

You can punch in to the new time and attendance system in just 3 easy steps!

1. Open the Novatime Employee Web Services page from your start menu.

2. Key your network user ID and password into the appropriate fields. This is the same ID that you use to login to your computer. Novatime will prompt you to create a password on your first login. Once you have created the password, key it into the password field.

The screenshot shows the NOVAtime Anywhere Employee Web Services interface. At the top, there is a world map graphic. Below it, a dark blue bar contains the NOVAtime Anywhere logo and the text "Employee Web Services" on the left, and the date and time "Thursday, 05/21/2009 4:21:56 PM" on the right. The main content area has a "Ready..." status indicator. Below this is a large empty text box. Underneath are two input fields: "ID:" and "Password:". To the right of these fields is a numeric keypad with buttons for digits 1-9, 0, Back, and Enter. Below the input fields are three buttons: "Punch", "Transfer", and "Cancel". At the bottom of the main area is a button labeled "Employee Web Services". Red arrows point to the ID and Password input fields, and another red arrow points to the "Punch" button. The footer contains the NOVAtime 3000 Enterprise logo, the copyright notice "©1999-2009 NOVAtime Technology, Inc.", and the statement "NOVAtime and NOVAtime logo are registered trademarks of NOVAtime Technology, Inc."

3. Click "Punch"

How to view your timesheet, schedule, and accrual balances with the new time and attendance system.

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2. Key your network user ID and password into the appropriate fields. This is the same ID that you use to login to your computer. Novatime will prompt you to create a password on your first login. Once you have created the password, key it into the password field.

The screenshot shows the Novatime Anywhere Employee Web Services interface. At the top, there is a world map with clock icons. Below the map is a dark blue header bar containing the **NOVAtimeAnywhere** logo and the text "Employee Web Services" on the left, and the date and time "Thursday, 05/21/2009 4:21:56 PM" on the right. The main content area has a status indicator "● Ready..." and a large empty text box. Below this are two input fields: "ID:" and "Password:". To the right of these fields is a numeric keypad with buttons for digits 1-9, 0, and "Enter", along with "Back" and "Enter" buttons. Below the input fields are three buttons: "Punch", "Transfer", and "Cancel". At the bottom of the main area is a large button labeled "Employee Web Services". Red arrows point to the "ID:" and "Password:" input fields. The footer contains the **NOVAtime 3000 Enterprise** logo, the copyright notice "©1999-2009 NOVAtime Technology, Inc.", and the text "NOVAtime and NOVAtime logo are registered trademarks of NOVAtime Technology, Inc."

3. Click on "Employee Web Services"

This screen shows you all of your punches and a summary of all hours for the pay period.

Thursday, May 21, 2009 4:29:01 PM

Employee ID: 1  
Name: TEST\_EMPLOYEE

NOVAtime Employee Web Services

Timesheet Status: OPEN

| Date           | PayCode | In     | Out    | Reg  | OT-1 | OT-2 | Notes | Ill_EXP | Out_EXP | Shift_Exp | Re |
|----------------|---------|--------|--------|------|------|------|-------|---------|---------|-----------|----|
| Mon 05/18/2009 | 0(WKHR) | 6:00PM | 9:00PM | 3.00 | 0.00 | 0.00 |       |         |         | 00001-FS  |    |
| Thu 05/21/2009 | 0(WKHR) | 4:28PM |        | 0.00 | 0.00 | 0.00 |       |         |         | 00001-FS  |    |

Timesheet Summary: Group By: Paycode

| Pay Code | Reg Hrs | OT-1 | OT-2 | Total Hrs | Earnings | Deductions | Reg Pay |
|----------|---------|------|------|-----------|----------|------------|---------|
| 0(WKHR)  | 3.00    | 0.00 | 0.00 | 3.00      | \$0.00   | \$0.00     | *****   |
| Totals   | 3.00    | 0.00 | 0.00 | 3.00      | \$0.00   | \$0.00     | *****   |

Accrual Summary

| Pay Code | Code | Last Post Date | Post Type | Ac |
|----------|------|----------------|-----------|----|
| -        | -    | -              | -         | -  |

Point System Summary

Click on the "Schedule" tab to view your schedule. Both work hours and approved CTO time will display here.

Thursday, May 21, 2009 4:44:46 PM

Employee ID: 1  
Name: TEST\_EMPLOYEE

NOVAtime Employee Web Services

Schedule Summary

| Schedule Summary      | Sunday |      | Monday |        | Tuesday |      | Wednesday |      | Thursday |      | Friday |      | Saturday |      |
|-----------------------|--------|------|--------|--------|---------|------|-----------|------|----------|------|--------|------|----------|------|
|                       | Sch.   | Act. | Sch.   | Act.   | Sch.    | Act. | Sch.      | Act. | Sch.     | Act. | Sch.   | Act. | Sch.     | Act. |
| 05/17/2009-05/23/2009 | -      | -    | 168.00 | 163.00 | 168.00  | -    | 168.00    | -    | 168.00   | -    | 168.00 | -    | -        | -    |
| 05/24/2009-05/30/2009 | -      | -    | 168.00 | -      | 168.00  | -    | 168.00    | -    | 168.00   | -    | 168.00 | -    | -        | -    |
| 05/31/2009-06/06/2009 | -      | -    | -      | -      | -       | -    | -         | -    | -        | -    | -      | -    | -        | -    |

May 2009

| Sunday | Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday |
|--------|---|---|---|---|---|----------|
| 17     | 18<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 19<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 20<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 21<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 22<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 23       |
| 24     | 25<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 26<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 27<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 28<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 29<br>• [U] 09:00AM-06:00PM<br>Network Operations + | 30       |

Done Trusted sites 100%

The "Accrual" tab will allow you to see your available balance, as well as anytime you earned or used accrual hours.

Thursday, May 21, 2009 4:32:16 PM

Employee ID: 1  
Name: TEST\_EMPLOYEE

NOVAtime Employee Web Services

Accrual

| ID | Name          | Pay Category | Hire Date  | Adjust Hire Date | Title Change Date |
|----|---------------|--------------|------------|------------------|-------------------|
| 1  | TEST_EMPLOYEE | 1 [HOURLY]   | 05/21/2009 |                  |                   |

| Pay Code | Accrual Code | Last Post Date | Post Type | Accrued / Used | Available | Notes |
|----------|--------------|----------------|-----------|----------------|-----------|-------|
| [4]ACTO  | CTO          | 05/21/2009     | U         | 15.00          | 43.00     |       |

| CODE | Type | Post Date  | Hours | Carry Hours | Used | Adjust | Earned | Available | Notes |
|------|------|------------|-------|-------------|------|--------|--------|-----------|-------|
| CTO  | U    | 05/21/2009 | 15.00 | 28.00       | 0.00 | 0.00   | 0.00   | 43.00     |       |
| CTO  | T    | 05/06/2009 | 0.00  | 32.00       | 4.00 | 0.00   | 0.00   | 28.00     | Usage |
| CTO  | U    | 02/01/2009 | -8.00 | 40.00       | 0.00 | 0.00   | 0.00   | 32.00     |       |
| CTO  | U    | 01/01/2009 | 40.00 | 0.00        | 0.00 | 0.00   | 0.00   | 40.00     |       |

Click into the Schedule category to request time off.

Wednesday, June 10, 2009 10:30:18 AM

Employee ID: 24  
Name: TEST\_EMPLOYEE

NOVAtime Employee Web Services

Scheduler

Request Calendar

Multiple

Vacation[8.00 Hours]

Please insert template

Week Of: 06/07/2009 (Sun)-06/13/2009 (Sat)

| Sunday                       | Monday                    | Tuesday                   | Wednesday                 | Thursday                  | Friday                    | Saturday   |
|------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|------------|
| 06/07/2009                   | 06/08/2009                | 06/09/2009                | 06/10/2009                | 06/11/2009                | 06/12/2009                | 06/13/2009 |
| Pending Request:             |                           |                           |                           |                           |                           |            |
|                              |                           |                           |                           |                           |                           |            |
| Approved Request + Schedule: |                           |                           |                           |                           |                           |            |
| [S] 07:00AM-03:00PM Labor    | [S] 07:00AM-03:00PM Labor | [S] 07:00AM-03:00PM Labor | [S] 07:00AM-03:00PM Labor | [S] 07:00AM-03:00PM Labor | [S] 07:00AM-03:00PM Labor |            |

Schedule requests are made by selecting a template. You can have up to nine templates to accommodate different pay codes and times. To use an existing template, simply click on the template and then click on the day you want to request that time for.



NOVAtime® Employee Web Services  
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Wednesday, June 10, 2009 11:32:46 AM  
 Employee ID: 24  
 Name: TEST,EMPLOYEE

Home ? Help Log

Attendance Scheduler

Request Calendar

Multiple Add / Maintain Templates

|                        |                        |                        |
|------------------------|------------------------|------------------------|
| Vacation[8.00 Hours]   | Please insert template | Please insert template |
| Please insert template | Please insert template | Please insert template |
| Please insert template | Please insert template | Please insert template |

Week Of: 06/07/2009 (Sun)-06/13/2009 (Sat) Save Undo

| Sunday<br>06/07/2009                | Monday<br>06/08/2009         | Tuesday<br>06/09/2009        | Wednesday<br>06/10/2009      | Thursday<br>06/11/2009       | Friday<br>06/12/2009         | Saturday<br>06/13/2009 |
|-------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------|
| <b>Pending Request:</b>             |                              |                              |                              |                              |                              |                        |
|                                     |                              |                              |                              |                              | 8.00 Hours<br>Vacation       |                        |
|                                     |                              |                              |                              |                              |                              |                        |
| <b>Approved Request + Schedule:</b> |                              |                              |                              |                              |                              |                        |
|                                     | [S] 07:00AM-03:00PM<br>Labor | [S] 07:00AM-03:00PM<br>Labor | [S] 07:00AM-03:00PM<br>Labor | [S] 07:00AM-03:00PM<br>Labor | [S] 07:00AM-03:00PM<br>Labor |                        |

In this example, I have selected 8 hours of vacation for Friday June 12<sup>th</sup>. The yellow “+” to the right of the hours allows you to attach a note with your request.

To create a new template, click on the “Add/Maintain Templates” button.

NOVAtime® Employee Web Services  
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Wednesday, June 10, 2009 10:35:07 AM  
 Employee ID: 24  
 Name: TEST,EMPLOYEE

Home ? Help Log

Attendance Scheduler

Request Calendar

Maintain Templates - Mozilla Firefox

http://localhost/novotime/editschtemplate.aspx

**EWS - My Schedule Template**

New Edit Delete Save Undo Exit

Template: <--Select-->

Preview VACATION [4.00 Hours]

PayCode: 2[VACA] ←

Job:

Starts:

Ends:

Meal:  Minutes (  )

Hours: 4.00 ←

Done

→ Add / Maintain Templates

|              |                        |
|--------------|------------------------|
| ert template | Please insert template |
| ert template | Please insert template |
| ert template | Please insert template |

Save Undo

| Wednesday<br>06/10/2009             | Thursday<br>06/11/2009       | Friday<br>06/12/2009         | Saturday<br>06/13/2009 |
|-------------------------------------|------------------------------|------------------------------|------------------------|
| <b>Pending Request:</b>             |                              |                              |                        |
|                                     |                              | 8.00 Hours<br>Vacation       |                        |
|                                     |                              |                              |                        |
| <b>Approved Request + Schedule:</b> |                              |                              |                        |
| [S] 07:00AM-03:00PM<br>Labor        | [S] 07:00AM-03:00PM<br>Labor | [S] 07:00AM-03:00PM<br>Labor |                        |

This will open the “Maintain Templates” window. Key in the paycode and the number of hours, then click Save. Your new template is now ready to access from the request window.