~NOVAtime 5000: Employee Web Services – Requesting Time Off ~

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 1st.

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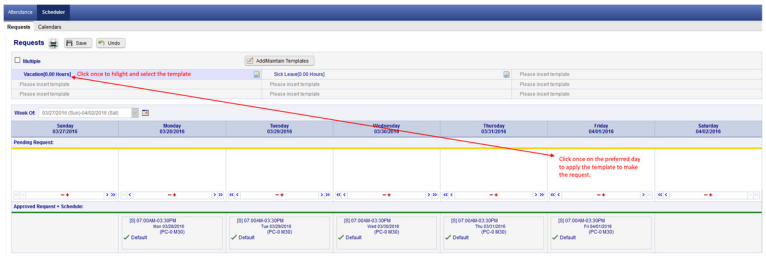

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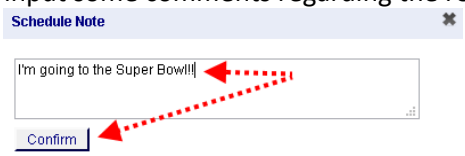

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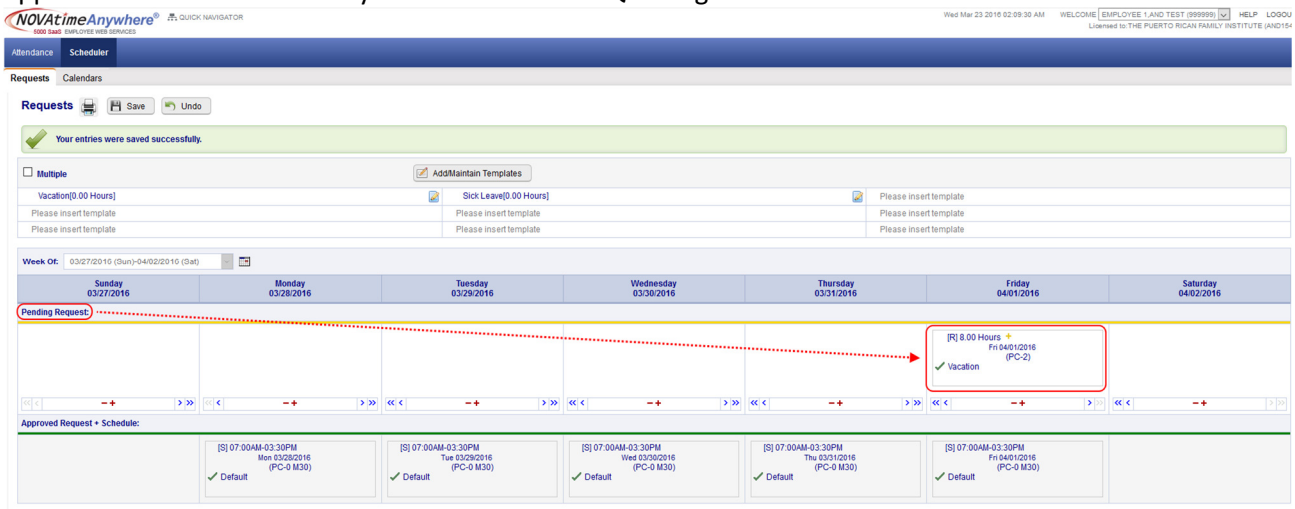


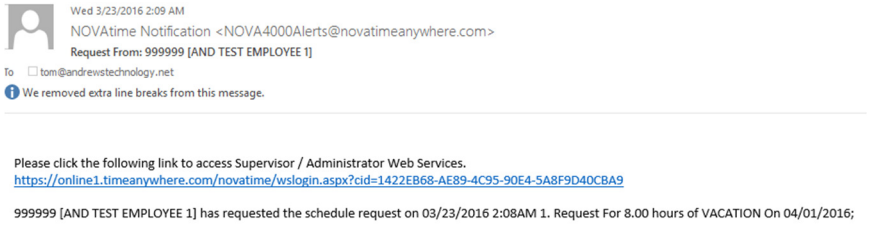
- At this point, the request for Time Off will be sent to your **NOVAtime Supervisor** for review and approval. (See process below)

~NOVAtime 5000: Admin/Supervisor Web Services - Processing Time Off Requests

SWS - Supervisor Schedule/Time Off Request Notifications:

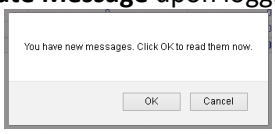
The NOVAtime "USER" that is configured to receive "**Schedule Requests**" will receive notifications via several methods:

- Via **Email** notification: (if configured)



  - 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)

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



  - Within the private messages, click OK to view the messages.

  - 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.

- Via **DASHBOARD**:
  - The **Time off Request** gadget within the **Dashboard** will list any Time Off Requests for the Pay Period.
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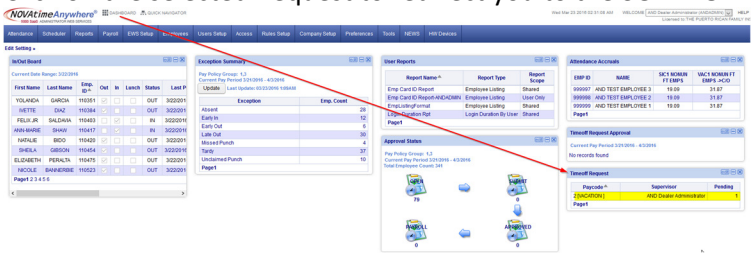
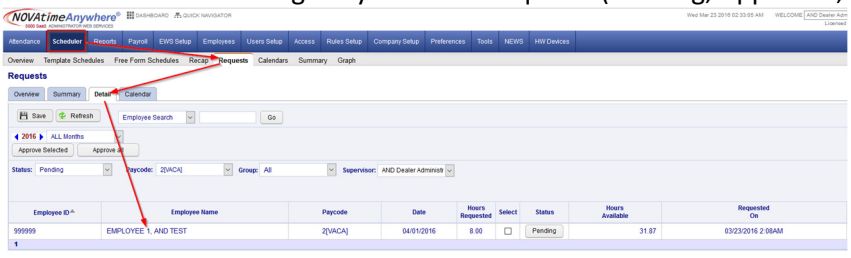


- Via the **SCHEDULER ->REQUESTS** page:
  - Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)



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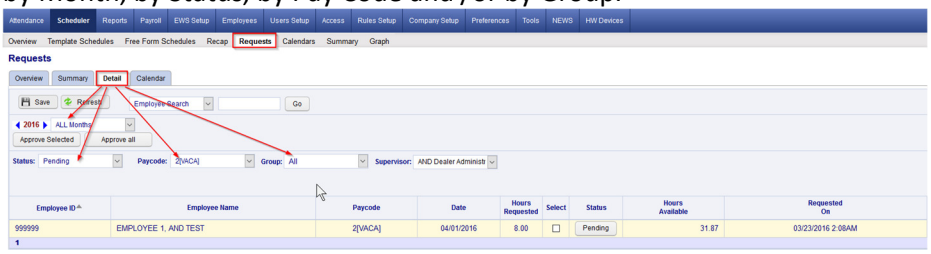
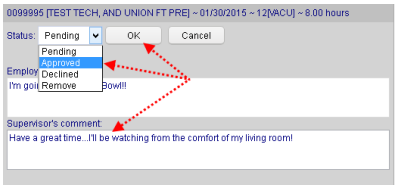
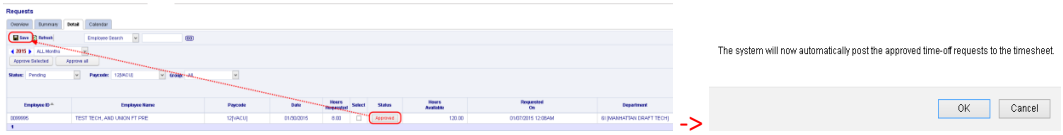


1. The User will click on the "***PENDING***" button and will now see the employees comments and have the option to ***Approve, Decline*** or ***Remove*** the request. In this example, the User will ***Approve*** the request and leave a ***note.***



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.



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.
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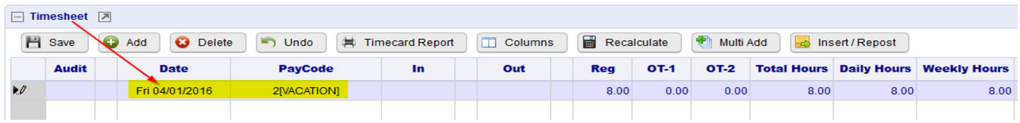

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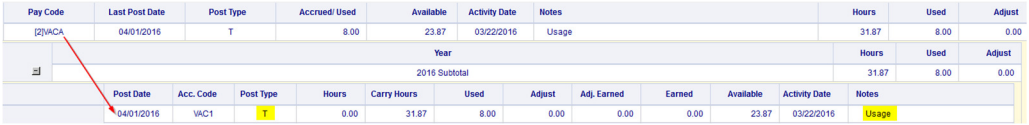

   - Schedule:

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.
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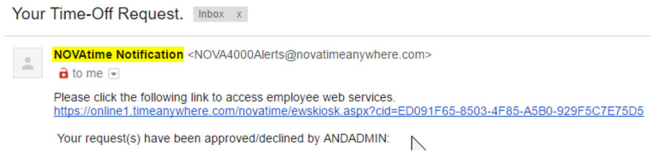

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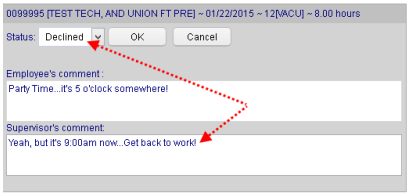

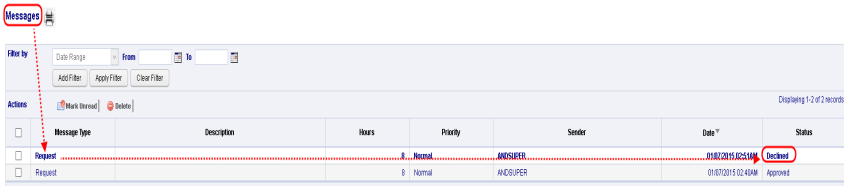

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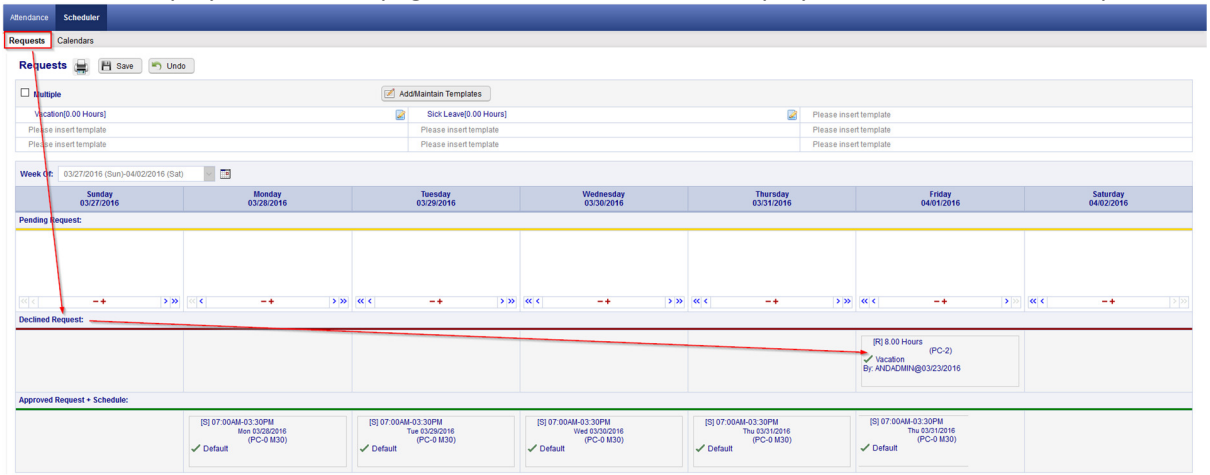

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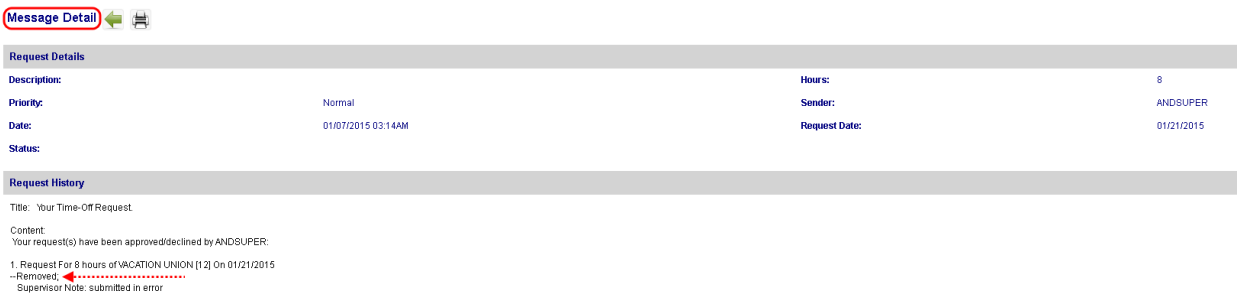

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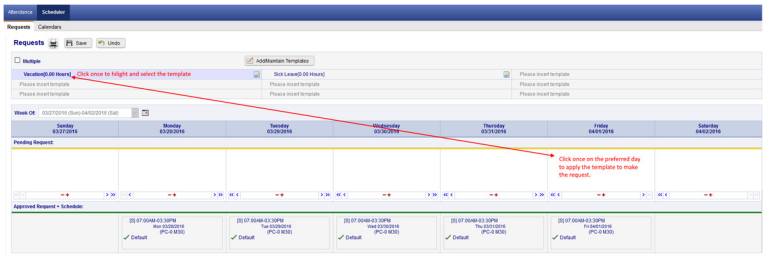

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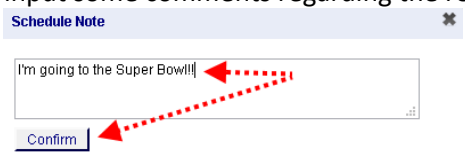

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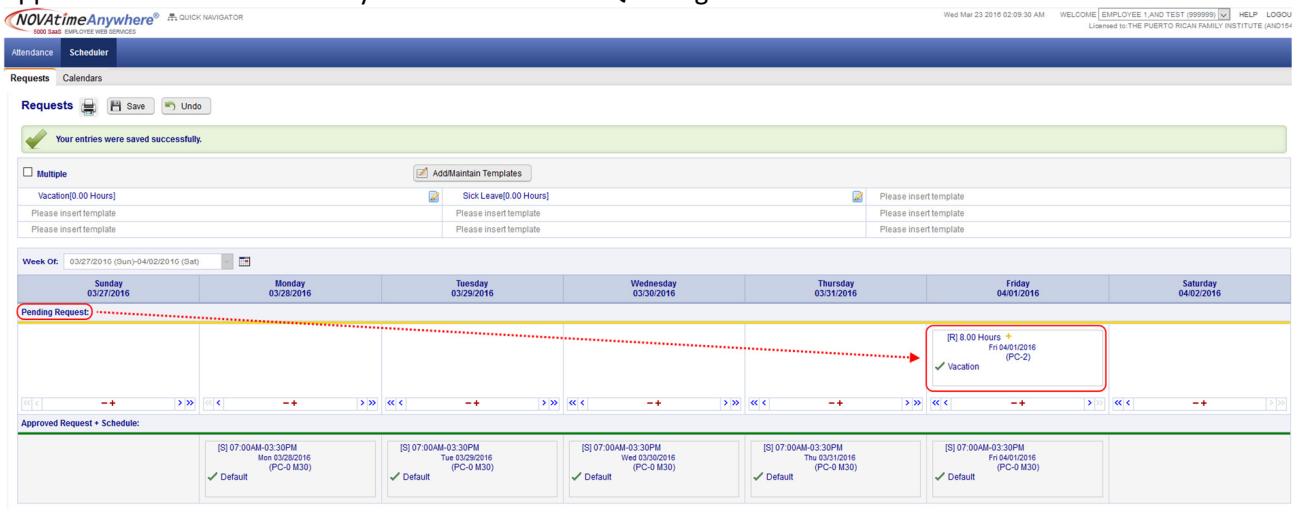

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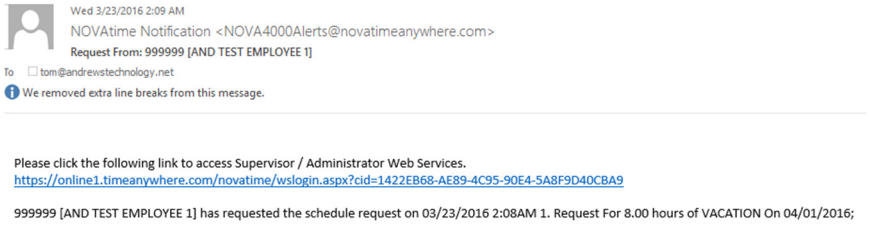

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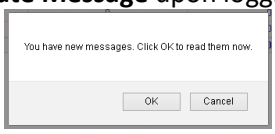

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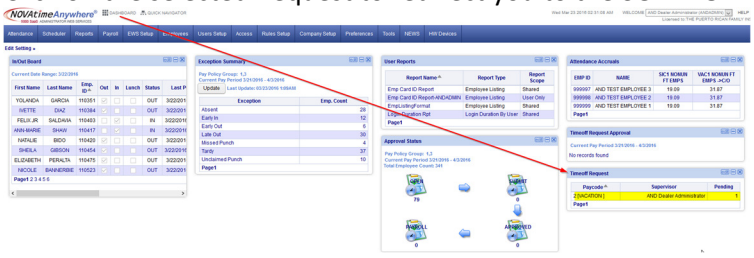

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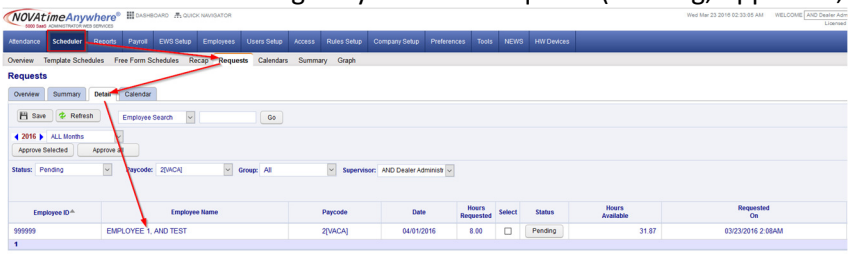

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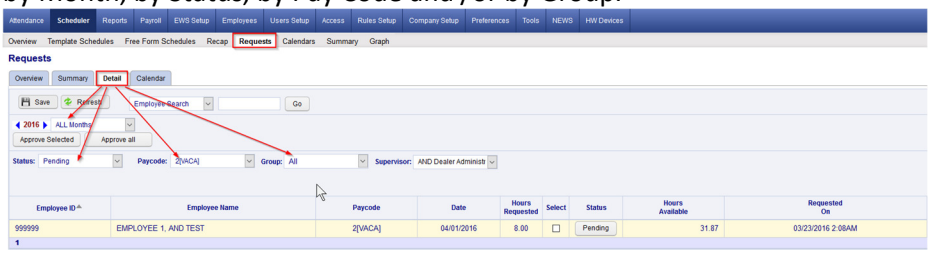

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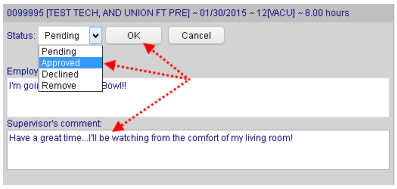

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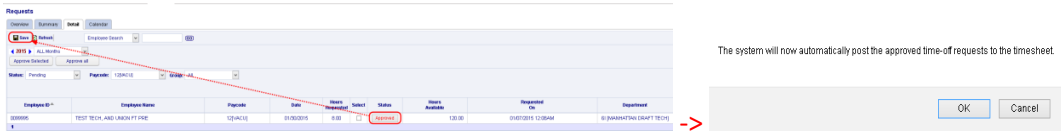

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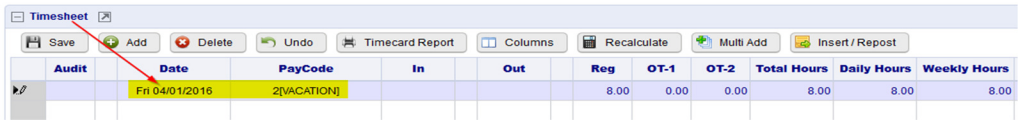

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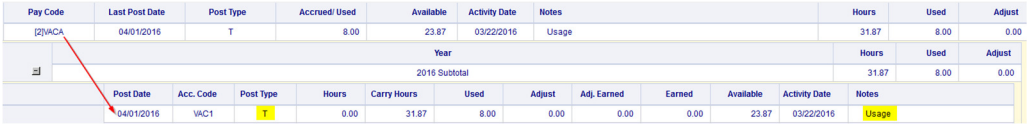

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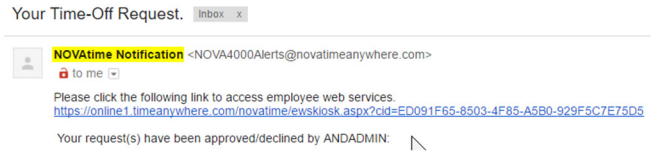

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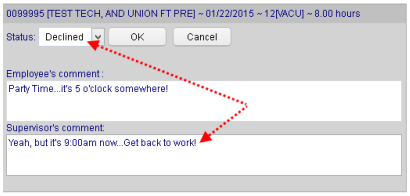

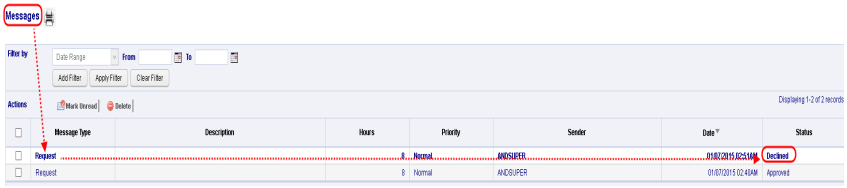

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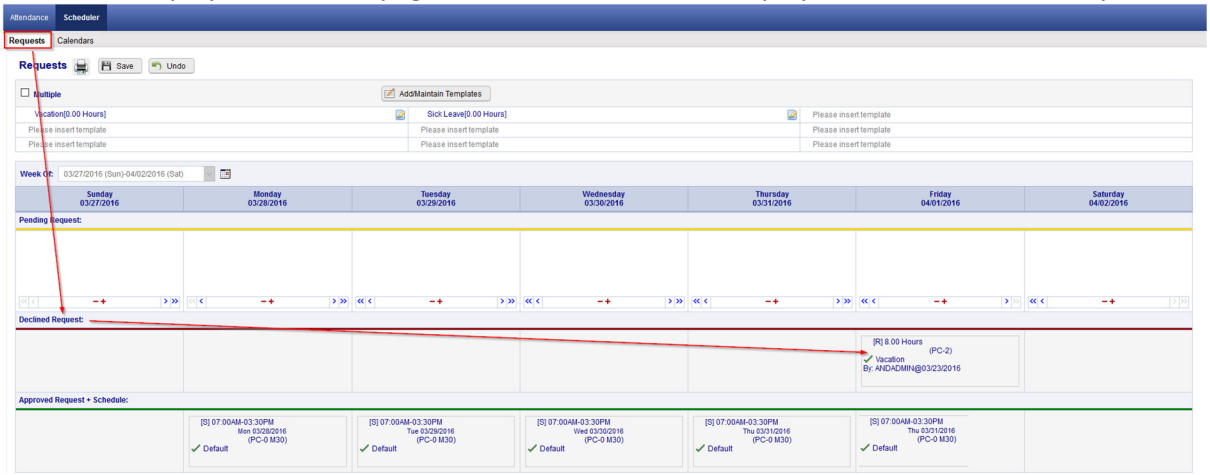

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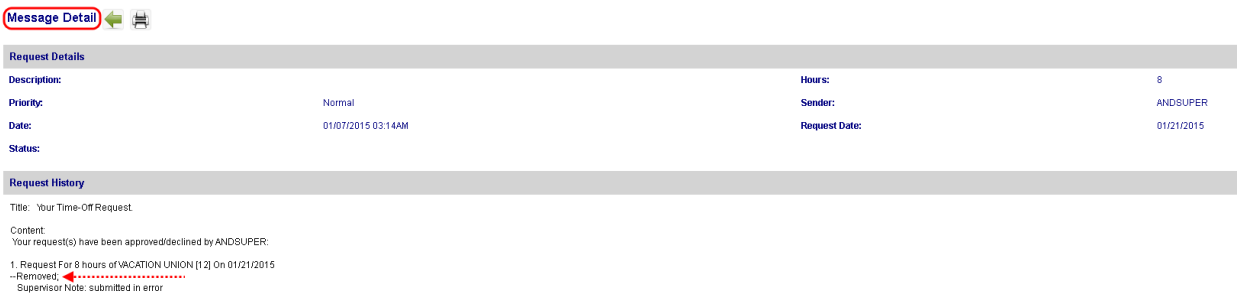

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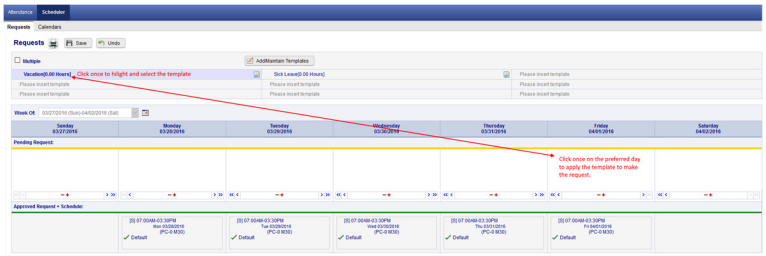

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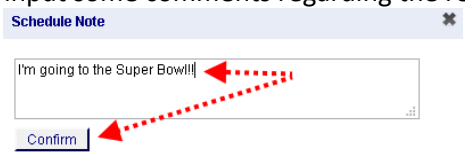

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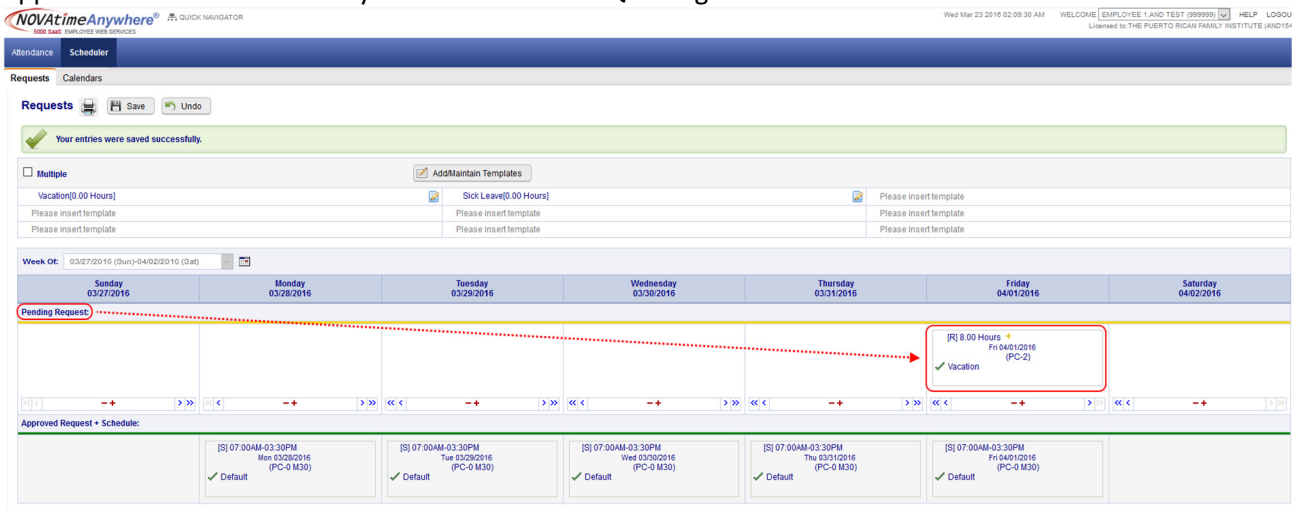

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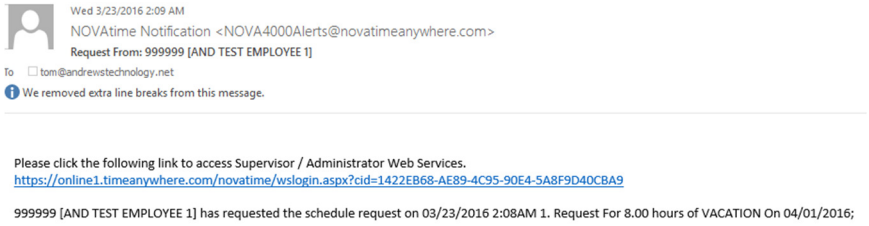
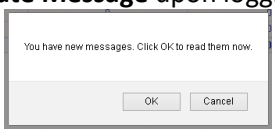


  - Within the email notification, click on the web link to bring you to the NOVAtime login screen, where you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

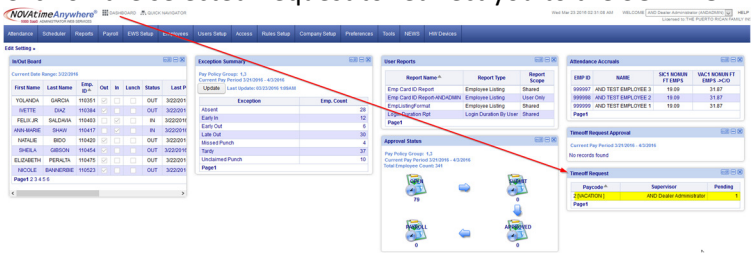
- Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



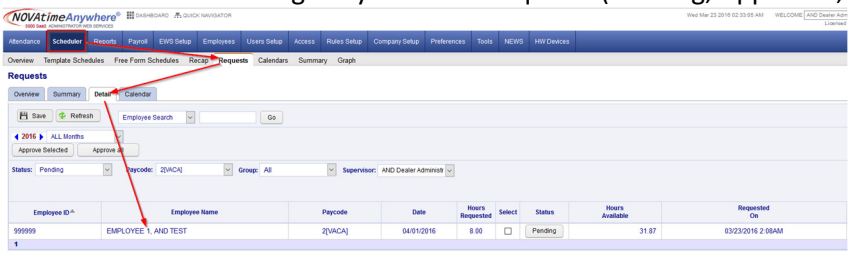
  - Within the private messages, click OK to view the messages.

  - 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.

- 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.)



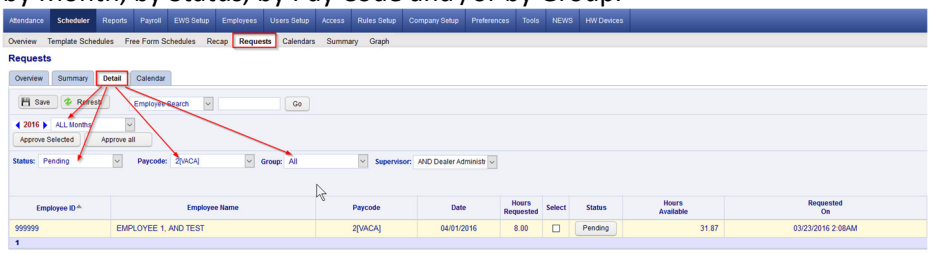
SWS - Supervisor Schedule/Time Off Request Review and Approval/Decline/Removal:

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

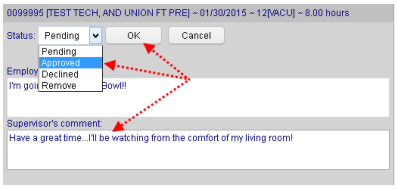
- The Overview page will display the status of any Requests and can be filtered by Month and Group.

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

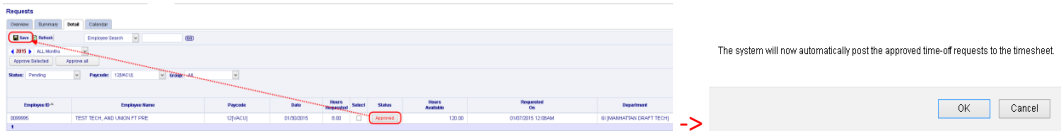
- The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests by Month, by Status, by Pay Code and /or by Group.



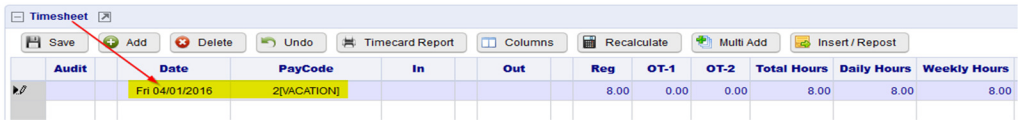
1. The User will click on the "***PENDING***" button and will now see the employees comments and have the option to ***Approve, Decline*** or ***Remove*** the request. In this example, the User will ***Approve*** the request and leave a ***note.***



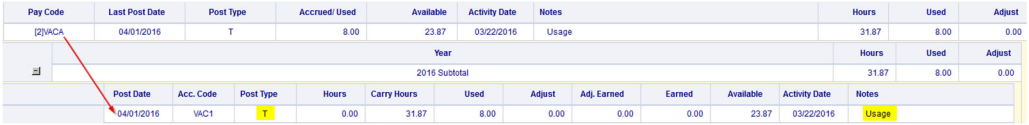
2. After the schedule request has been ***Approved***, the User will click the ***SAVE*** button to apply the change and this will also initiate an "***auto posting***" of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the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



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.
   - Timesheet:

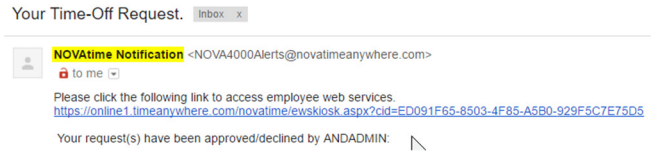


   - Accrual Balance:



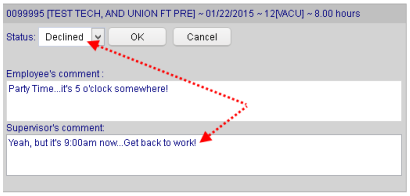
   - Schedule:

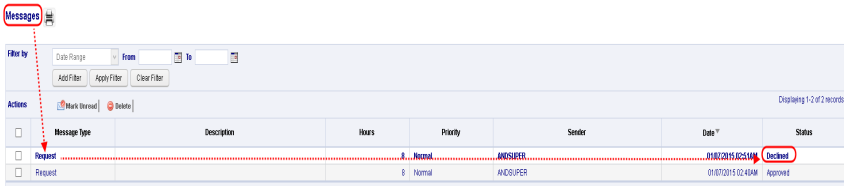
4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
   - Email notification:



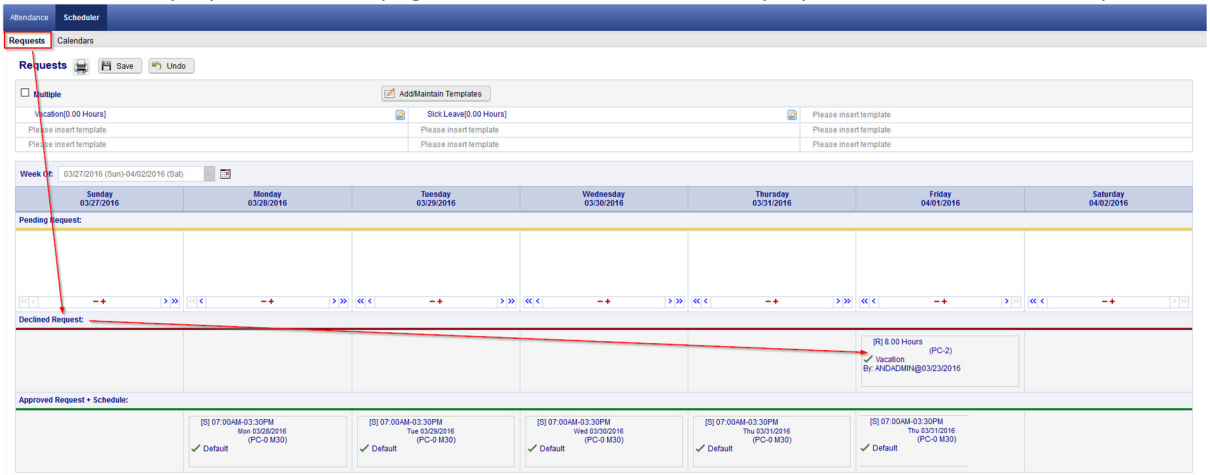
   - Internal Message:

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.

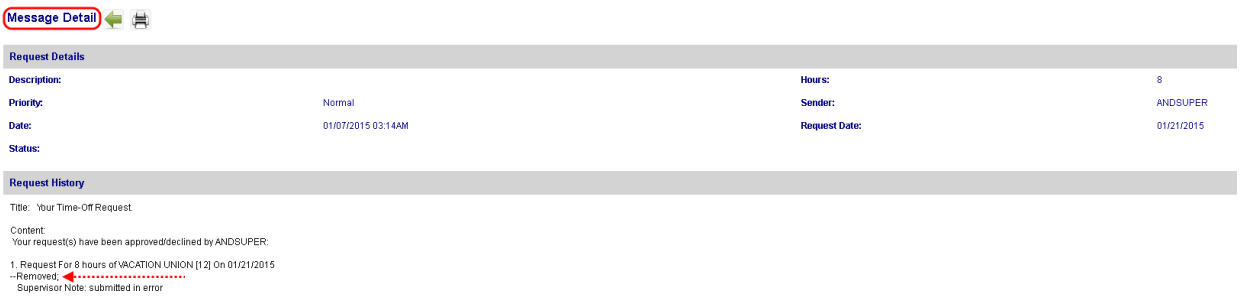




6. When a pending Request is **Declined**, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.



7. When a pending Request is Removed, the Time Off Request is removed from the employee's schedule all together, however the employee will be notified that the Time Off Request was removed.

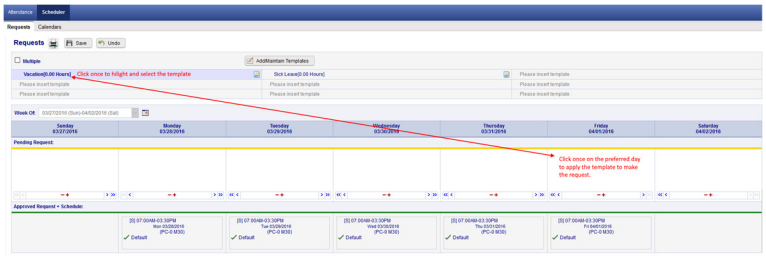


~NOVAtime 5000: Employee Web Services – Requesting Time Off ~

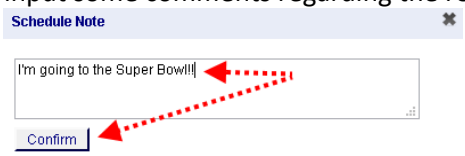
EWS - Employee Request for Time Off:

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 1st.

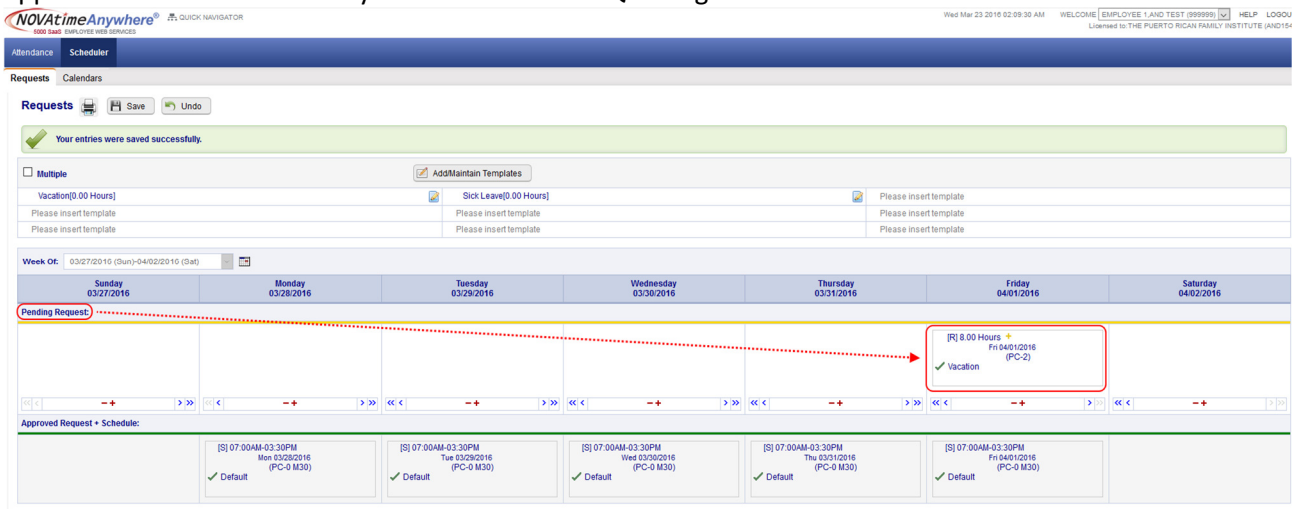
1. From the ***Template Grid***, simply click the ***Vacation (0.00 Hours)*** template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the ***Pending Request*** grid. The ***Schedule Hour Editor*** window will appear. Input the **#** of hours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



2. 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.



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.



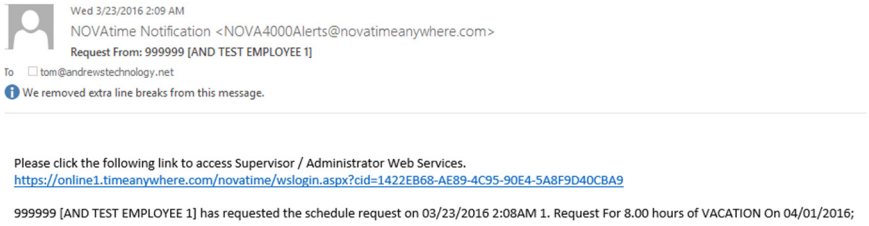
- At this point, the request for Time Off will be sent to your **NOVAtime Supervisor** for review and approval. (See process below)

~NOVAtime 5000: Admin/Supervisor Web Services - Processing Time Off Requests

SWS - Supervisor Schedule/Time Off Request Notifications:

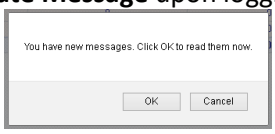
The NOVAtime "USER" that is configured to receive "**Schedule Requests**" will receive notifications via several methods:

- Via **Email** notification: (if configured)



  - 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)

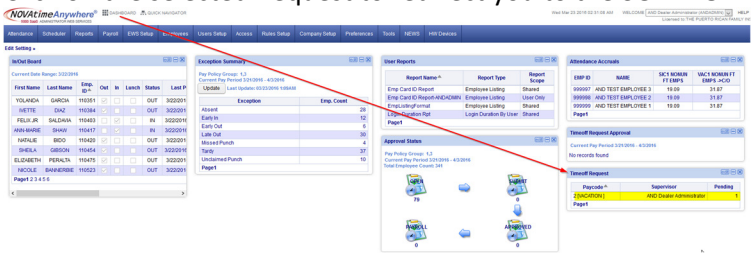
- Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



  - Within the private messages, click OK to view the messages.

  - 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.

- 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.
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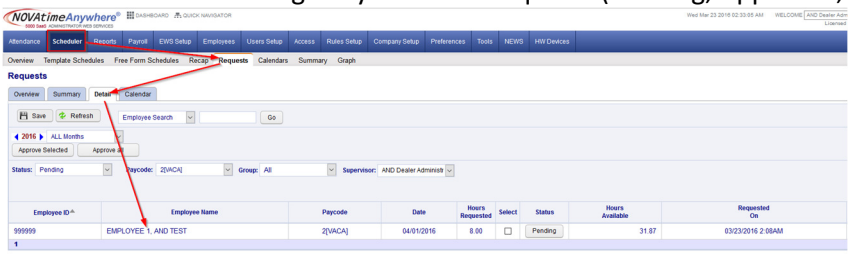

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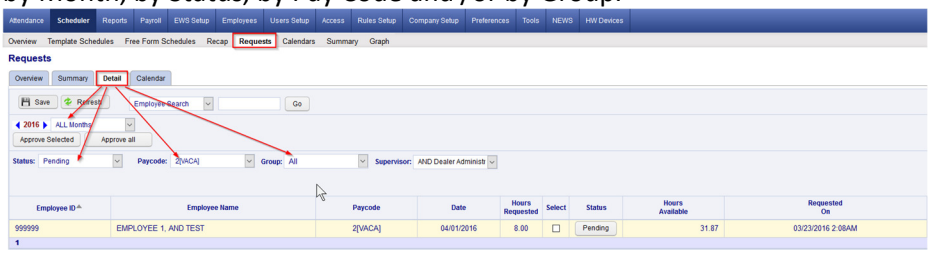
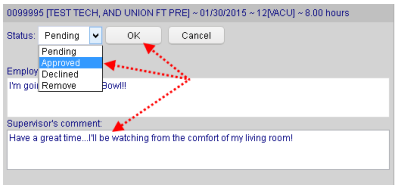
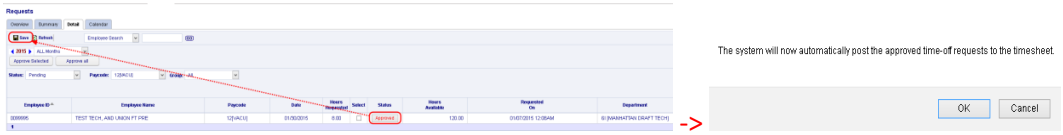


1. The User will click on the "***PENDING***" button and will now see the employees comments and have the option to ***Approve, Decline*** or ***Remove*** the request. In this example, the User will ***Approve*** the request and leave a ***note.***



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.



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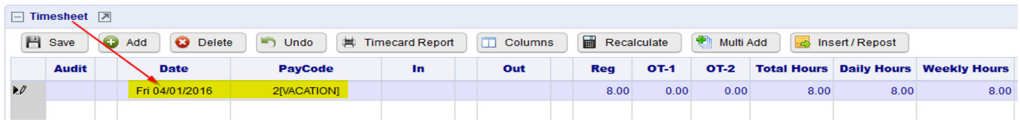
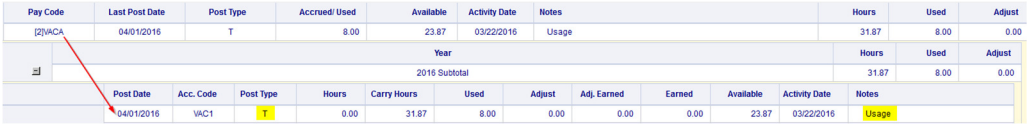


   - Accrual Balance:



   - Schedule:

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.
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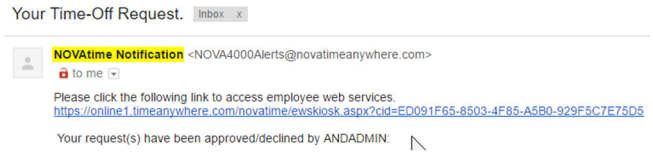

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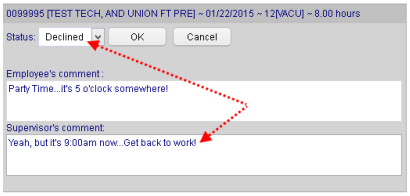
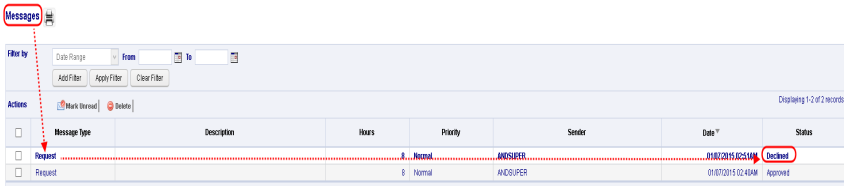
5. Disapproving or "**Declining**" a Time Off Request works the same way as Approving a Time Off Request. From the **Detail** page, you will change the "**Pending**" Request to "**Declined**" and you can also add a comment that will be sent back to the Employee via email and/or private message.





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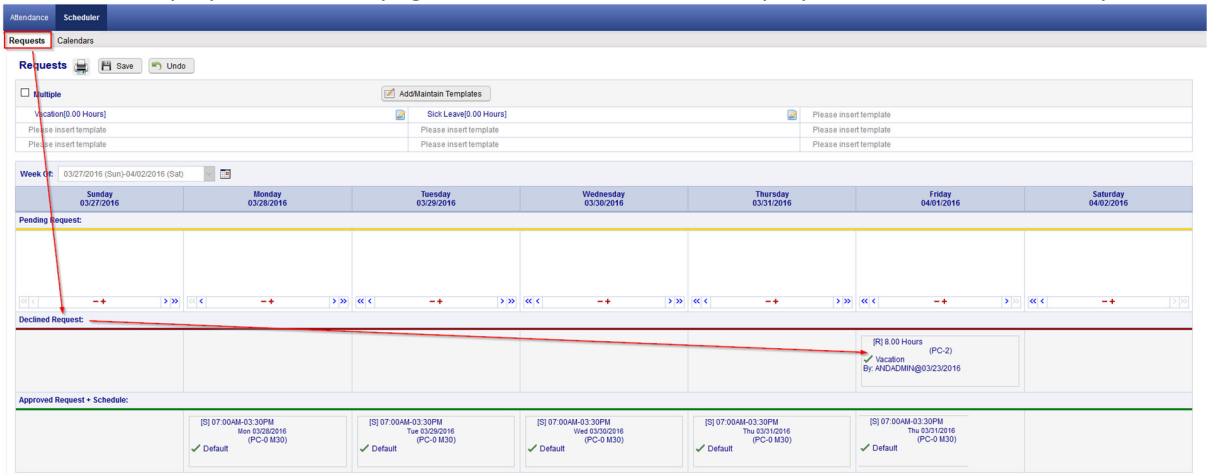

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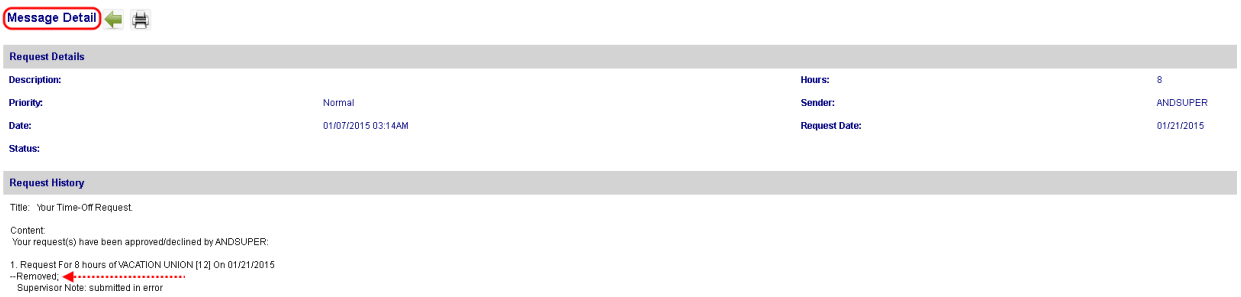

~NOVAtime 5000: Employee Web Services – Requesting Time Off ~

EWS - Employee Request for Time Off:

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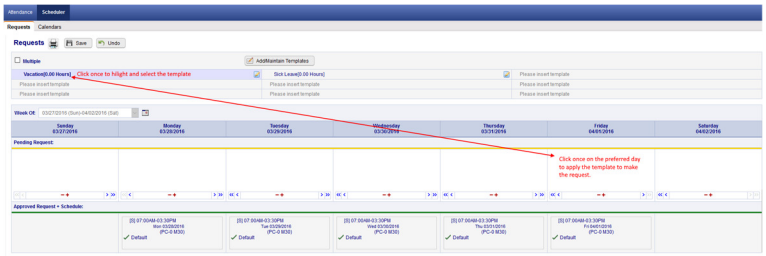

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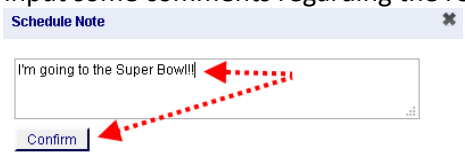

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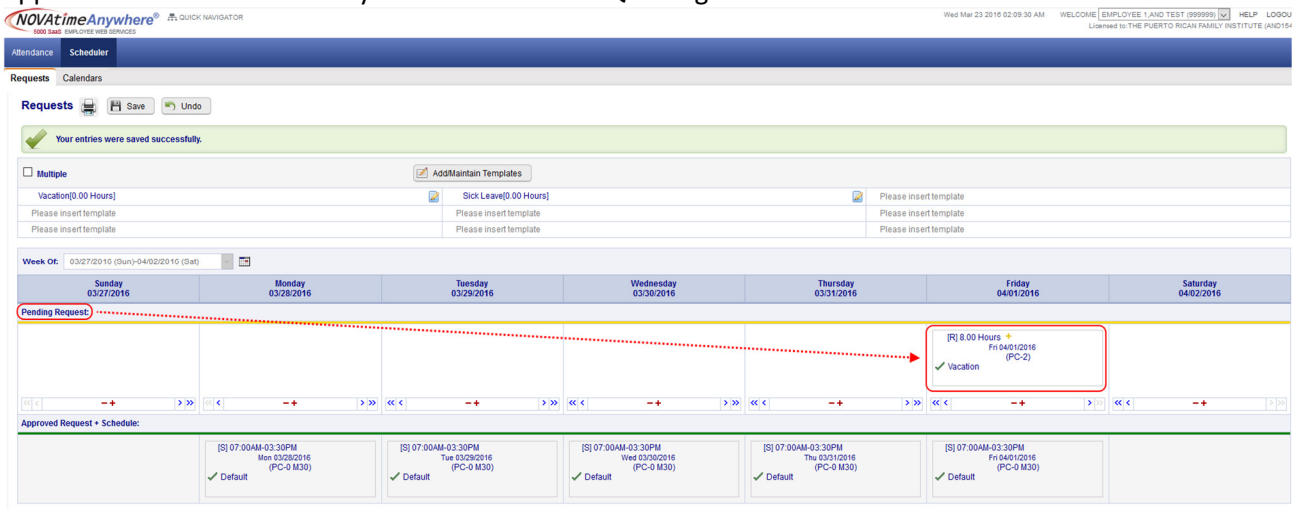

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~NOVAtime 5000: Admin/Supervisor Web Services - Processing Time Off Requests

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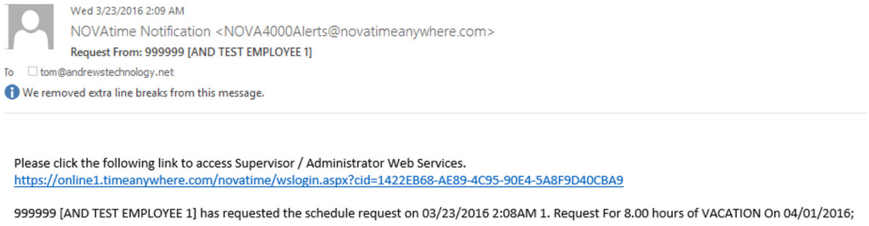

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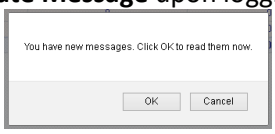

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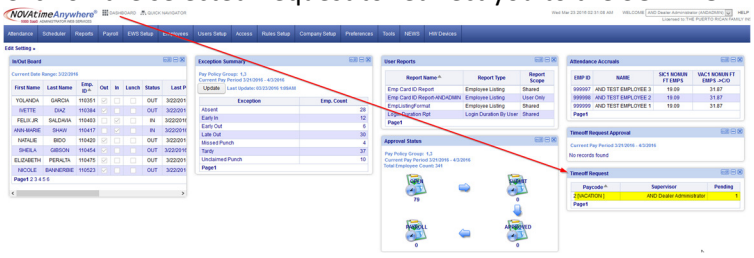

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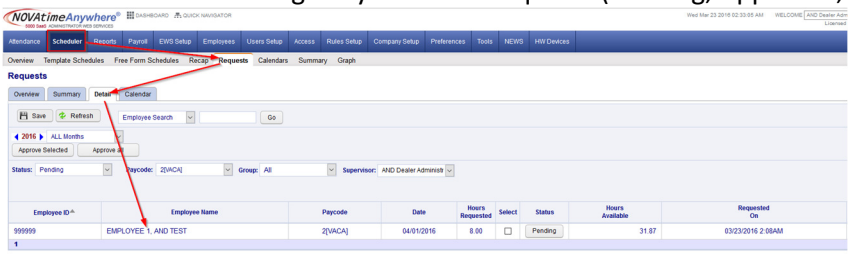
  - Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)



SWS - Supervisor Schedule/Time Off Request Review and Approval/Decline/Removal:

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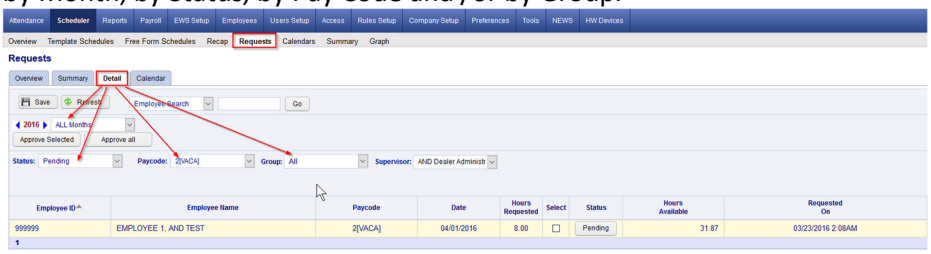
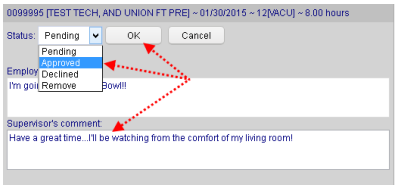
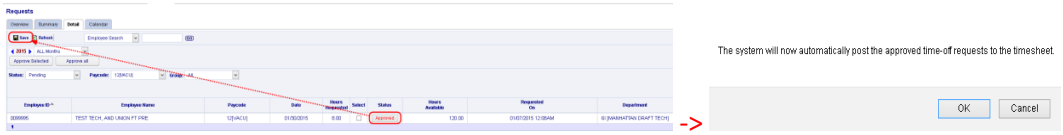


1. The User will click on the "***PENDING***" button and will now see the employees comments and have the option to ***Approve, Decline*** or ***Remove*** the request. In this example, the User will ***Approve*** the request and leave a ***note.***



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.



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.
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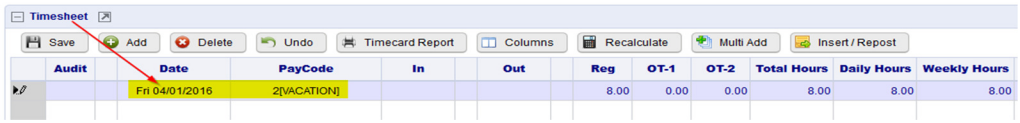
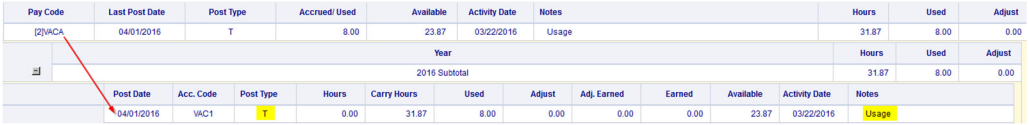
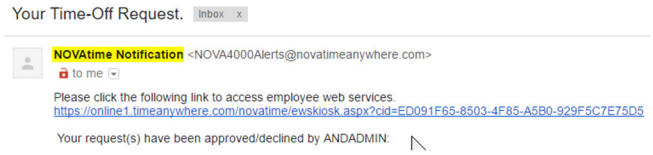


   - Accrual Balance:



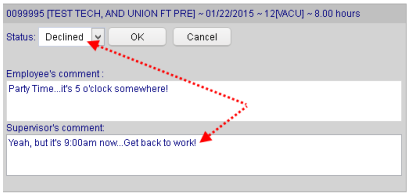
   - Schedule:

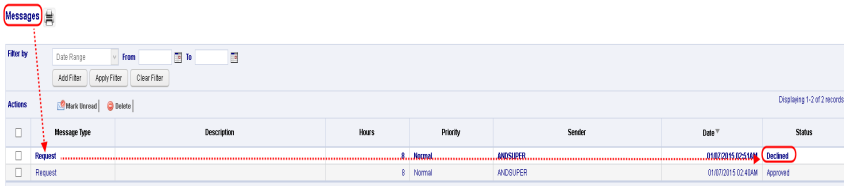
4. Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
   - Email notification:



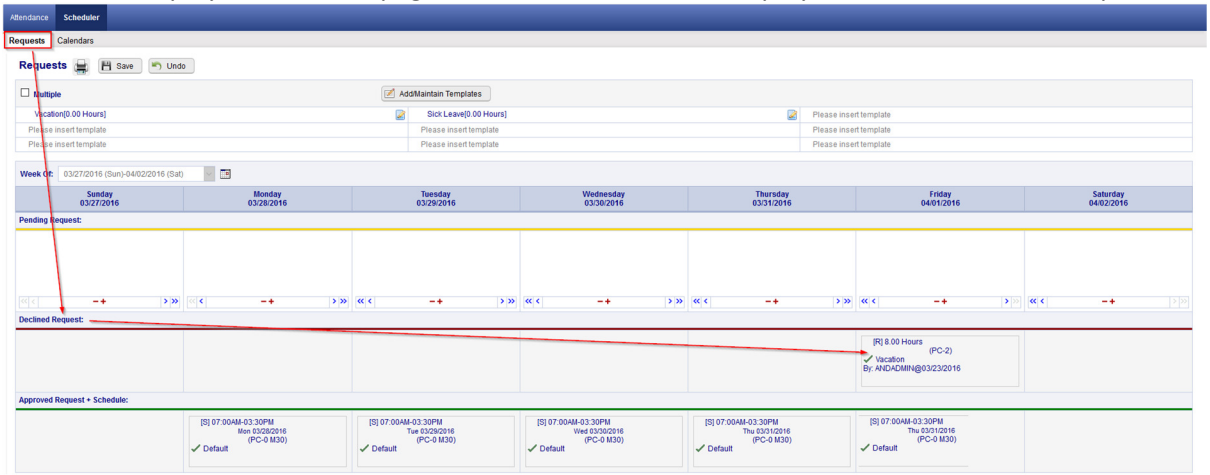
   - Internal Message:

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.





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.



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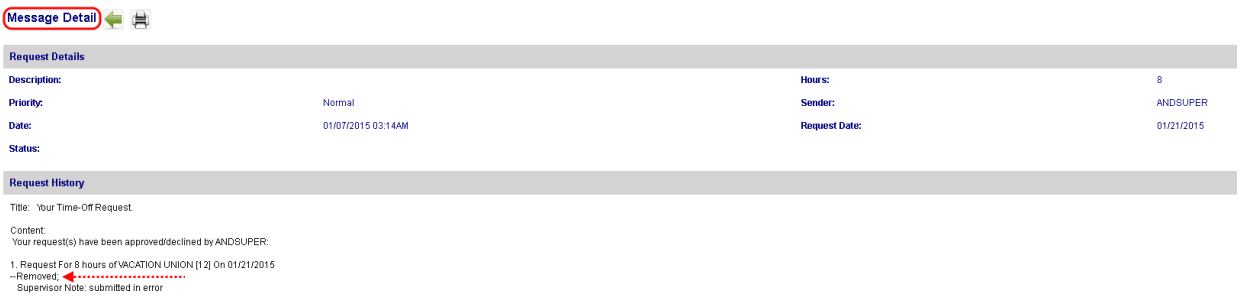
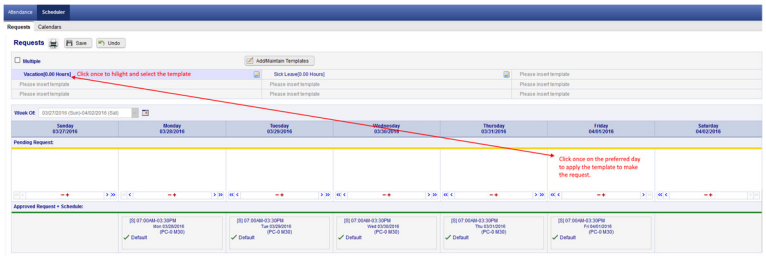


~NOVAtime 5000: Employee Web Services – Requesting Time Off ~

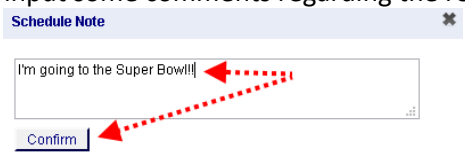
EWS - Employee Request for Time Off:

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 1st.

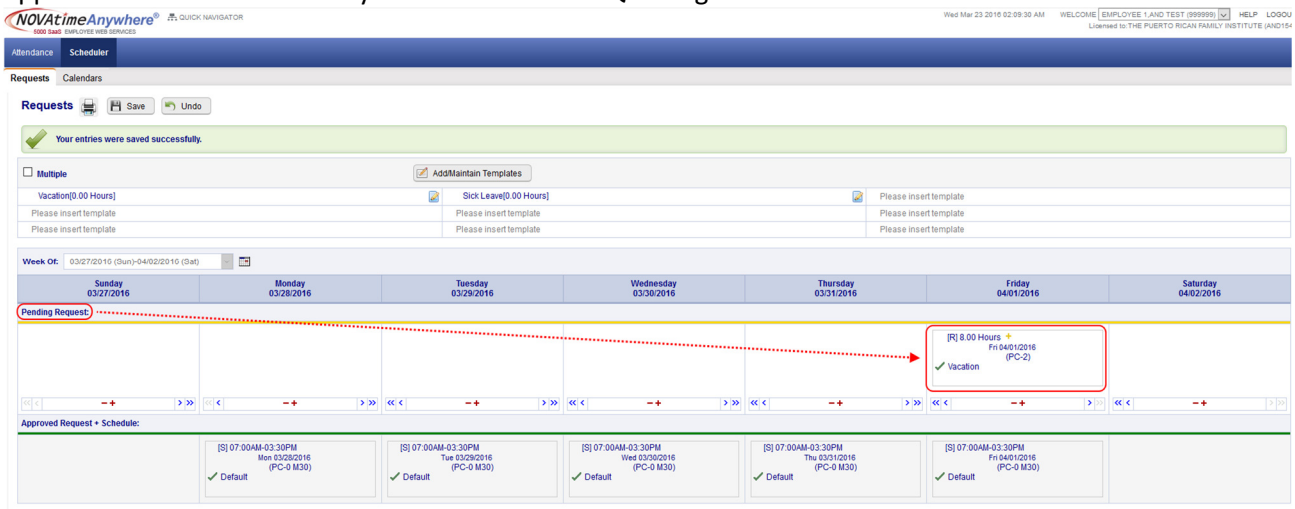
1. From the ***Template Grid***, simply click the ***Vacation (0.00 Hours)*** template, once to highlight it, then click, the box for the day that is to be requested off (*EX: April 1st*) within the ***Pending Request*** grid. The ***Schedule Hour Editor*** window will appear. Input the **#** of hours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



2. 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.



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.



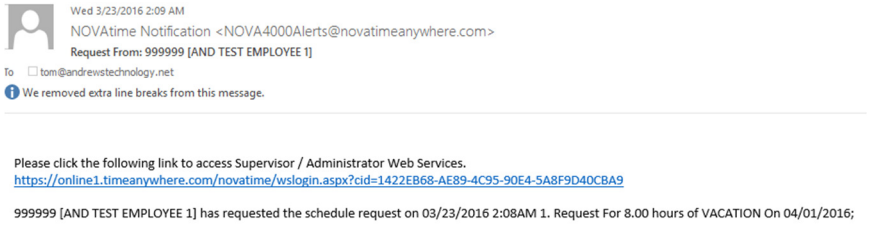
- At this point, the request for Time Off will be sent to your **NOVAtime Supervisor** for review and approval. (See process below)

~NOVAtime 5000: Admin/Supervisor Web Services - Processing Time Off Requests

SWS - Supervisor Schedule/Time Off Request Notifications:

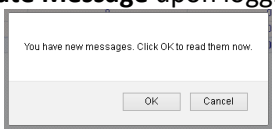
The NOVAtime "USER" that is configured to receive "**Schedule Requests**" will receive notifications via several methods:

- Via **Email** notification: (if configured)



  - 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)

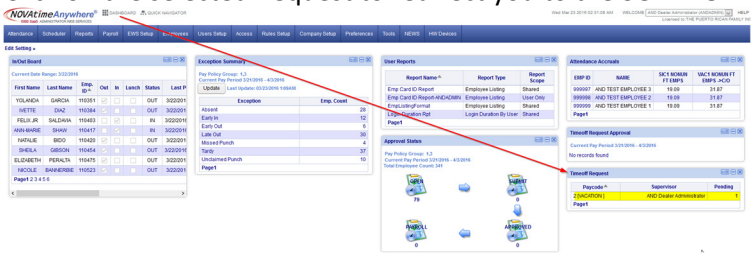
- Via **Private Message** upon logging into the NOVAtime Administrator or Supervisor Web Services.



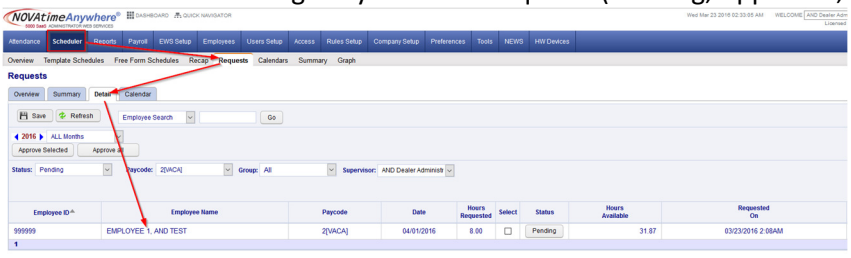
  - Within the private messages, click OK to view the messages.

  - 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.

- 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.)



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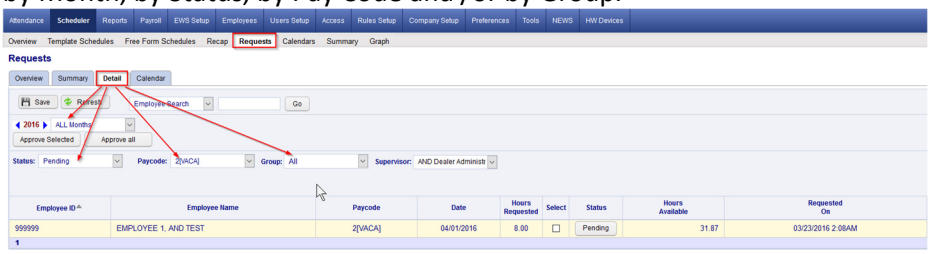

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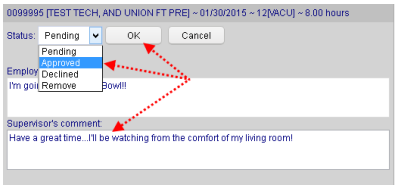

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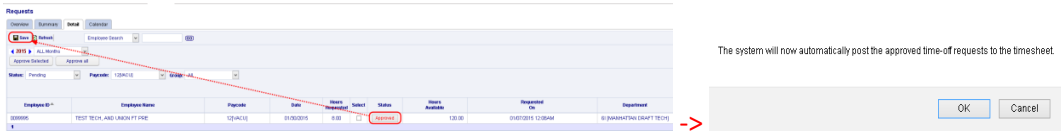

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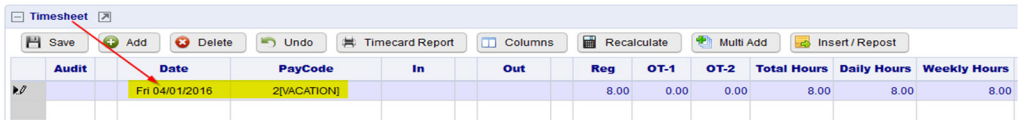

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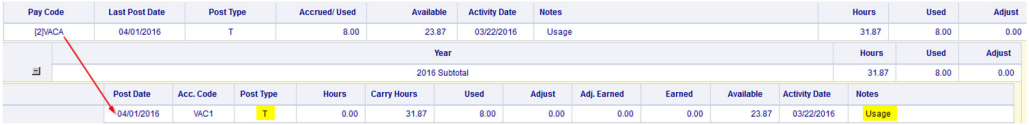

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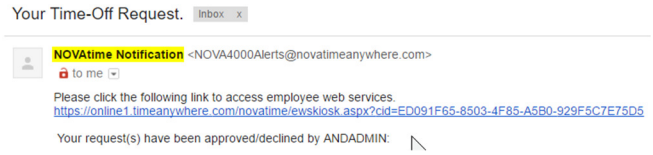

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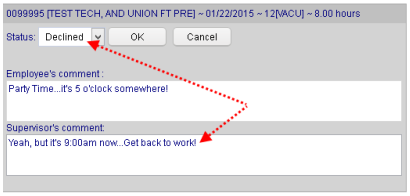

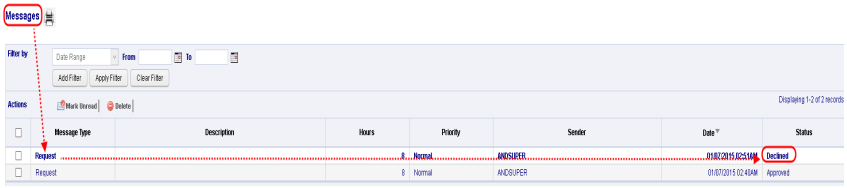

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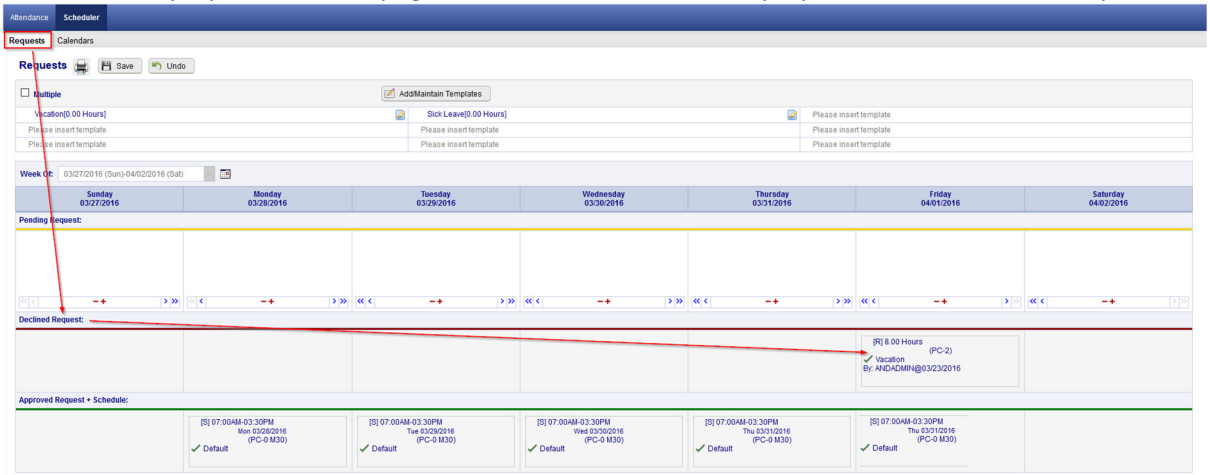
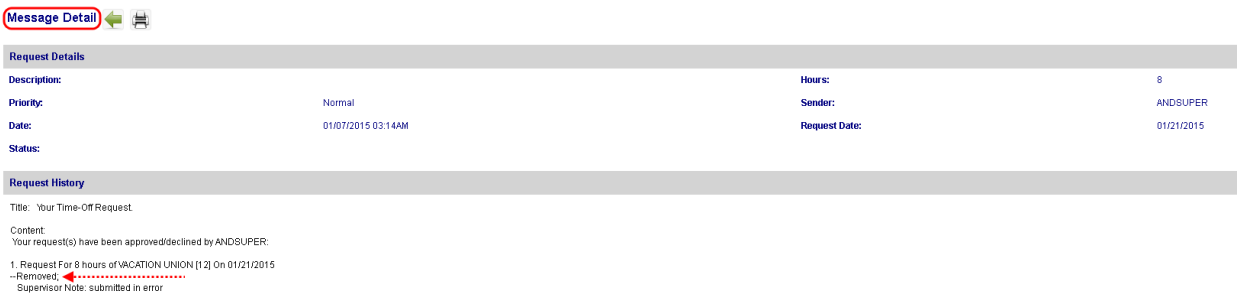
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