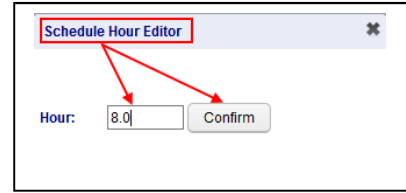
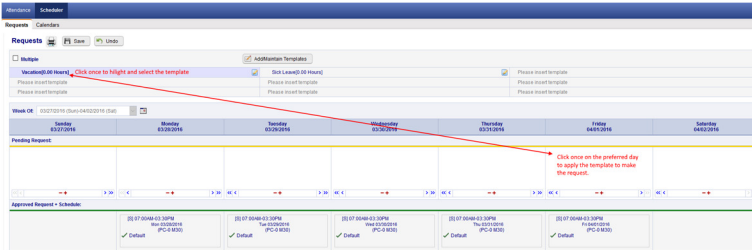


# ~NOVAtime 5000: Employee Web Services – Requesting Time Off ~

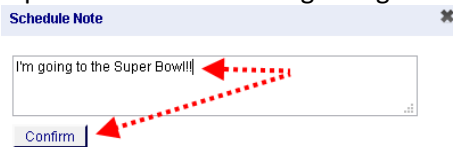
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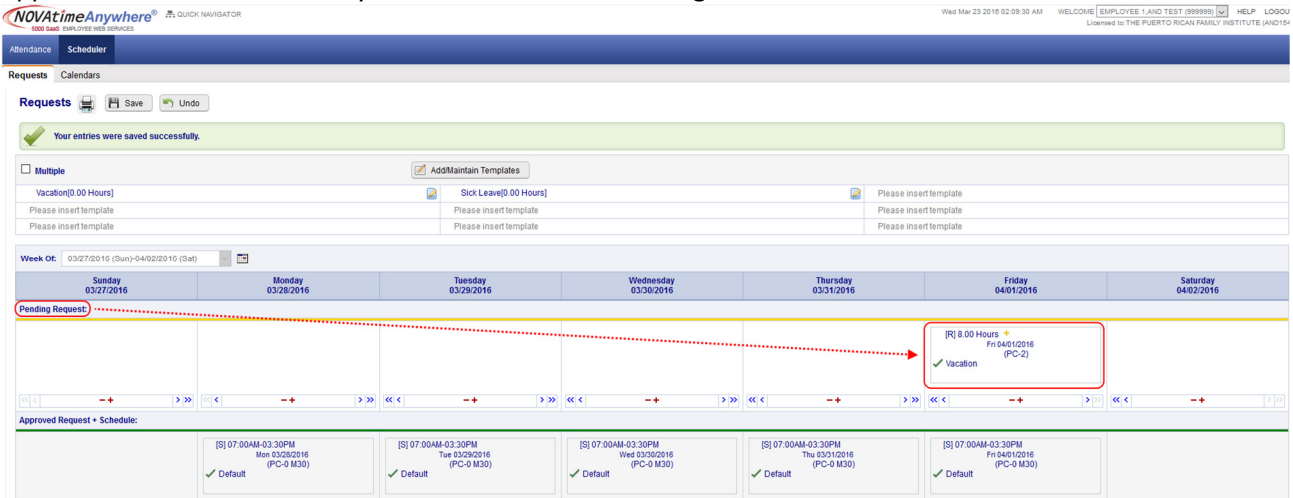
1. From the **Template Grid**, simply click the **Vacation (0.00 Hours)** template, once to highlight it, then click, the box for the day that is to be requested off (EX: April 1<sup>st</sup>) within the **Pending Request** grid. The **Schedule Hour Editor** window will appear. Input the # of hours you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



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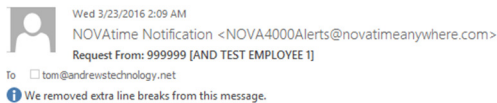
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# ~NOVAtime 5000: Admin/Supervisor Web Services - Processing Time Off Requests

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

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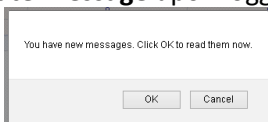
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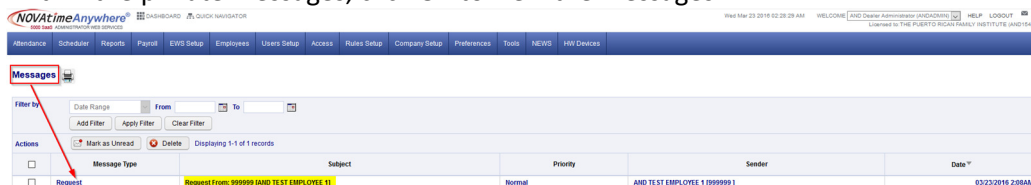
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- Within the email notification, click on the web link to bring you to the NOVAtime login screen, where you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

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



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

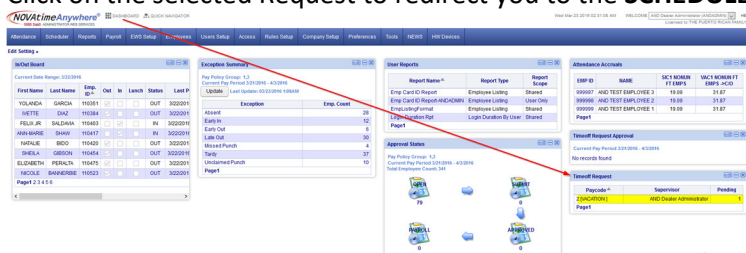


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- Click on the **Approve/Decline** button which will redirect the User to the **SCHEDULER->REQUESTS** page.



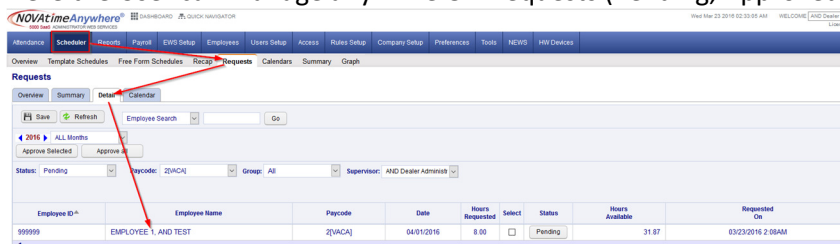
- Via **DASHBOARD**:

- 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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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.

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- 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.

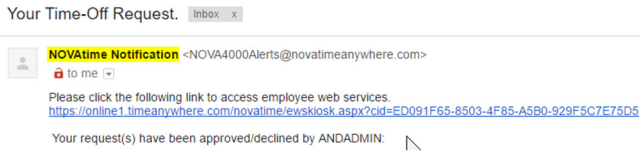
3. After the auto posting, the **Approved** schedule request will *post the approved Vacation hours to the employees' timesheet* and will also *update the employees' accrual balance*, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved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

### ■ Timesheet:

### ■ Accrual Balance:

### ■ Schedule:

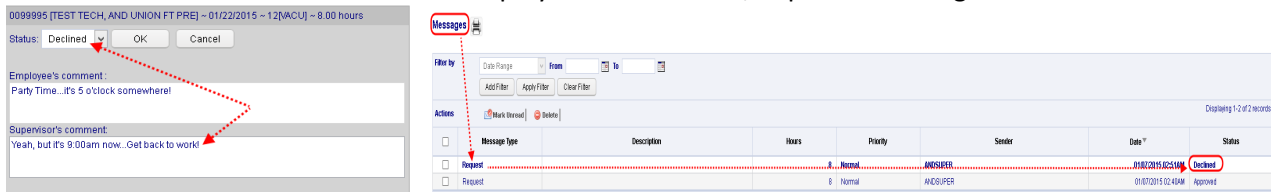
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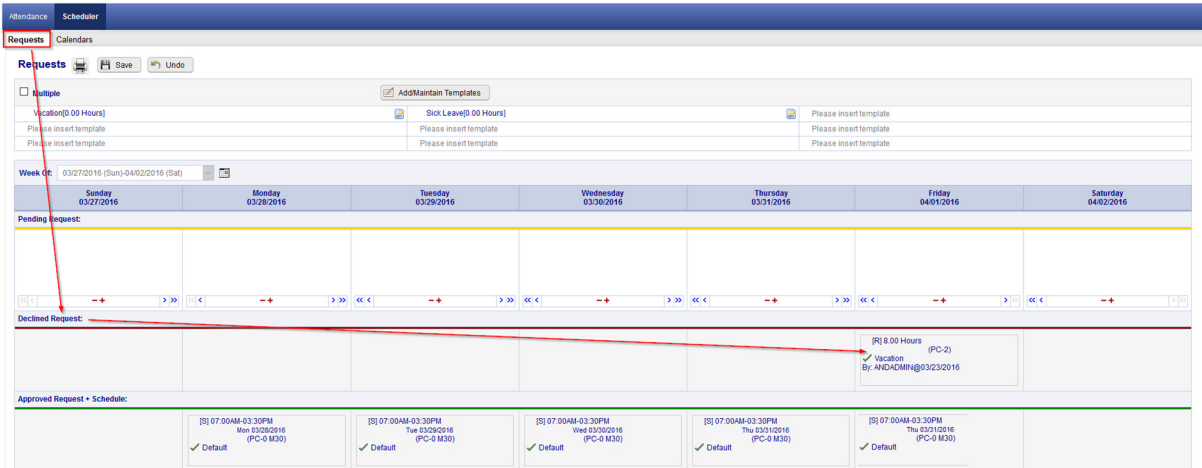
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- Disapproving or "Declining" a Time Off Request works the same way as Approving a Time Off Request. From the Detail page, you will change the "Pending" Request to "Declined" and you can also add a comment that will be sent back to the Employee via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



- 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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Message Detail

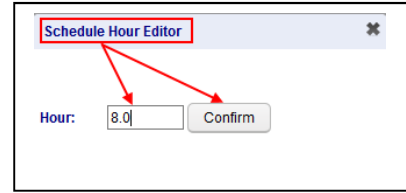
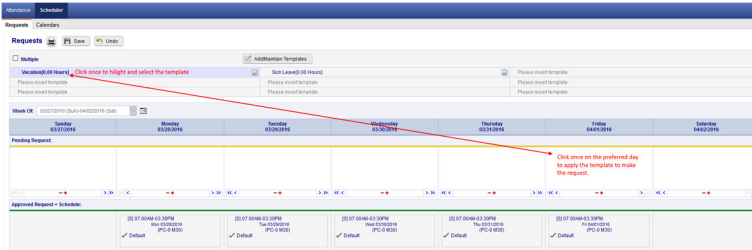


# ~NOVAtime 5000: Employee Web Services – Requesting Time Off ~

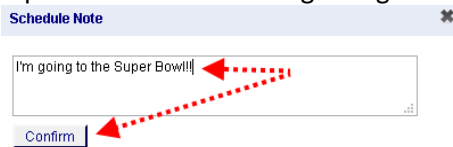
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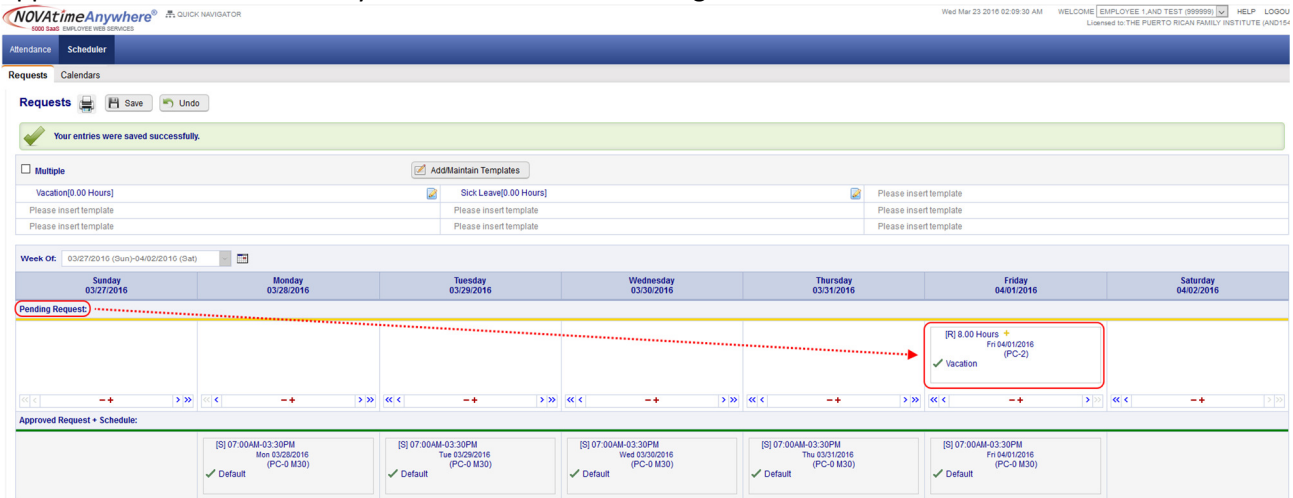
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2. If desired, the employee can also attach a **note** to the Request, by clicking on the yellow plus sign "+" and then input some comments regarding the request off.



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.



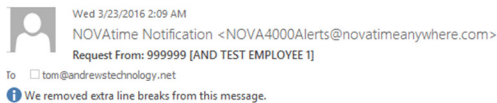
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# ~NOVAtime 5000: Admin/Supervisor Web Services - Processing Time Off Requests

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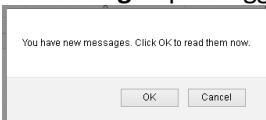
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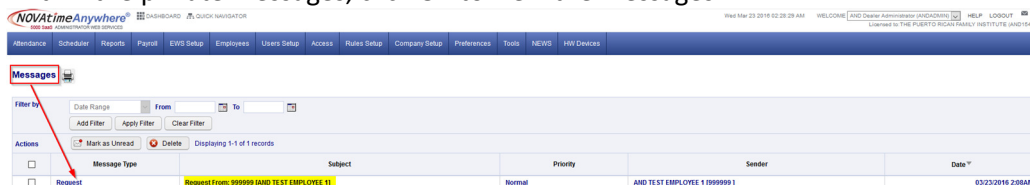
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- Within the email notification, click on the web link to bring you to the NOVAtime login screen, where you will also see the private system message, after login, alerting you of the Time Off Request. (See below)

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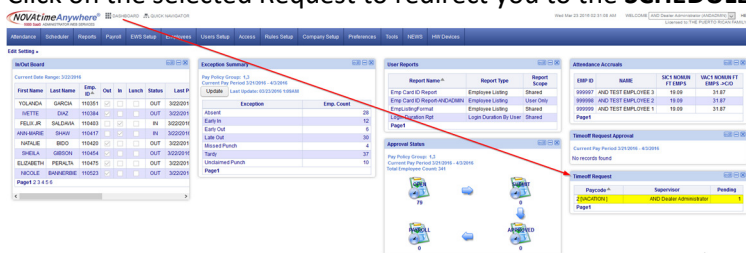


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- Click on the **Approve/Decline** button which will redirect the User to the **SCHEDULER->REQUESTS** page.



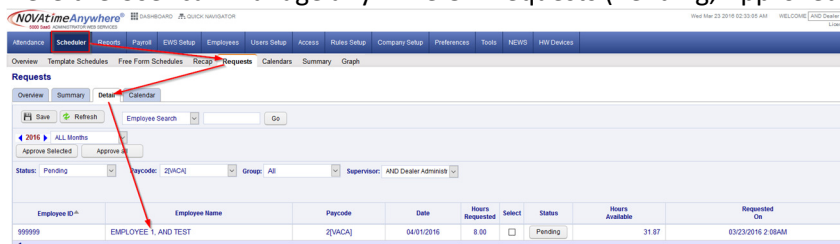
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## SWS - Supervisor Schedule/Time Off Request Review and Approval/Decline/Removal:

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.

Facility	Employee	Pending	Approved	Declined	Requested
1100   EXECUTIVE OFFICE/ADMINISTRATION	16	0	0	0	0
0200   MANHATTAN MENTAL HEALTH CLINIC	18	0	0	0	0
0220   BROOKLYN MENTAL HEALTH	29	0	0	0	0
0230   BROOKLYN MENTAL HEALTH	20	0	0	0	0

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

Employee ID	Employee Name	Paycode	Hours Available	Requested On	Pending	Approved	Declined	Requested
99999	EMPLOYEE 1, AND TEST	2[VACA]	31.87	3/23/2016 2:08:00 AM	1	0	0	1

- 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.

Employee ID	Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
99999	EMPLOYEE 1, AND TEST	2[VACA]	04/01/2016	8.00	<input type="checkbox"/>	Pending	31.87	03/23/2016 2:08AM

- 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**.

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The system will now automatically post the approved time-of requests to the timesheet.

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### Timesheet:

Audit	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours	Daily Hours	Weekly Hours
	Fri 04/01/2016	2[VACATION]			8.00	0.00	0.00	8.00	8.00	8.00

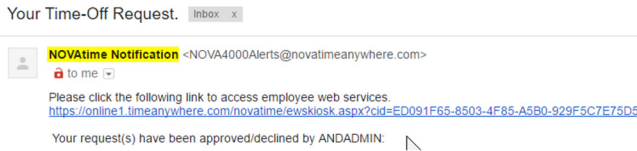
### Accrual Balance:

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Activity Date	Notes	Hours	Used	Adjust
2[VACA]	04/01/2016	T	8.00	23.87	03/22/2016	Usage	31.87	8.00	0.00

### Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
03/27/2016	03/28/2016	03/29/2016	03/30/2016	03/31/2016	04/01/2016	04/02/2016

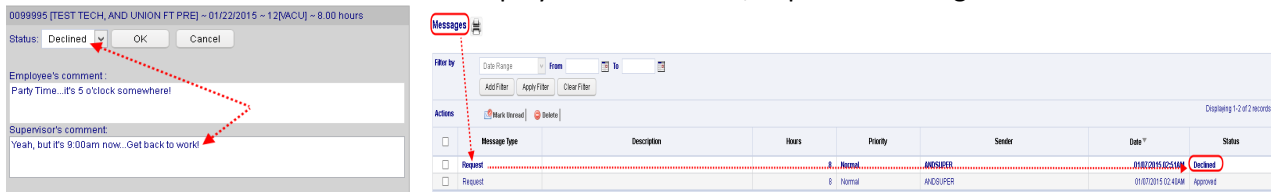
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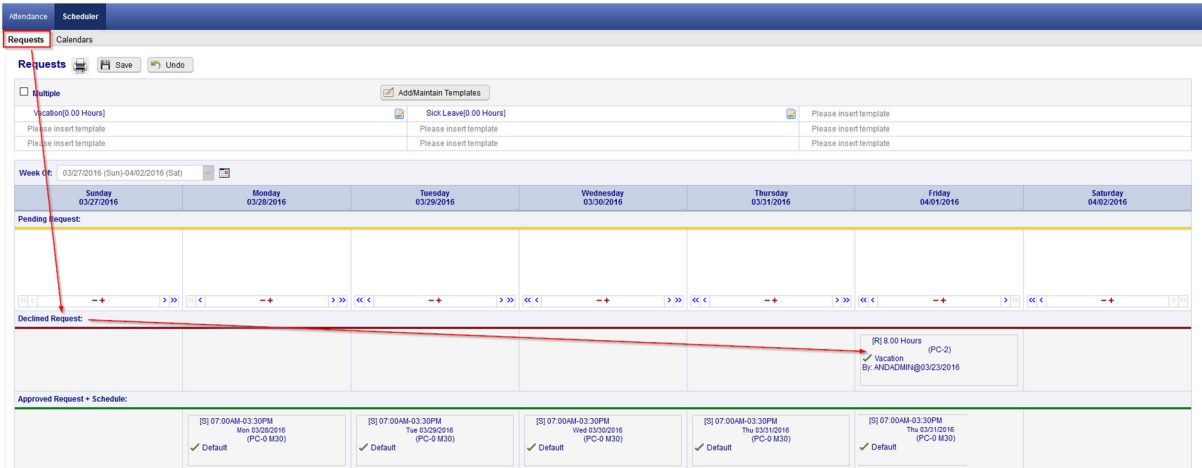
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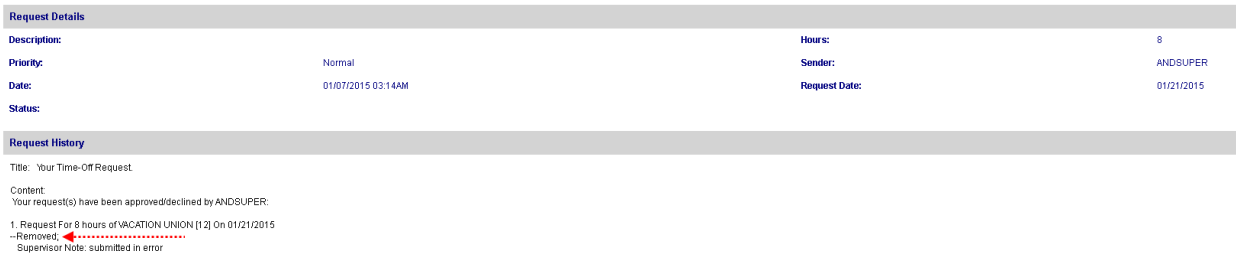


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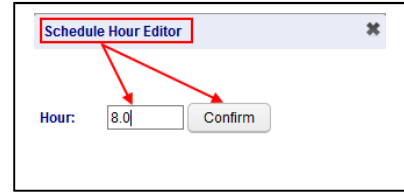
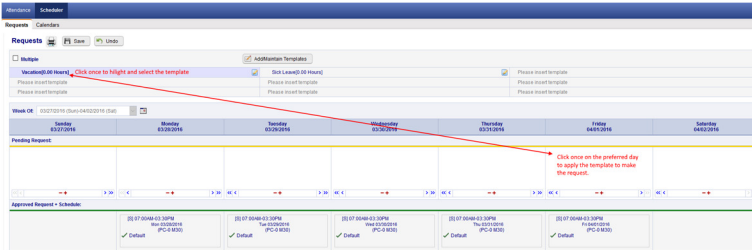


# ~NOVAtime 5000: Employee Web Services – Requesting Time Off ~

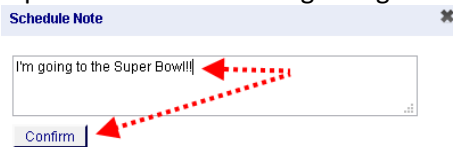
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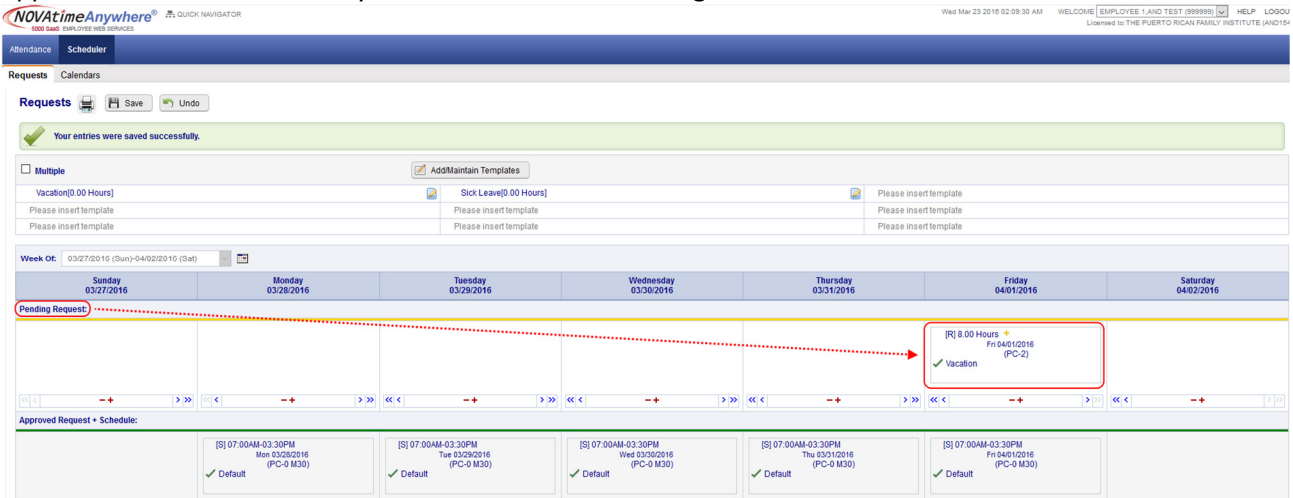
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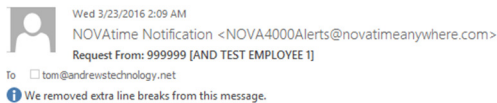
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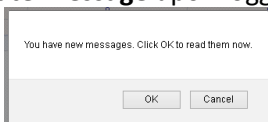
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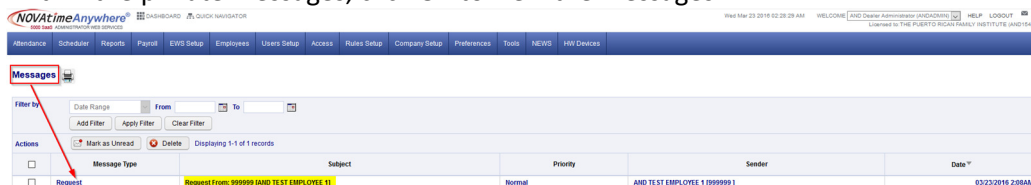
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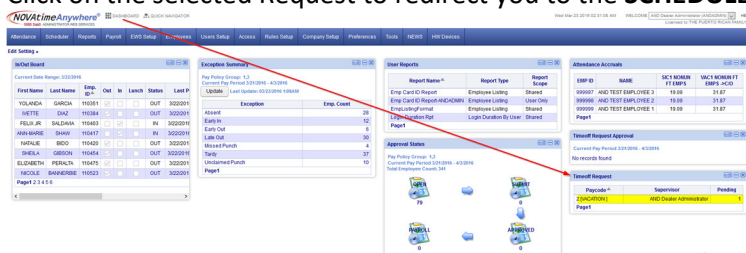


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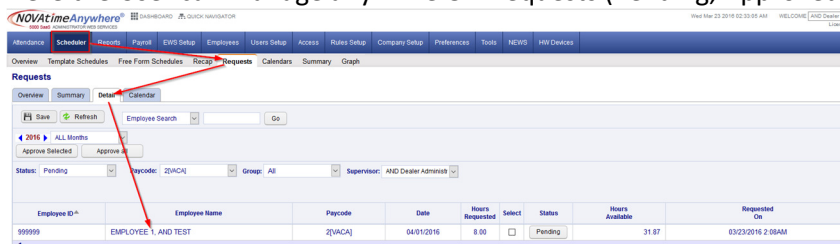
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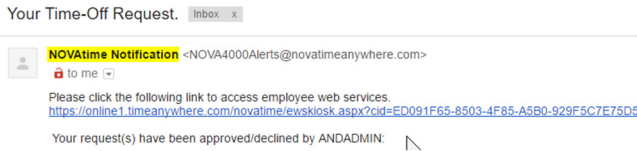
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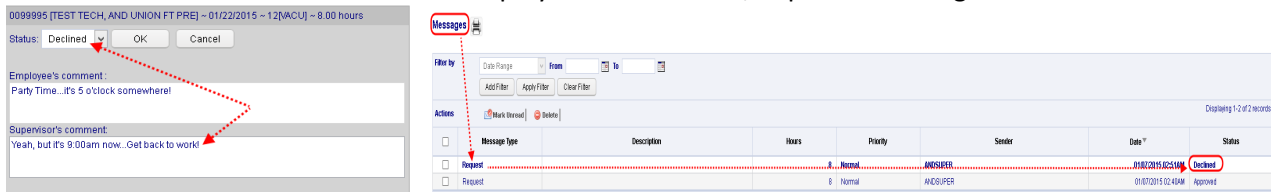
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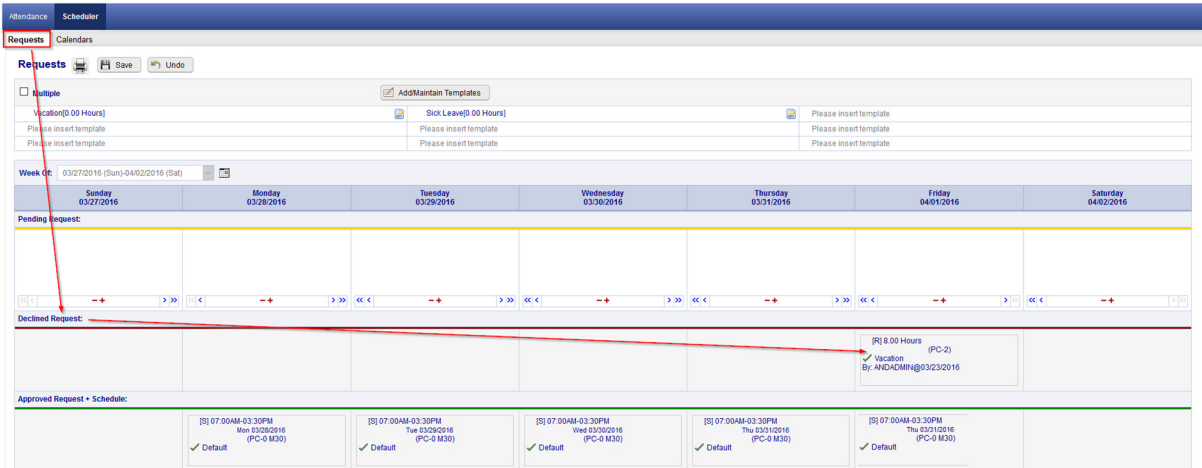
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Message Detail

**Request Details**

**Description:** [Redacted] **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:

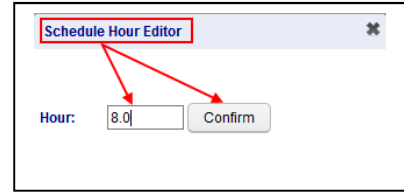
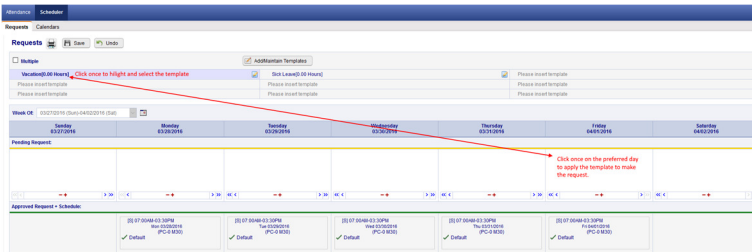
1. Request For 8 hours of VACATION UNION [12] On 01/21/2015  
--Removed, [Redacted]  
Supervisor Note: submitted in error

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

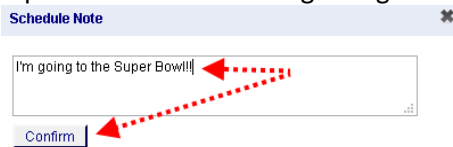
## EWS - Employee Request for Time Off:

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 1<sup>st</sup>.

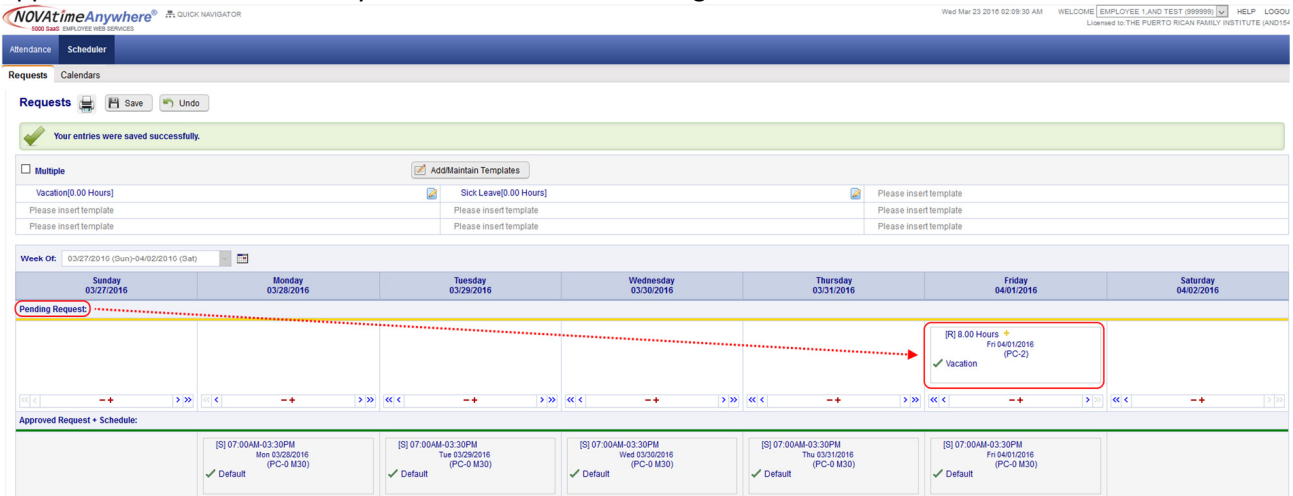
1. From the **Template Grid**, simply click the **Vacation (0.00 Hours)** template, once to highlight it, then click, the box for the day that is to be requested off (EX: April 1<sup>st</sup>) within the **Pending Request** grid. The **Schedule Hour Editor** window will appear. Input the # of hours you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



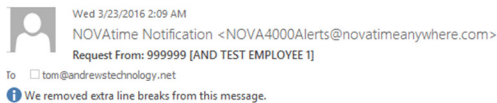
- At this point, the request for Time Off will be sent to your **NOVAtime Supervisor** for review and approval. (See process below)

# ~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)



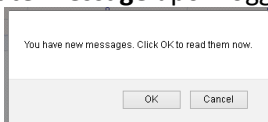
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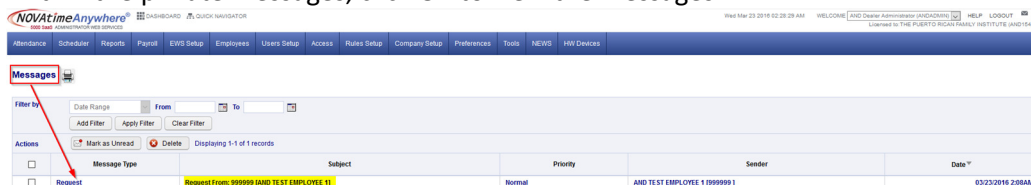
999999 [AND TEST EMPLOYEE 1] has requested the schedule request on 03/23/2016 2:08AM 1. Request For 8.00 hours of VACATION On 04/01/2016;

- 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)

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



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

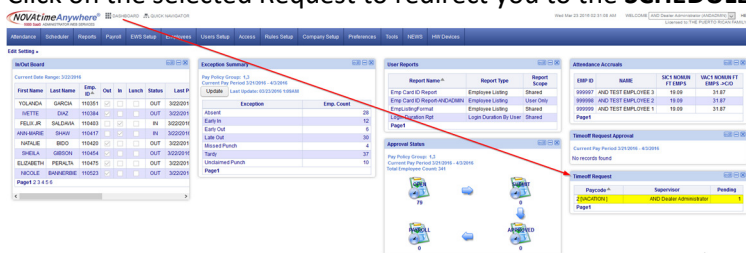


- The message will detail who the request is from, the requested date(s) and any note (if applied).
- Click on the **Approve/Decline** button which will redirect the User to the **SCHEDULER->REQUESTS** page.



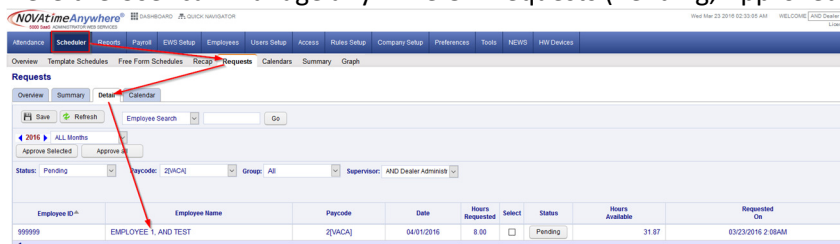
- Via **DASHBOARD**:

- 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:

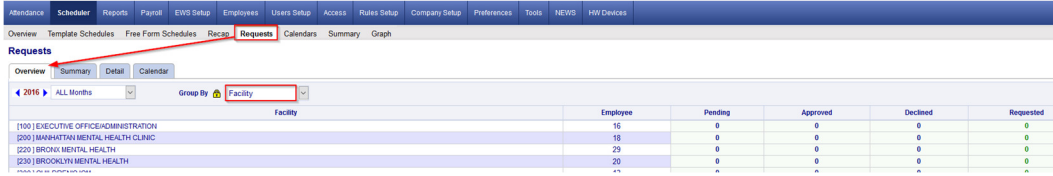
- Ultimately all methods of Time Off Requests notifications will redirect to this area of NOVAtime.
- Here the User can manage any Time Off Requests (Pending, Approved, Declined etc.)



## 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.

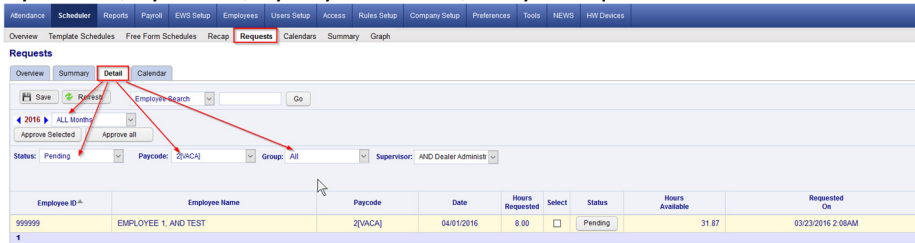
- The Overview page will display the status of any Requests and can be filtered by Month and Group.



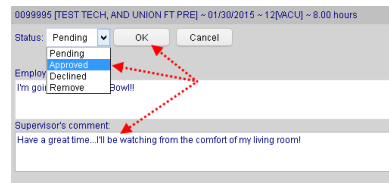
- The Summary Page will display the status of any Requests, by employee and can also be filtered accordingly.



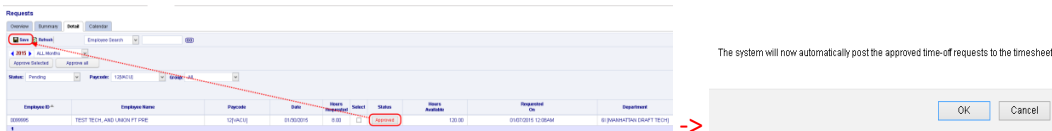
- The Detail Page is where the Approval/Disapprovals etc. are managed. Here the User can filter the Requests by Month, by Status, by Pay Code and /or by Group.



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:

Audit	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours	Daily Hours	Weekly Hours
	Fri 04/01/2016	2[VACATION]			8.00	0.00	0.00	8.00	8.00	8.00

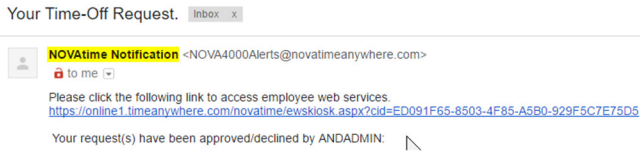
### ■ Accrual Balance:

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Activity Date	Notes	Hours	Used	Adjust
2[VACA]	04/01/2016	T	8.00	23.87	03/22/2016	Usage	31.87	8.00	0.00
2016 Subtotal							31.87	8.00	0.00
	04/01/2016	VAC1	T	0.00	31.87	Usage	0.00	0.00	23.87

### ■ Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
03/27/2016	03/28/2016	03/29/2016	03/30/2016	03/31/2016	04/01/2016	04/02/2016
	[07:00AM-03:30PM] Men 8:00/2016 (PC=8:00)	[07:00AM-03:30PM] Tue 8:00/2016 (PC=8:00)	[07:00AM-03:30PM] Wed 8:00/2016 (PC=8:00)	[07:00AM-03:30PM] Thu 8:00/2016 (PC=8:00)	[07:00AM-03:30PM] Fri 8:00/2016 (PC=8:00)	
	Default	Default	Default	Default	Vacation	

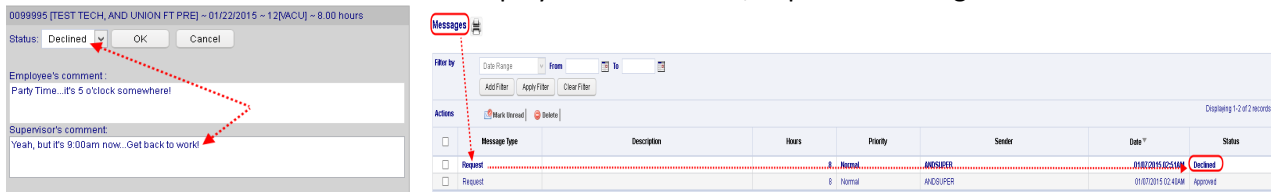
- Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



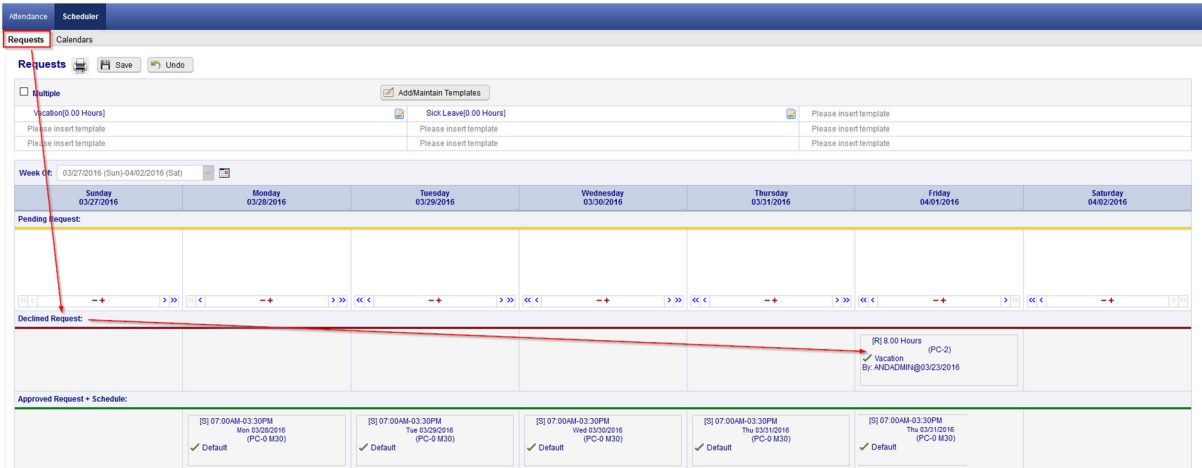
- Internal Message:



- 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.

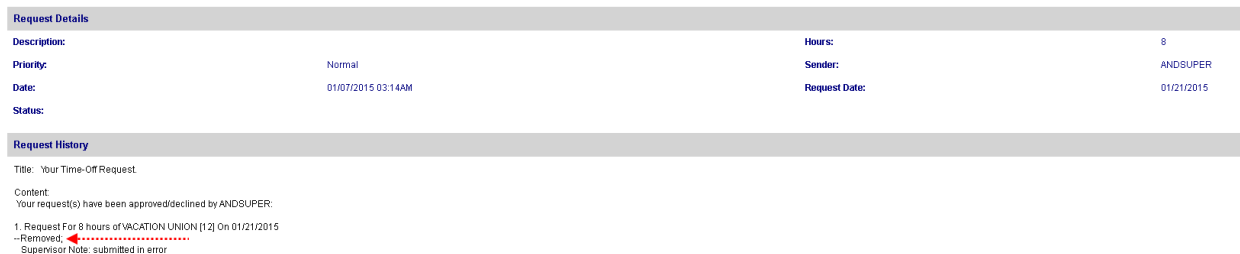


- When a pending Request is Declined, the Time Off Request will be moved to the "Declined Requests" field within the employees schedule page and it will not alter the employee's schedule for the requested day.



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Message Detail



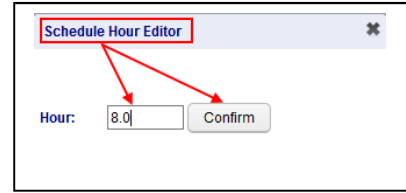
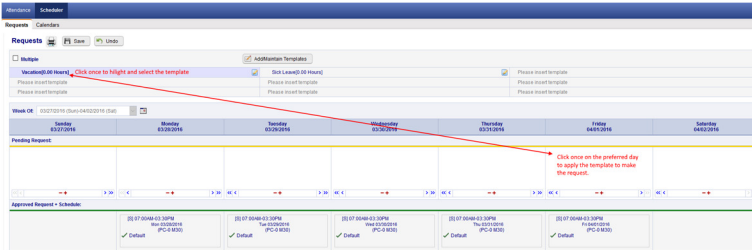


# ~NOVAtime 5000: Employee Web Services – Requesting Time Off ~

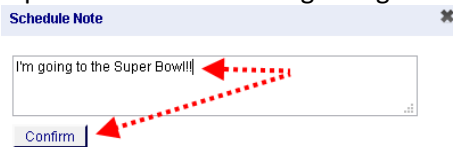
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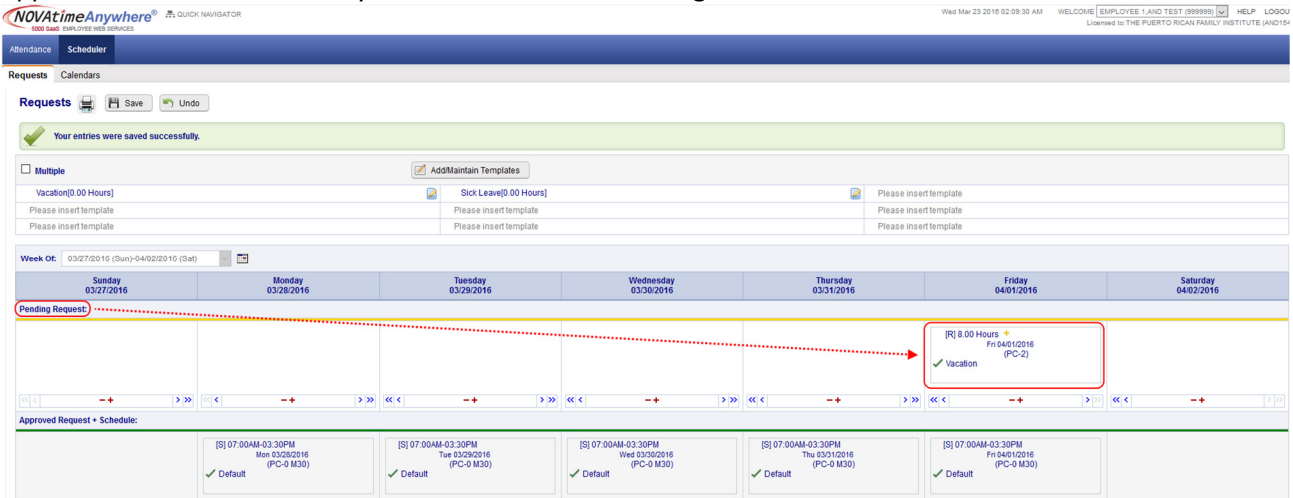
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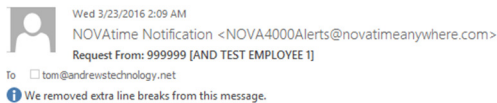
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# ~NOVAtime 5000: Admin/Supervisor Web Services - Processing Time Off Requests

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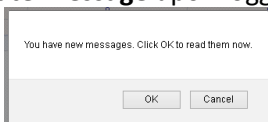
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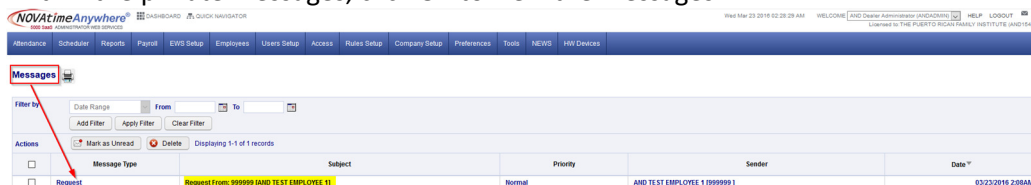
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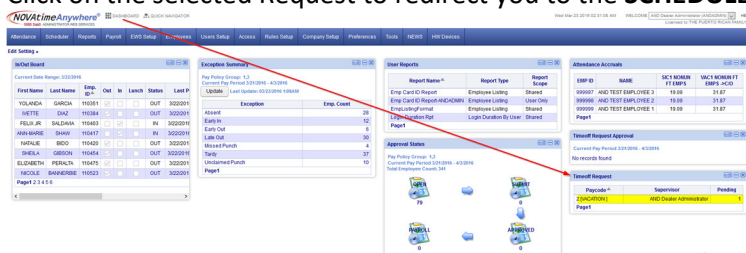


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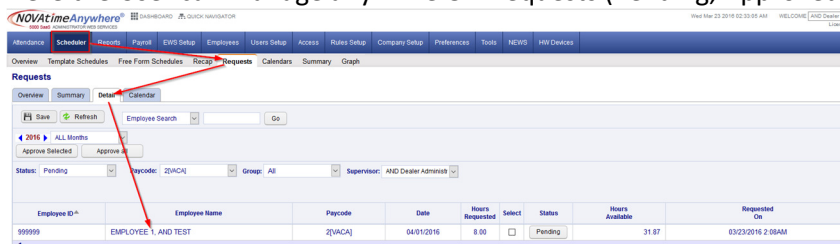
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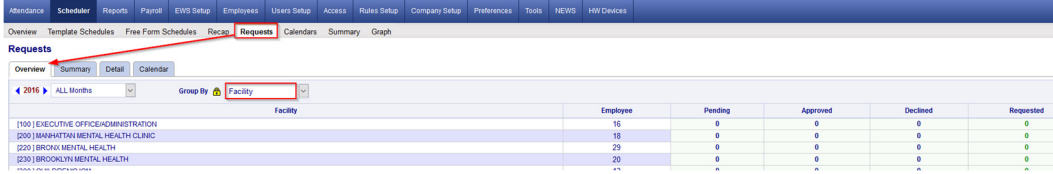
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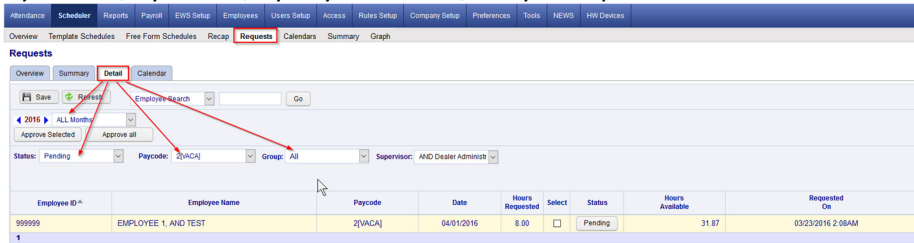
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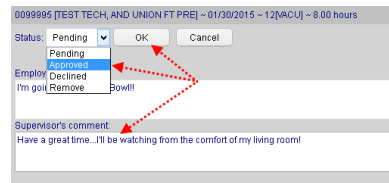
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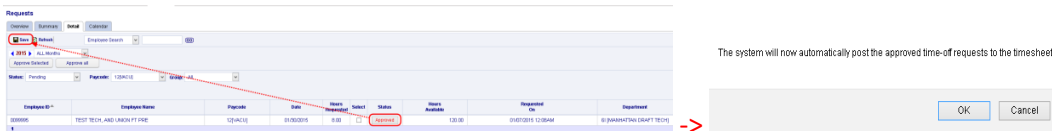
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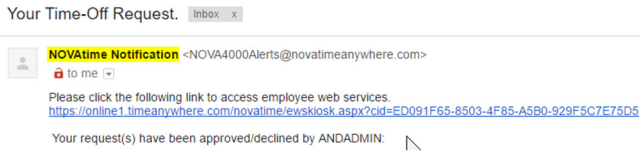
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2016 Subtotal							31.87	8.00	0.00
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	Default	Default	Default	Default	Default	
					Vacation	

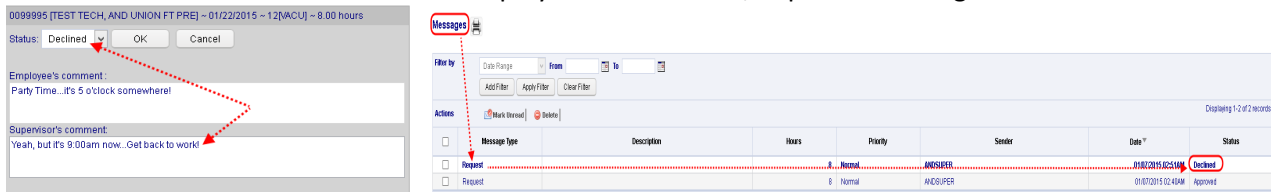
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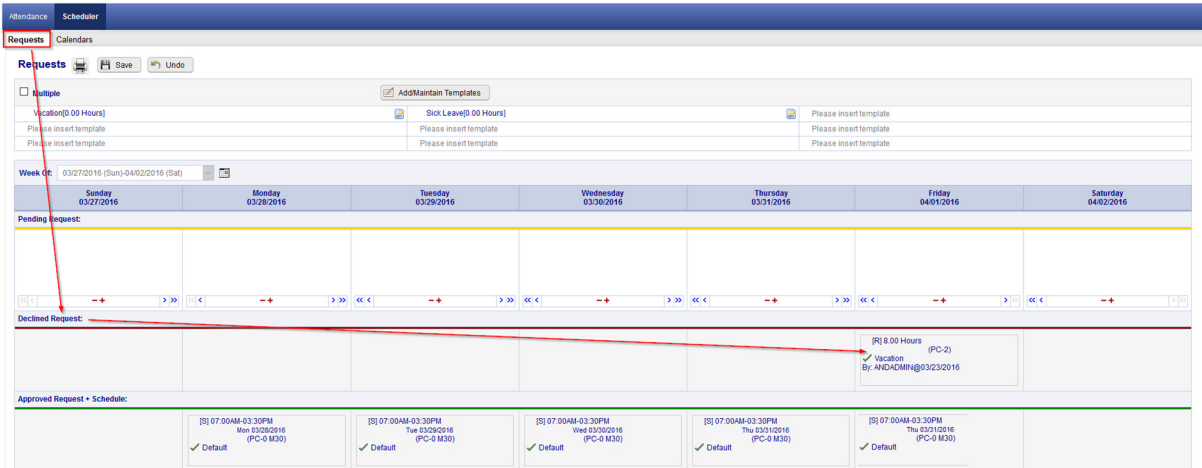
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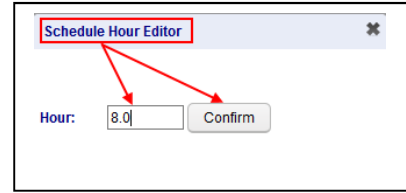
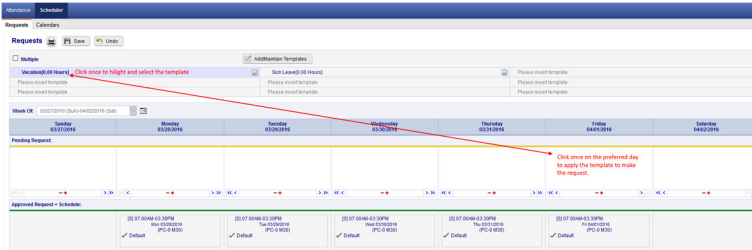


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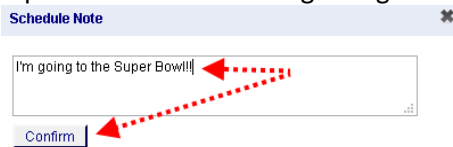
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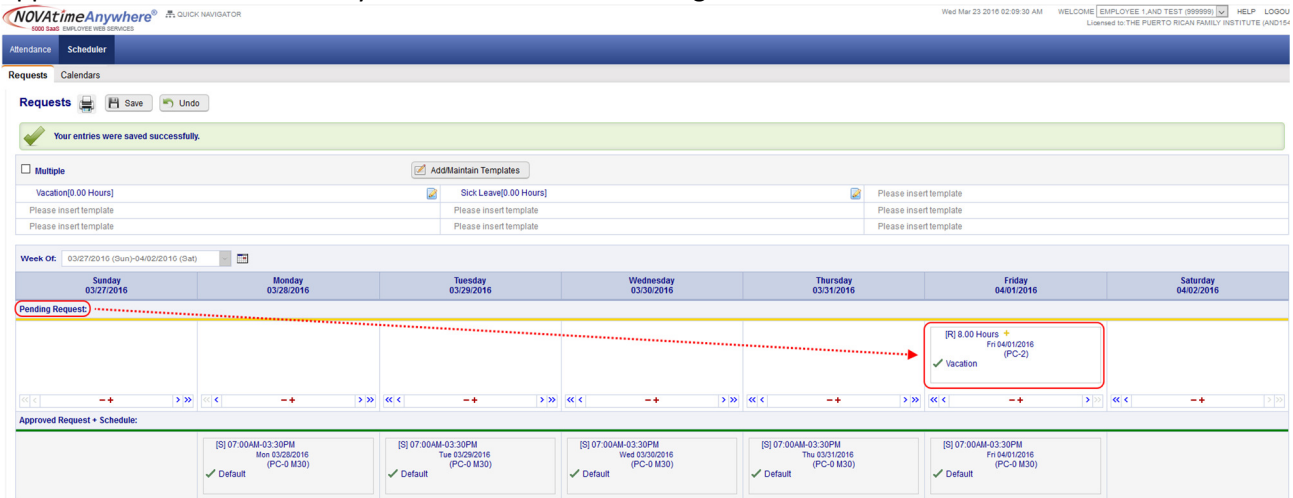
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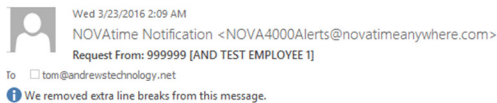
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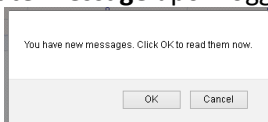
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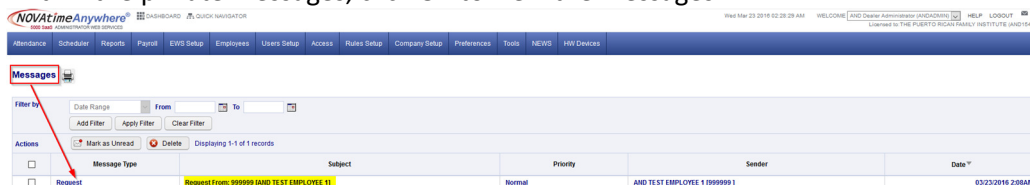
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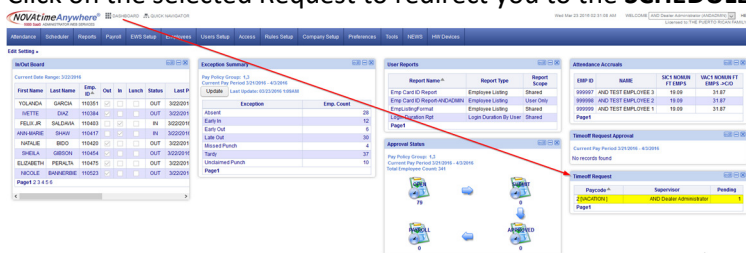


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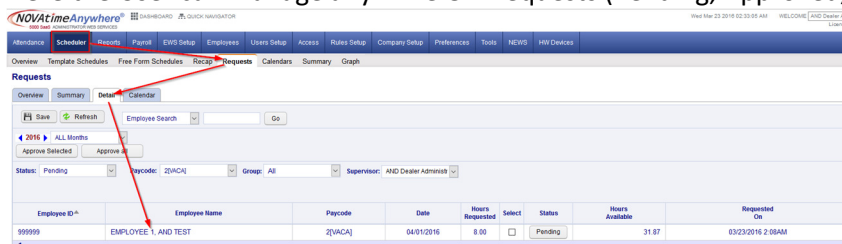
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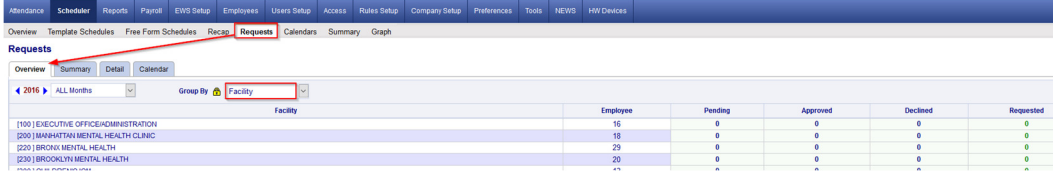
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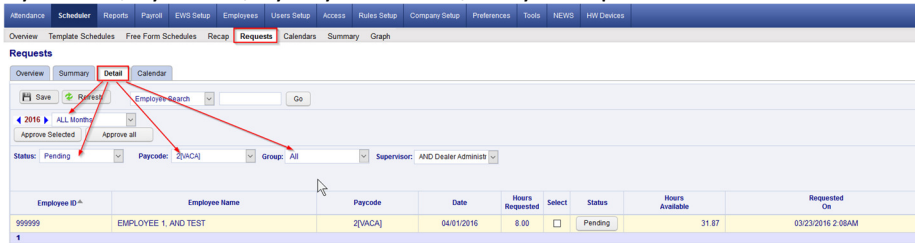
Facility	Employee	Pending	Approved	Declined	Requested
1100  EXECUTIVE OFFICE/ADMINISTRATION	15	0	0	0	0
2200  MANHATTAN MENTAL HEALTH CLINIC	18	0	0	0	0
2220  BROOKLYN MENTAL HEALTH	29	0	0	0	0
2230  BROOKLYN MENTAL HEALTH	20	0	0	0	0

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



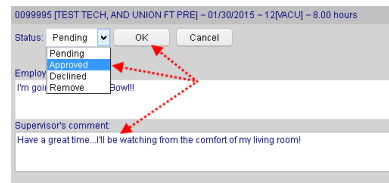
Employee ID	Employee Name	Paycode	Hours Available	Requested On	Pending	Approved	Declined	Requested
99999	EMPLOYEE 1, AND TEST	2[VACA]	31.87	3/23/2016 2:08:00 AM	1	0	0	1

- 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.

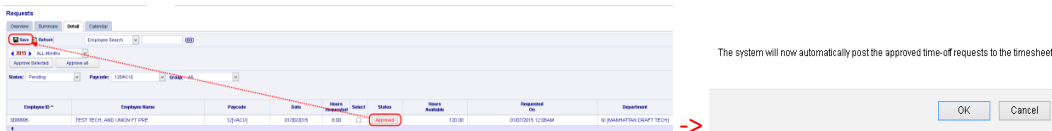


Employee ID	Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
99999	EMPLOYEE 1, AND TEST	2[VACA]	04/01/2016	8.00	<input type="checkbox"/>	Pending	31.87	03/23/2016 2:08AM

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**.

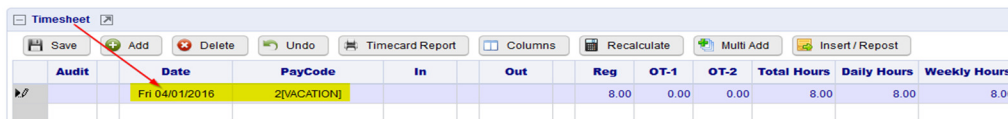


2. After the schedule request has been **Approved**, the User will click the **SAVE** button to apply the change and this will also initiate an **"auto posting"** of the approved time off to the employee's timesheet and accrual history, as well as update the employees Schedule for the week of the request.



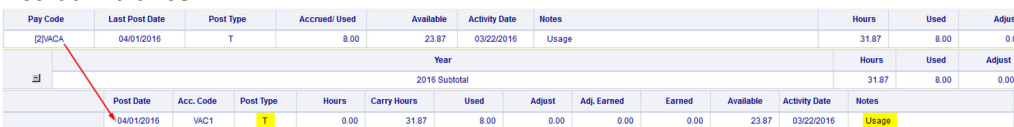
3. After the auto posting, the **Approved** schedule request will *post the approved Vacation hours to the employees' timesheet* and will also *update the employees' accrual balance*, by deducting it from their available balance and it will also update the employees **schedule** to reflect the approved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

### ■ Timesheet:



Audit	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours	Daily Hours	Weekly Hours
	Fri 04/01/2016	2[VACATION]			8.00	0.00	0.00	8.00	8.00	8.00

### ■ Accrual Balance:



Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Activity Date	Notes	Hours	Used	Adjust
2[VACA]	04/01/2016	T	8.00	23.87	03/22/2016	Usage	31.87	8.00	0.00

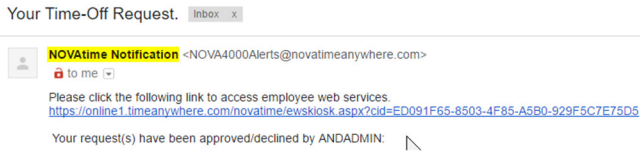
2016 Subtotal											
Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Adj. Earned	Earned	Available	Activity Date	Notes
04/01/2016	VAC1	T	0.00	31.87	8.00	0.00	0.00	0.00	23.87	03/22/2016	Usage

### ■ Schedule:



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
	[0] 07:00AM-03:30PM Mon 03/28/2016 [PC=0:0000]	[0] 07:00AM-03:30PM Tue 03/29/2016 [PC=0:0000]	[0] 07:00AM-03:30PM Wed 03/30/2016 [PC=0:0000]	[0] 07:00AM-03:30PM Thu 03/31/2016 The 03/31/2016 [PC=0:0000]	[0] 8:00 Hours Fri 04/01/2016 [PC=2]	

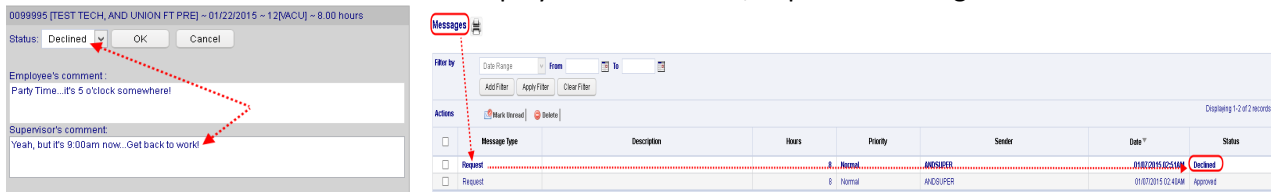
- Upon the Approval/Decline of a Time Off Request, the employee will also receive an email and a private system message the next time they log into the EWS. It will also reflect the Supervisors comments.
  - Email notification:



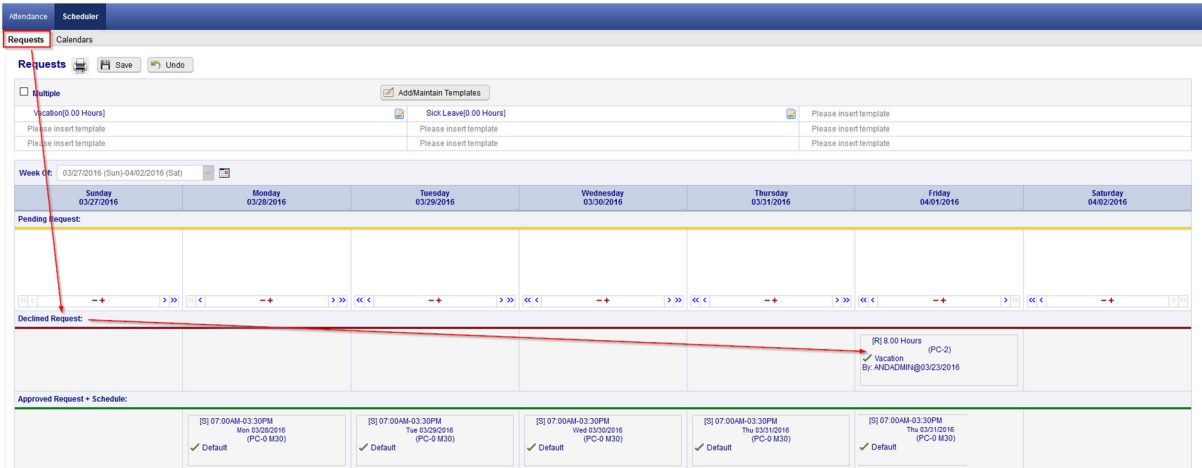
- Internal Message:



- 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.



- 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.



- 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.

Message Detail

