VACA]	Group: All	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸							
Employee ID *	Employee Name	18	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On		
999999 EMP	PLOYEE 1, AND TEST		2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM		
1											

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995	0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours										
Status:	Pending	•	ок	Cancel							
F	Pending		- <b>X</b> .								
<u>.</u>	Approved		· · · · ·	•.							
Employ	Declined			all the							
I'm goir F	Remove	Bow		and the second							
				·							
Supervis	or's comm	ent: 🔺	e								
Have a g	reat time	I'll be w	atching fror	the comfort of my living roo	ml						

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burness B	lotal Colendar								
Enve 2 Sebash	Employee Search								
4 2015 > ALL Mordina	The second s								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se							
Employee ID-*	Employee Name	Paycole	Date Reported Select	Skalasi	August 1	Requested On	Department		OK Cancel
0000005	TEST TECH, AND UNION PT PRE	10 Marcul	01/00/2015 8:00	Approx	120.00	0107/2015 12:08AM	GUMANNATIAN DRAFT TECH)	~	
								-~	

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved Vacation day.

💾 Save	Add 👽	😳 Delet	e) 🔄 U	Indo 🗮	Timecard Re	eport	Colur	mns	Recal	culate	🐮 Multi A	🕙 Multi Add 🛛 🛃 In:		ert / Repos	t	
Audit		Date	Pa	ayCode	In		Out		Reg	OT-1	OT-2	Tota	I Hours	Daily Ho	urs Week	dy Hours
Þ.0	Fri	4/01/2016	2[\/	ACATION]					8.00	0.00	0.00		8.00	1	3.00	8.0
Accrual	Balar	ice:														
Pay Code	Last Post Da	e Post	Type	Accrued/ Used	Avail	able Activ	vity Date	Notes						Hours	Used	Adju
[2]VACA	04/01/201	•	r	8.00	2	3.87 03	22/2016	Usage						31.87	8.00	0
						Year								Hours	Used	Adjus
=					201	6 Subtotal	Subtotal							31.87	8.00	0.0
	Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	A	djust	Adj. Earned	Earned	Availa	ble	Activity Date	Notes		
	04/01/2016	VAC1	т	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
	04/01/2010	VAC1	T	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
chedul	e:															

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Allendance	Scheduler			
Message	es 🚔			
Filter by	Date Range From Add Filter Apply Filter C	lear Filter		
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records		
	Message Type	Subject	Priority	Sender
	Request	Your Time-Off Request.	Normal	ANDADMIN

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours	Message	s 🚊						
Status: Declined OK Cancel								
Employable commont	Filter by	Date Range	Y from II To					
Party Timeit's 5 o'clock somewhere!		Add Filter	Apply Filter Clear Filter					
	Actions	🗐 Mark Un	d 😂 Belete					Displaying 1-2 of 2 records
Supervisor's comment:		Messare Tur	Description	liurs	Priority	Sector	Data T	Status
rean, but it's 9.00am nowGet back to work		1						
		Request			Nacoval			Declined
		Request		8	Normal	MOGUPER	01/07/2015 02:40AM	Approved

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Requests 0	Calendars											
Request	ts 🚔 💾 Save 📉 Unde	0										
🗆 Nultiple	•		🛃 Ad	d/Maintain Templates								
Vacation	in[0.00 Hours]		2	Sick Leave[0.00 Hours]			2	Please inse	rt template			
Please in	nsert template			Please insert template				Please inse	irt template			
Please in	nsert template			Ptease insert template Ptease insert template								
Week Of:	03/27/2016 (Sun)-04/02/2016 (Sat)											
	Sunday 03/27/2016	Monday 03/28/2016		Tuesday 03/29/2016	Wednesday 03/30/2016		Thursday 03/31/2016		Friday 04/01/2016	Saturday 04/02/2016		
Pending Rei	quest:										_	
Sectined Re	-+ > >> quest	[@  <b>&lt;   &gt; ≫</b> ]	« ¢	-+ > [> [>	ec  c  -+	> >>	-+	> »	[ <b>4</b> C] <b>C − ♦</b> [2]	cc  c   -+	> >>	
Approved R	tequest + Schedule:								(R) 8.00 Hours (PC-2) Vacation By: ANDADMIN@0323/2016			
		[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30)	[S] 07:00AM	I-03:30PM Tue 03/28/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Wed 03:30/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		(S) 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default			

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

NOVAtimeAnywhere® # QUIC	K NAVIGATOR				Wed Mar 23 2016 02:09:30 AM	WELCOME EMPLOYEE 1, AND TEST (999999) V HELP LOGOU Licensed to:THE PUERTO RICAN FAMILY INSTITUTE (AND154
Attendance Scheduler						
Requests Calendars						
Requests 🚔 💾 Save 🔊 Und	0					
Your entries were saved successful	K.					
Multiple		Add/Maintain Templates				
Vacation[0.00 Hours]		Sick Leave(0.00 Hour	s]	2	Please insert template	
Please insert template		Please insert template			Please insert template	
Please insert template		Please insert template			Please insert template	
Week Of: 03/27/2016 (3un)-04/02/2016 (3at		1		1		
Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016	Friday 04/01/2016	Saturday 04/02/2016
Pending Request:)						
					[R] 8.00 Hours + Fri 64/01/2016 Vacation (PC-2)	
< -+ >>	< -+ >>	« < _+	>» « < _+ >»	« < _+	> » « < -+	>>>
Approved Request + Schedule:						
	[S] 07:00 AM-03:30 PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03:002016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Fri 04/01/2016 (PC-0 M30) ✓ Default	

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

Administrative (ANDADMIN) [22] HELP LOGOLT C

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



5000 544	Loarwe to the PUERTO ROAM PAULY INSTITUTE (AND (4-0))													
Attendance	Scheduler Reports	Payroll EWS Setup	Employees	Users Setup	Access Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices				
Message	Messages 异													
Filter by	Filter to Outle Range from I to I Add Filter Apply Filter Clear Filter													
Actions	Actions C Hank as Utersad O Delete Displaying 1-1 of 1 records													
	Message Ty	•			Subject				P	riority	Sender	Date 🖤		
	Request	Requ	est From: 999999	(AND TE ST EMPLO	OYEE 1]			Norma	al		AND TEST EMPLOYEE 1 [999999]	03/23/2016 2:08AM		

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message Detail	· <del>←</del> ∺									
Request Details					Approve/Decline					
Subject	Request From: 999999 (AND TEST EMPLOYEE 1)	Da	tec C	13/23/2016 2:08AM						
Priority:	Normal	Se	nder: A	NO TEST ENPLOYED + (1999999)						
Request History										
Subject Request Fro	om: 999999 JAND TEST EMPLOYEE 1]									
Content 999999 (AND TEST EN 1. Request For 8.00 ho	Zonient 39900 JAND EST EMPLOYEE "This requested the schedule request on 05/202019 2 004ad Enverse FEA did house ut all CODING to MARKATION									

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 San5	Too ban Advectory of the store														
Attendance	Scheduler														
Overview To	emplate Scho	edules Fri	ee Form Sc	hedules Ro	ecap Reque	ts Calendars	Summar	y Graph							
Requests	Requests														
Overview	Oracleur Domany Dealer Caledar														
H Save	H Save & Refeesth Employee Search V Co														
<b>4</b> 2016 <b>)</b>	4 2016 ¥ ALL Bonths														
Approve Se	elected	Approve a													
Status: Per	nding	~	aycode:	2[VACA]	~ (	Roup: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	lministr 🗸					
Emple	oyee ID A		1	Employe	e Name			Paycode	Dat	R	Hours equested	Select	Status	Hours Available	Requested On
999999		EMP	LOYEE 1, A	ND TEST				[VACA]	04/01/2	016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Fr	ree Form Schedules Recap Reg	uests Calendars	Summary Graph								
Requests											
Overview Summary Detail Calindar											
H Sam @ Referent Employmetation Q Co											
(2016) ALLicond											
Approve Selected Approve al	Approve Selected Approve all										
Status: Pending 📩 🗸	Paycode: 2[VACA]	Group: All	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸							
	Ν										
Employee ID *	Employee Name	18	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On		
999999 EMP	PLOYEE 1, AND TEST		2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM		

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995	[TEST TEO	CH, ANE	UNION FT	PRE) ~ 01/30/2015 ~ 12[VA0	CU] ~ 8.00 hours
Status:	Pending	•	ок	Cancel	
F	Pending		- <b>X</b> .		
<u>.</u>	Approved	◀.	· · · · ·	•.	
Employ	Declined			all the	
I'm goir F	Remove	Bow		and the second	
				·	
Supervis	or's comm	ent: 🔺	e		
Have a g	reat time	I'll be w	atching fror	the comfort of my living roo	ml

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burness B	lotal Colendar								
Enve 2 Sebash	Employee Search								
4 2015 > ALL Mordina	The second s								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se							
Employee ID-*	Employee Name	Paycole	Date Reported Select	Skalasi	August 1	Requested On	Department		OK Cancel
0000005	TEST TECH, AND UNION PT PRE	10 Marcul	01/00/2015 8:00	Approx	120.00	0107/2015 12:08AM	GUMANNATIAN DRAFT TECH)	~	
								-~	

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved Vacation day.

💾 Save	Add 👽	😳 Delet	e) 🔄 U	Indo 🗮	Timecard Re	eport	Colur	mns	Recal	culate	🐮 Multi A	Add	🛃 Ins	ert / Repos	t	
Audit		Date	Pa	ayCode	In		Out		Reg	OT-1	OT-2	Tota	I Hours	Daily Ho	urs Week	dy Hours
Þ.0	Fri	4/01/2016	2[\/	ACATION]					8.00	0.00	0.00		8.00	1	3.00	8.0
Accrual	Balar	ice:														
Pay Code	Last Post Da	e Post	Type	Accrued/ Used	Avail	able Activ	vity Date	Notes						Hours	Used	Adju
[2]VACA	04/01/201	•	r	8.00	2	3.87 03	22/2016	Usage						31.87	8.00	0
						Year								Hours	Used	Adjus
=					201	6 Subtotal								31.87	8.00	0.0
	Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	A	djust	Adj. Earned	Earned	Availa	ble	Activity Date	Notes		
	04/01/2016	VAC1	т	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
	04/01/2010	VAC1	T	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
chedul	e:															

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Allendance	Scheduler												
Message	Messages 拱												
Filter by	Date Range Frame To To Add Frame Add To To Add Frame Add												
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records											
	Message Type	Subject	Priority	Sender									
	Request	Your Time-Off Request.	Normal	ANDADMIN									

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours	Message	s 🚊							
Status: Declined OK Cancel									
Employable commont	Filter by	Date Range	Y from II To						
Party Timeit's 5 o'clock somewhere!		Add Filter	Apply Filter Clear Filter						
	Actions 📴 Mark Terrord 😫 Delete								
Supervisor's comment:		Messare Tur	Description	liurs	Priority	Sector	Data T	Status	
rean, but it's 9.00am nowGet back to work		1							
		Request			Nacoval			Declined	
		Request		8	Normal	MOGUPER	01/07/2015 02:40AM	Approved	

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Requests 0	Calendars										
Request	ts 🚔 💾 Save 📉 Unde	0									
🗆 Nultiple	•		🛃 Ad	d/Maintain Templates							
Vacation	in[0.00 Hours]		2	Sick Leave[0.00 Hours]			2	Please inse	rt template		
Please in	nsert template			Please insert template				Please inse	irt template		
Please in	nsert template			Please insert template				Please inse	ert template		
Week Of:	week de 🛛 032772016 (Sun)-044022016 (Sun) 🖉 🛅										
Sunday         Monday         Tuesday         Wednesday         Thursday         Friday         Saturday           03272016         0328/2016         0329/2016         0330/2016         0330/2016         0401/2016         0420/2016											
Pending Rei	quest:										_
Sectined Re	-+ > >> quest	[@  <b>&lt;   &gt; ≫</b> ]	« ¢	-+ > [> [>	ec  c  -+	> >>	-+	> »	[ <b>4</b> C] <b>C − ♦</b> [2]	cc  c   -+	> >>
Approved R	tequest + Schedule:								(R) 8.00 Hours (PC-2) Vacation By: ANDADMIN@0323/2016		
		[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30)	[S] 07:00AM	I-03:30PM Tue 03/28/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Wed 03:30/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		(S) 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

NOVAtimeAnywhere® # QUIC	K NAVIGATOR				Wed Mar 23 2016 02:09:30 AM	WELCOME EMPLOYEE 1, AND TEST (999999) V HELP LOGOU Licensed to:THE PUERTO RICAN FAMILY INSTITUTE (AND154
Attendance Scheduler						
Requests Calendars						
Requests 🚔 💾 Save 🔊 Und	0					
Your entries were saved successful	K.					
Multiple		Add/Maintain Templates				
Vacation[0.00 Hours]		Sick Leave(0.00 Hour	s]	2	Please insert template	
Please insert template		Please insert template			Please insert template	
Please insert template		Please insert template			Please insert template	
Week Of: 03/27/2016 (3un)-04/02/2016 (3at		1		1		
Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016	Friday 04/01/2016	Saturday 04/02/2016
Pending Request:)						
					[R] 8.00 Hours + Fri 64/01/2016 Vacation (PC-2)	
< -+ >>	< -+ >>	« < _+	>» « < _+ >»	« < _+	> » « < -+	>>>
Approved Request + Schedule:						
	[S] 07:00 AM-03:30 PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03:002016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Fri 04/01/2016 (PC-0 M30) ✓ Default	

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

Administrative (ANDADMIN) [22] HELP LOGOLT C

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



5000 544	Uname to The PUERTO REAN FAMILY INSTITUTE (MO1430)													
Attendance	Scheduler Reports	Payroll EWS Setup	Employees	Users Setup	Access Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices				
Message	Messages 🛱													
Filter by	Filter by Outle Range from T to T Add Filter Apply Filter Clear Filter													
Actions	Mark as Unrea	Delete Di	splaying 1-1 of 1 n	ecords										
	Message Ty	•			Subject				P	riority	Sender	Date 🖤		
	Request	Requ	est From: 999999	(AND TE ST EMPLO	OYEE 1]			Norma	al		AND TEST EMPLOYEE 1 [999999]	03/23/2016 2:08AM		

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message Detail	· <del>←</del> ∺									
Request Details					Approve/Decline					
Subject	Request From: 999999 (AND TEST EMPLOYEE 1)	Da	tec C	13/23/2016 2:08AM						
Priority:	Normal	Se	nder: A	NO TEST ENPLOYED + (1999999)						
Request History										
Subject Request Fro	om: 999999 JAND TEST EMPLOYEE 1]									
Content 999999 (AND TEST EN 1. Request For 8.00 ho	Content 99999 Jan De Tast Lille, Crites Than Headening the Understand In School 2020 for 2 Subar 1990au Francis De Journes d'ACCATORI Conceptopolis									

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 San5	Will be Ameriman Strategy and S													
Attendance	Scheduler													
Overview To	Aveniew Template Schedules Free Form Schedules Recapered Calendars Summary Graph													
Requests														
Overview	Density Bummary Deter Calendar													
H Save	H Save & Refeat Employee Search Co													
<b>4</b> 2016 <b>)</b>	ALL Months	ł												
Approve Se	elected	Approve a												
Status: Per	nding	~	aycode:	2[VACA]	~ (	Roup: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	lministr 🗸				
Emple	Employee D <sup>_1</sup> Employee Name Paycode Date Recessed Select Status Hears Requested On													
999999		EMP	LOYEE 1, A	ND TEST				[VACA]	04/01/2	016	8.00	Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Fr	ree Form Schedules Recap Reg	uests Calendars	Summary Graph						
Requests									
Overview Summary Decard Calindar									
H Saw @ Refered Employee Each Co									
(2015) ALL Boothy O									
Approve Selected Approve al									
Status: Pending 📩 🗸	Paycode: 2[VACA]	Group: All	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸					
	N								
Employee ID *	Employee Name	18	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
999999 EMP	PLOYEE 1, AND TEST		2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM
1									

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours										
Status:	Pending	•	ок	Cancel						
F	Pending		- <b>X</b> .							
<u>.</u>	Approved		· · · · ·	•.						
Employ	Declined			all the						
I'm goir F	Remove	Bow		and the second						
				·						
Supervis	or's comm	ent: 🔺	e							
Have a great timeIII be watching from the comfort of my living room!										

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burness B	lotal Colendar								
Enve 2 Sebash	Employee Search								
4 2015 > ALL Mordina	The second s								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se							
Employee ID-*	Employee Name	Paycole	Date Hours Select	Skalasi	August 1	Requested On	Department		OK Cancel
0000005	TEST TECH, AND UNION PT PRE	10 Marcul	01/00/2015 8:00	Approx	120.00	0107/2015 12:08AM	GUMANNATIAN DRAFT TECH)	~	
								-~	

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved Vacation day.

💾 Save	Add 👽	🕴 Delet	e) 🔄 U	Indo 🗮	Timecard Re	eport	Colur	mns	Recal	culate	🐮 Multi A	Add	🛃 Ins	ert / Repos	t	
Audit		Date	Pa	ayCode	In		Out		Reg	OT-1	OT-2	Tota	I Hours	Daily Ho	urs Week	dy Hours
Þ.0	Fri	4/01/2016	2[\/	ACATION]					8.00	0.00	0.00		8.00	1	3.00	8.0
Accrual	Balar	ice:														
Pay Code	Last Post Da	e Post	Type	Accrued/ Used	Avail	able Activ	vity Date	Notes						Hours	Used	Adju
[2]VACA	04/01/201	•	r	8.00	2	3.87 03	22/2016	Usage						31.87	8.00	0
						Year								Hours	Used	Adjus
=					201	6 Subtotal								31.87	8.00	0.0
	Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	A	djust	Adj. Earned	Earned	Availa	ble	Activity Date	Notes		
	04/01/2016	VAC1	т	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
	04/01/2010	VAC1	T	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
chedul	e:															

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Allendance	Scheduler										
Message	es 🚔										
Filter by	Terr for Data Range from 12 To 12 Add Filmer Apply Terr Coart Filmer										
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records									
	Message Type	Subject	Priority	Sender							
	Request	Your Time-Off Request.	Normal	ANDADMIN							

5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours	Message	s 🚊						
Status: Declined OK Cancel								
Employable commont	Filter by	Date Range	Y from II To					
Party Timeit's 5 o'clock somewhere!		Add Filter	Apply Filter Clear Filter					
	Actions	🗐 Mark Un	d 😂 Belete					Displaying 1-2 of 2 records
Supervisor's comment:		Messare Tur	Description	liurs	Priority	Sector	Data T	Status
rean, but it's studam nowGet back to work		1						
		Request			Nacoval			Declined
		Request		8	Normal	MOGUPER	01/07/2015 02:40AM	Approved

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Requests 0	Calendars										
Request	ts 🚔 💾 Save 📉 Unde	0									
🗆 Nultiple	•		🛃 Ad	d/Maintain Templates							
Vacation	in[0.00 Hours]		2	Sick Leave[0.00 Hours]			2	Please inse	rt template		
Please in	nsert template			Please insert template				Please inse	irt template		
Please in	nsert template			Please insert template				Please inse	ert template		
Week Of:	03/27/2016 (Sun)-04/02/2016 (Sat)										
	Sunday 03/27/2016	Monday 03/28/2016		Tuesday 03/29/2016	Wednesday 03/30/2016		Thursday 03/31/2016		Friday 04/01/2016	Saturday 04/02/2016	
Pending Ren	quest:										_
Sectined Re	-+ > >> quest	[@  <b>&lt;   &gt; ≫</b> ]	« ¢	-+ > [> [>	ec  c  -+	> >>	-+	> »	[ <b>4</b> C] <b>C − ♦</b> [2]	cc  c   -+	> >>
Approved R	tequest + Schedule:								(R) 8.00 Hours (PC-2) Vacation By: ANDADMIN@0323/2016		
		[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30)	[S] 07:00AM	I-03:30PM Tue 03/28/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Wed 03:30/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		(S) 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

NOVAtimeAnywhere® # QUIC	K NAVIGATOR				Wed Mar 23 2016 02:09:30 AM	WELCOME EMPLOYEE 1, AND TEST (999999) V HELP LOGOU Licensed to:THE PUERTO RICAN FAMILY INSTITUTE (AND154
Attendance Scheduler						
Requests Calendars						
Requests 🚔 💾 Save 🔊 Und	0					
Your entries were saved successful	K.					
Multiple		Add/Maintain Templates				
Vacation[0.00 Hours]		Sick Leave(0.00 Hour	s]	2	Please insert template	
Please insert template		Please insert template			Please insert template	
Please insert template		Please insert template			Please insert template	
Week Of: 03/27/2016 (3un)-04/02/2016 (3at		1		1		
Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016	Friday 04/01/2016	Saturday 04/02/2016
Pending Request:)						
					[R] 8.00 Hours + Fri 64/01/2016 Vacation (PC-2)	
< -+ >>	< -+ >>	« < _+	>» « < _+ >»	« < _+	> » « < -+	>>>
Approved Request + Schedule:						
	[S] 07:00 AM-03:30 PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03:002016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Fri 04/01/2016 (PC-0 M30) ✓ Default	

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

Administrative (ANDADMIN) [22] HELP LOGOLT C

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



5000 544	ADMINISTRATOR WEB SERVICES											Licensed to THE PUERTO RICAN FAMILY INSTITUTE (AND15430)
Attendance	Scheduler Reports	Payroll EWS Setup	Employees	Users Setup	Access Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices		
Message	95 🚔											
Filter by	Date Range Add Filter Ap	From From Vy Filter Clear Filte	r To									
Actions	Mark as Unrea	Delete Di	splaying 1-1 of 1 n	ecords								
	Message Ty	•			Subject				P	riority	Sender	Date 🖤
	Request	Requ	est From: 999999	(AND TE ST EMPLO	OYEE 1]			Norma	al		AND TEST EMPLOYEE 1 [999999]	03/23/2016 2:08AM

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message Detail	· <del>←</del> ∺				
Request Details					Approve/Decline
Subject	Request From: 999999 (AND TEST EMPLOYEE 1)	Da	tec C	13/23/2016 2:08AM	
Priority:	Normal	Se	nder: A	NO TEST ENPLOYED + (1999999)	
Request History					
Subject Request Fro	om: 999999 JAND TEST EMPLOYEE 1]				
Content 999999 (AND TEST EN 1. Request For 8.00 ho	MPLOYEE 1] has requested the schedule request on 03/23/2016 2:084M				

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 San5	ADMINISTRATOR IN	EB SERVICES													Licensed
Attendance	Scheduler														
Overview To	emplate Scho	edules Fri	ee Form Sc	hedules Ro	ecap Reque	ts Calendars	Summar	y Graph							
Requests															
Overview	Summary	Detail	Calendar												
H Save	& Refre	sh	Employee S	earch 🗸		Go									
<b>4</b> 2016 <b>)</b>	ALL Months	ł													
Approve Se	elected	Approve a													
Status: Per	nding	~	aycode:	2[VACA]	~ (	Roup: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	lministr 🗸					
Emple	oyee ID A		1	Employe	e Name			Paycode	Dat	R	Hours equested	Select	Status	Hours Available	Requested On
999999		EMP	LOYEE 1, A	ND TEST				[VACA]	04/01/2	016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Fr	ree Form Schedules Recap Reg	uests Calendars	Summary Graph									
Requests												
Overview Summary Detail	Calendar											
H Save & Refrest	Employee Search	Go										
(2015) ALL Booth												
Approve Selected Approve al												
Status: Pending 📩 🗸	Paycode: 2[VACA]	Group: All	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸								
Employee ID *	Employee Name	18	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On			
999999 EMP	PLOYEE 1, AND TEST		2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM			
1												

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995	[TEST TEO	CH, ANE	UNION FT	PRE) ~ 01/30/2015 ~ 12[VA0	CU] ~ 8.00 hours
Status:	Pending	•	ок	Cancel	
F	Pending		- <b>X</b> .		
<u>4</u>	Approved	◀.	· · · · ·	•.	
Employ	Declined			all the	
I'm goir F	Remove	Bow		and the second	
				·	
Supervis	or's comm	ent: 🔺	e		
Have a g	reat time	I'll be w	atching fror	the comfort of my living roo	ml

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burness B	lotal Colendar								
Enve 2 Setuat	Employee Search								
4 2015 > ALL Mordina	The second s								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se							
Employee ID-*	Employee Name	Paycole	Date Reported Select	Skalasi	Rear to Available	Requested On	Department		OK Cancel
0000005	TEST TECH, AND UNION PT PRE	specu	01/00/2015 8:00	Approx	120.00	0107/2015 12:08AM	GUMANNATIAN DRAFT TECH)	~	
								-~	

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved Vacation day.

💾 Save	Add 👽	😳 Delet	e) 🔄 U	Indo 🗮	Timecard Re	eport	Colur	mns	Recal	culate	🐮 Multi A	Add	🛃 Ins	ert / Repos	t		
Audit		Date	Pa	ayCode	In		Out		Reg	OT-1	OT-2	2 Total Hour		Daily Ho	urs Week	s Weekly Hours	
Þ.0	Fri	4/01/2016	2[\/	ACATION]					8.00	0.00	0.00		8.00	1	3.00	8.0	
Accrual	Balar	ice:															
Pay Code	Last Post Da	e Post	Type	Accrued/ Used	Avail	able Activ	vity Date	Notes						Hours	Used	Adju	
[2]VACA	04/01/201	•	r	8.00	2	3.87 03	22/2016	Usage						31.87	8.00	0	
					Year								Hours	Used	Adjus		
=					201	6 Subtotal								31.87	8.00	0.0	
	Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	A	djust	Adj. Earned	Earned	Availa	ble	Activity Date	Notes			
	04/01/2016	VAC1	т	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage			
	04/01/2010	VAC1	T	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage			
chedul	e:																

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Allendance	Scheduler			
Message	es 🚔			
Filter by	Date Range From Add Filter Apply Filter C	lear Filter		
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records		
	Message Type	Subject	Priority	Sender
	Request	Your Time-Off Request.	Normal	ANDADMIN

5. Disapproving or "Declining" a Time Off Request works the same way as Approving a Time Off Request. From the Detail page, you will change the "Pending" Request to "Declined" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours	Message	s 🚊						
Status: Declined OK Cancel								
Employable commont	Filter by	Date Range	Y from II To					
Party Timeit's 5 o'clock somewhere!		Add Filter	Apply Filter Clear Filter					
	Actions	🗐 Mark Un	d 😂 Belete					Displaying 1-2 of 2 records
Supervisor's comment:		Messare Tur	Description	liurs	Priority	Sector	Data T	Status
rean, but it's studam nowGet back to work		1						
		Request			Nacoval			Declined
		Request		8	Normal	MOGUPER	01/07/2015 02:40AM	Approved

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Requests 0	Calendars										
Request	ts 🚔 💾 Save 📉 Unde	0									
🗆 Nultiple	•		🛃 Ad	d/Maintain Templates							
Vacation	in[0.00 Hours]		2	Sick Leave[0.00 Hours]			2	Please inse	rt template		
Please in	nsert template			Please insert template				Please inse	irt template		
Please in	nsert template			Please insert template				Please inse	ert template		
Week Of:	03/27/2016 (Sun)-04/02/2016 (Sat)										
	Sunday 03/27/2016	Monday 03/28/2016		Tuesday 03/29/2016	Wednesday 03/30/2016		Thursday 03/31/2016		Friday 04/01/2016	Saturday 04/02/2016	
Pending Rei	quest:										_
Sectined Re	-+ > >> quest	[@  <b>&lt;   &gt; ≫</b> ]	« ¢	-+ > [> [>	ec  c  -+	> >>	-+	> »	[ <b>4</b> C] <b>C − ♦</b> [2]	cc  c   -+	> >>
Approved R	tequest + Schedule:								(R) 8.00 Hours (PC-2) Vacation By: ANDADMIN@0323/2016		
		[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30)	[S] 07:00AM	I-03:30PM Tue 03/28/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Wed 03:30/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		(S) 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

NOVAtimeAnywhere® # QUIC	K NAVIGATOR				Wed Mar 23 2016 02:09:30 AM	WELCOME EMPLOYEE 1, AND TEST (999999) V HELP LOGOU Licensed to:THE PUERTO RICAN FAMILY INSTITUTE (AND154
Attendance Scheduler						
Requests Calendars						
Requests 🚔 💾 Save 🔊 Und	0					
Your entries were saved successful	K.					
Multiple		Add/Maintain Templates				
Vacation[0.00 Hours]		Sick Leave(0.00 Hour	s]	2	Please insert template	
Please insert template		Please insert template			Please insert template	
Please insert template		Please insert template			Please insert template	
Week Of: 03/27/2016 (3un)-04/02/2016 (3at		1		1		
Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016	Friday 04/01/2016	Saturday 04/02/2016
Pending Request:)						
					[R] 8.00 Hours + Fri 64/01/2016 Vacation (PC-2)	
< -+ >>	< -+ >>	« < _+	>» « < _+ >»	« < _+	> » « < -+	>>>
Approved Request + Schedule:						
	[S] 07:00 AM-03:30 PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03:002016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Fri 04/01/2016 (PC-0 M30) ✓ Default	

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

Administrative (ANDADMIN) [22] HELP LOGOLT C

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



5000 544	ADMINISTRATOR WEB SERVICES											Licensed to THE PUERTO RICAN FAMILY INSTITUTE (AND15430)
Attendance	Scheduler Reports	Payroll EWS Setup	Employees	Users Setup	Access Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices		
Message	95 🚔											
Filter by	Date Range Add Filter Ap	From From Vy Filter Clear Filte	r To									
Actions	Mark as Unrea	Delete Di	splaying 1-1 of 1 n	ecords								
	Message Ty	•			Subject				P	riority	Sender	Date 🖤
	Request	Requ	est From: 999999	(AND TE ST EMPLO	OYEE 1]			Norma	al		AND TEST EMPLOYEE 1 [999999]	03/23/2016 2:08AM

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message Detail	· <del>←</del> ∺				
Request Details					Approve/Decline
Subject	Request From: 999999 (AND TEST EMPLOYEE 1)	Da	tec C	13/23/2016 2:08AM	
Priority:	Normal	Se	nder: A	NO TEST ENPLOYED + (1999999)	
Request History					
Subject Request Fro	om: 999999 JAND TEST EMPLOYEE 1]				
Content 999999 (AND TEST EN 1. Request For 8.00 ho	MPLOYEE 1] has requested the schedule request on 03/23/2016 2:084M				

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 San5	ADMINISTRATOR IN	EB SERVICES													Licensed
Attendance	Scheduler														
Overview To	emplate Scho	edules Fri	ee Form Sc	hedules Ro	ecap Reque	ts Calendars	Summar	y Graph							
Requests															
Overview	Summary	Detail	Calendar												
H Save	H Save @ Refeath Employee Search V Go														
<b>4</b> 2016 <b>)</b>	ALL Months	ł													
Approve Se	elected	Approve a													
Status: Per	nding	~	aycode:	2[VACA]	~ (	Roup: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	lministr 🗸					
Emple	oyee ID A		1	Employe	e Name			Paycode	Dat	R	Hours equested	Select	Status	Hours Available	Requested On
999999		EMP	LOYEE 1, A	ND TEST				[VACA]	04/01/2	016	8.00		Pending	31.87	03/23/2016 2:08AM

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Fr	ree Form Schedules Recap Reg	uests Calendars	Summary Graph						
Requests									
Overview Summary Detail	Calendar								
💾 Save 🌩 Refrest	Employee Search	Go							
4 2016 ) ALL Months									
Approve Selected Approve al									
Status: Pending 📩 🗸	Paycode: 2[VACA]	Group: All	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸					
Employee ID *	Employee Name	18	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
999999 EMP	PLOYEE 1, AND TEST		2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM
1									

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995	[TEST TEO	CH, ANE	UNION FT	PRE) ~ 01/30/2015 ~ 12[VA0	CU] ~ 8.00 hours
Status:	Pending	•	ок	Cancel	
F	Pending		- <b>X</b> .		
<u>4</u>	Approved	◀.	· · · · ·	•.	
Employ	Declined			all the	
I'm goir F	Remove	Bow		and the second	
				·	
Supervis	or's comm	ent: 🔺	e		
Have a g	reat time	I'll be w	atching fror	the comfort of my living roo	ml

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burness B	lotal Colendar								
Enve 2 Setuat	Employee Search								
4 2015 > ALL Mordina	The second s								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se							
Employee ID-*	Employee Name	Paycole	Date Reported Select	Skalasi	Rear to Available	Requested On	Department		OK Cancel
0000005	TEST TECH, AND UNION PT PRE	specu	01/00/2015 8:00	Approx	120.00	0107/2015 12:08AM	GUMANNATIAN DRAFT TECH)	~	
								-~	

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved Vacation day.

💾 Save	Add 👽	😳 Delet	e) 🔄 U	Indo 🗮	Timecard Re	eport	Colur	mns	Recal	culate	🐮 Multi A	Add	🛃 Ins	ert / Repos	t	
Audit		Date	Pa	ayCode	In		Out		Reg	OT-1	OT-2	Tota	I Hours	Daily Ho	urs Week	dy Hours
Þ.0	Fri	4/01/2016	2[\/	ACATION]					8.00	0.00	0.00		8.00	1	3.00	8.0
Accrual	Balar	ice:														
Pay Code	Last Post Da	e Post	Type	Accrued/ Used	Avail	able Activ	vity Date	Notes						Hours	Used	Adju
[2]VACA	04/01/201	•	r	8.00	2	3.87 03	22/2016	Usage						31.87	8.00	0
						Year								Hours	Used	Adjus
=					201	6 Subtotal								31.87	8.00	0.0
	Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	A	djust	Adj. Earned	Earned	Availa	ble	Activity Date	Notes		
	04/01/2016	VAC1	т	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
	04/01/2010	VAC1	T	0.00	31.87	8	.00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
chedul	e:															

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Allendance	Scheduler										
Messages 🚘											
Filter by	Net for Data Starge from 10 to 12										
Actions	Mark as Unread 🔞 Dele	Displaying 1-1 of 1 records									
	Message Type	Subject	Priority	Sender							
	Request	Your Time-Off Request.	Normal	ANDADMIN							

5. Disapproving or "Declining" a Time Off Request works the same way as Approving a Time Off Request. From the Detail page, you will change the "Pending" Request to "Declined" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours	Message	s 🚊						
Status: Declined OK Cancel								
Employable commont	Filter by	Date Range	Y from II To					
Party Timeit's 5 o'clock somewhere!		Add Filter	Apply Filter Clear Filter					
	Actions	🗐 Mark Un	d 😂 Belete					Displaying 1-2 of 2 records
Supervisor's comment:		Messare Tur	Description	liurs	Priority	Sector	Data T	Status
rean, but it's studam nowGet back to work		1						
		Request			Nacoval			Declined
		Request		8	Normal	MOGUPER	01/07/2015 02:40AM	Approved

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Requests 0	Calendars											
Request	ts 🚔 💾 Save 📉 Unde	0										
🗆 Nultiple	•		🛃 Ad	d/Maintain Templates								
Vacation	Vacatori(0.00 Hours) 😰 Sick Leave(0.00 Hours) 😰 Please insettemplate											
Please in	a insertemplate Please insertemplate Please insertemplate											
Please in	Yese insert temptate Please insert temptate Please insert temptate											
Week Of:	Week of 0.027/2016 (Sun)-644022016 (Sun) 💿 🖪											
	Sunday 03/27/2016	Monday 03/28/2016		Tuesday 03/29/2016	Wednesday 03/30/2016		Thursday 03/31/2016		Friday 04/01/2016	Saturday 04/02/2016		
Pending Rei	quest:										_	
Sectined Re	-+ > >> quest	[@  <b>&lt;   &gt; ≫</b> ]	« ¢	-+ > [> [>	ec  c  -+	> >>	-+	> »	[ <b>4</b> C] <b>C − ♦</b> [2]	cc  c   -+	> >>	
Approved R	tequest + Schedule:								(R) 8.00 Hours (PC-2) Vacation By: ANDADMIN@0323/2016			
		[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30)	[S] 07:00AM	I-03:30PM Tue 03/28/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Wed 03:30/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		(S) 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default			

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
Request For 8 hours of VACATION UNION [12] On 01/21/2015    Removed;     Supervisor Note: submitted in error			

### **EWS - Employee Request for Time Off:**

In addition to reviewing the Attendance, Accrual and Schedule history, the "**EWS**" allows an employee to submit a "**Time Off Request** " to their Supervisor all within NOVAtime 5000. The employee can "Request Time Off" from the *REQUESTS* page within the *SCHEDULER* Category. In this example, Emp# 999999 will use the Vacation "Template" to request a day off (8 hrs) for Friday, April 1<sup>st</sup>.

 From the *Template Grid*, simply click the *Vacation (0.00 Hours)* template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the *Pending Request* grid. The *Schedule Hour Editor* window will appear. Input the *#* of hours you wish to request off for the day, click the "*Confirm*" button.



If desired, the employee can also attach a *note* to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.
 Schedule Note

I'm going to the Super Bow!!!	
Confirm	

3. Finally, the employee should click on the *SAVE* button to officially submit the request. The "*requested*" day will now appear within the selected day of the *PENDING REQUEST* grid.

NOVAtimeAnywhere® # QUIC	K NAVIGATOR				Wed Mar 23 2016 02:09:30 AM	WELCOME EMPLOYEE 1, AND TEST (999999) V HELP LOGOU Licensed to:THE PUERTO RICAN FAMILY INSTITUTE (AND154
Attendance Scheduler						
Requests Calendars						
Requests 🚔 💾 Save 🔊 Und	0					
Your entries were saved successful	K.					
Multiple		Add/Maintain Templates				
Vacation[0.00 Hours]		Sick Leave(0.00 Hour	5]	2	Please insert template	
Please insert template		Please insert template			Please insert template	
Please insert template		Please insert template			Please insert template	
Week Of: 03/27/2016 (3un)-04/02/2016 (3at		1		1		
Sunday 03/27/2016	Monday 03/28/2016	Tuesday 03/29/2016	Wednesday 03/30/2016	Thursday 03/31/2016	Friday 04/01/2016	Saturday 04/02/2016
Pending Request:)						
					[R] 8.00 Hours + Fri 64/01/2016 Vacation (PC-2)	
< -+ >>	< -+ >>	« < _+	>» « < _+ >»	« < _+	> » « < -+	>>>
Approved Request + Schedule:						
	[S] 07:00 AM-03:30 PM Mon 03/28/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Tue 03/29/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Wed 03:002016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default	[S] 07:00AM-03:30PM Fri 04/01/2016 (PC-0 M30) ✓ Default	

#### SWS - Supervisor Schedule/Time Off Request Notifications:

The NOVAtime "USER" that is configured to receive "Schedule Requests" will receive notifications via several methods:

- O
   Via Email notification: (if configured)

   Wed 3/23/2016 2:09 AM

   NOVAtime Notification <NOVA4000Alerts@novatimeanywhere.com>

   Request From: 999999 (AND TEST EMPLOYEE 1)

   To
   Itomadrewstednology.net

   Image: Wer emoved extra line breaks from this message.

   Please click the following link to access Supervisor / Administrator Web Services.

   https://online1.timeanywhere.com/novatime/wslogin.aspx?cid=1422EB68-AEB9-4C95-90E4-5ABF9D40CBA9

   999999 (AND TEST EMPLOYEE 1) has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;
  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where
    you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

Administrative (ANDADMIN) [22] HELP LOGOLT C

• Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



5000 544	Learner to The PUERTO RCAN FAMILY INSTITUTE (MO1430)											
Attendance	Scheduler Reports	Payroll EWS Setup	Employees	Users Setup	Access Rules Setup	Company Setup	Preferences	Tools	NEWS	HW Devices		
Message	Acesagos 🛱											
Filter by	Filer by Date Range From S To S Add Filer Vedp Filer Clear Filer											
Actions	Mark as Unrea	Delete Di	splaying 1-1 of 1 n	ecords								
Message Type Subject Priority Sender Date *												
	Request	Requ	est From: 999999	(AND TE ST EMPLO	OYEE 1]			Norma	al		AND TEST EMPLOYEE 1 [999999]	03/23/2016 2:08AM

- The message will detail who the request is from, the requested date(s) and any note (*if applied*).
- Click on the Approve/Decline button which will redirect the User to the SCHEDULER->REQUESTS page.

Message Detail	· <del>←</del> ∺				
Request Details					Approve/Decline
Subject	Request From: 999999 (AND TEST EMPLOYEE 1)	Da	tec C	13/23/2016 2:08AM	
Priority:	Normal	Se	nder: A	NO TEST ENPLOYED + (1999999)	
Request History					
Subject Request Fro	om: 999999 JAND TEST EMPLOYEE 1]				
Content 999999 (AND TEST EN 1. Request For 8.00 ho	MPLOYEE 1] has requested the schedule request on 03/23/2016 2:084M				

- Via DASHBOARD:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
  - Click on the selected Request to redirect you to the SCHEDULER ->REQUESTS page.



- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)

5000 San5	500 bas Academotives conces												
Attendance	Scheduler												
Overview To	eniew Template Schedules Free Form Schedules Rocap Requests Calendars Summary Graph												
Requests	lequests												
Overview	Overcee Summury Dease Calendar												
H Save	H Save @ Relinesh Employee Search v 00												
<b>4</b> 2016 <b>)</b>	ALL Months	ł											
Approve Se	elected	Approve a											
Status: Per	nding	~	aycode:	2[VACA]	~ (	Roup: All		<ul> <li>Superviso</li> </ul>	AND Dealer Ac	lministr 🗸			
Emple	Employee D <sup>A</sup> Employee Name Paycode Date Norrs Select Status Available On												
999999	99999 EMPLOYEE 1, AND TEST 2(VACA) 04/01/2016 8.00 C Pending 31.87 03/23/2016 2.08AM												

The User will access any Schedule/Time Off Requests from within the **REQUESTS** page within the **SCHEDULER** Category.

The Overview page will display the status of any Requests and can be filtered by Month and Group. 0



The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly. 0



The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests 0 by Month, by Status, by Pay Code and /or by Group.

Overview Template Schedules Fr	ree Form Schedules Recap Reg	uests Calendars	Summary Graph							
equests										
Overview Burmary Cottan Calendar										
H Save @ Roter Engineeration v Ga										
(2015) ALL Monthy 🖸										
Approve Selected Approve al	Approve Selected Approve all									
Status: Pending 📩 🗸	Paycode: 2[VACA]	Group: All	<ul> <li>Supervisor:</li> </ul>	AND Dealer Administr 🗸						
Employee D-A Employee Rame Percode Date Hours Status Available De Date Hours Repercised De Date Hours Repercised De Date Percode De Date Perco										
999999 EMP	PLOYEE 1, AND TEST		2[VACA]	04/01/2016	8.00		Pending	31.87	03/23/2016 2:08AM	
1										

1. The User will click on the "PENDING" button and will now see the employees comments and have the option to Approve, Decline or Remove the request. In this example, the User will Approve the request and leave a note.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/30/2015 ~ 12[VACU] ~ 8.00 hours									
Status:	Pending	•	ок	Cancel					
F	Pending		- <b>X</b> .						
<u>.</u>	Approved		· · · · ·	•.					
Employ	Declined			all the					
I'm goir F	Remove	Bow		and the second					
				·					
Supervis	or's comm	ent: 🔺	e						
Have a g	reat time	I'll be w	atching fror	the comfort of my living roo	ml				

2. After the schedule request has been *Approved*, the User will click the *SAVE* button to apply the change and this will also initiate an "auto posting" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.

Overview Burnnary D	lotal Colendar								
Enve 2 fatuat	Employee Search								
4 2015 > ALL Mordia	The second s								The system will now automatically post the approved time-off requests to the timesheet.
Approve Selected A	the second s								
Statut: Pending	· Pretenter 1254018 · Größer -M.	w							
		and the second se							
Employee D-*	Employee Name	Paycole	Date Reported Select	Skiller	Rears Available	Requested On	Department		OK Cancel
000005	TEST TECH, AND UNION PT PRE	10 Marcul	01/00/2015 8:00	Appres	120.00	0107/2015 12:08AM	GUMANNATIAN DRAFT TECH)	~	
								-~	

3. After the auto posting, the **Approved** schedule request will post the approved Vacation hours to the employees' timesheet and will also update the employees' accrual balance, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved Vacation day.

💾 Save	😡 😡	😳 Delete	) 🔊 I	Undo 😫	Timecard Re	eport	Colui	mns	Recal	culate	🐮 Multi A	Add	🛃 Ins	ert / Repos	t	
Audit		Date	P	ayCode	In		Out		Reg	OT-1	ОТ-2	Tota	I Hours	Daily Ho	urs Week	dy Hours
<b>k</b> 0	Fri (	4/01/2016	2[\	ACATION]					8.00	0.00	0.00		8.00	8	3.00	8.0
Accrual	Balar	ice:														
Pay Code	Last Post Da	e Post T	lype	Accrued/ Used	Avail	able Activ	rity Date	Notes						Hours	Used	Adju
[2]VACA	04/01/201	T	r i	8.00	2	3.87 03	22/2016	Usage						31.87	8.00	0
						Year								Hours	Used	Adjus
=					201	6 Subtotal								31.87	8.00	0.0
	Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	4	djust	Adj. Earned	Earned	Availa	ble	Activity Date	Notes		
	04/01/2016	VAC1	т	0.00	31.87	8	00	0.00	0.00	0	.00	23.87	03/22/2016	Usage		
Schedul	e:															

- 4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



Attendance	Scheduler			
Message				
Filter by	Date Range From Add Filter Apply Filter C	lear Filter		
Actions	Mark as Unread 😡 Dele	Displaying 1-1 of 1 records		
	Message Type	Subject	Priority	Sender
	Request	Your Time-Off Request.	Normal	ANDADMIN

5. Disapproving or "Declining" a Time Off Request works the same way as Approving a Time Off Request. From the Detail page, you will change the "Pending" Request to "Declined" and you can also add a comment that will be sent back to the Employee via email and/or private message.

0099995 [TEST TECH, AND UNION FT PRE] ~ 01/22/2015 ~ 12[VACU] ~ 8.00 hours	Message	s 🚊						
Status: Declined OK Cancel								
Employable commont	Filter by	Date Range	Y from II To					
Party Timeit's 5 o'clock somewhere!		Add Filter	Apply Filter Clear Filter					
	Actions	Actives Mark Urecol 😋 Balete						
Supervisor's comment:		Messare Tur	Description	liurs	Priority	Sector	Data T	Status
rean, but it's 9.00am nowGet back to work		1						
		Request			Nacoval			Declined
		Request		8	Normal	MOGUPER	01/07/2015 02:40AM	Approved

6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.

Requests 0	Calendars												
Request	ts 🚔 💾 Save 📉 Unde	0											
🗆 Nultiple	•		🛃 Ad	d/Maintain Templates									
Vacation	in[0.00 Hours]		2	Sick Leave[0.00 Hours]			2	Please insert template					
Please in	nsert template			Please insert template				Please inse	irt template				
Please in	nsert template			Please insert template				Please inse	ert template				
Week Of:	03/27/2016 (Sun)-04/02/2016 (Sat)												
	Sunday 03/27/2016	Monday 03/28/2016		Tuesday 03/29/2016	Wednesday 03/30/2016		Thursday 03/31/2016		Friday 04/01/2016	Saturday 04/02/2016			
Pending Rea	quest:												
Sectined Re	-+ > >> quest	[@  <b>&lt;   &gt; ≫</b> ]	« ¢	-+ > [> [>	cc  c  -+	> >>	(cc   c   -+	> »	[ <b>4</b> C] <b>C − ♦</b> [2]	[« « «	> >>		
Approved R	tequest + Schedule:								(R) 8.00 Hours (PC-2) Vacation By: ANDADMIN@0323/2016				
		[S] 07:00AM-03:30PM Mon 03/28/2016 (PC-0 M30)	[S] 07:00AM T Default	I-03:30PM Tue 03/28/2016 (PC-0 M30)	[S] 07:00AM-03:30PM Wed 03/30/2016 (PC-0 M30) ✓ Default		[S] 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default		(S) 07:00AM-03:30PM Thu 03/31/2016 (PC-0 M30) ✓ Default				

Request Details			
Description:		Hours:	8
Priority:	Normal	Sender:	ANDSUPER
Date:	01/07/2015 03:14AM	Request Date:	01/21/2015
Status:			
Request History			
Title: Your Time-Off Request.			
Content: Your request(s) have been approved/declined by ANDSUPER:			
1. Request For 8 hours of VACATION UNION [12] On 01/21/2015 Removed; Supervisor Note: submitted in error			