You can punch in to the new time and attendance system in just 3 easy steps!
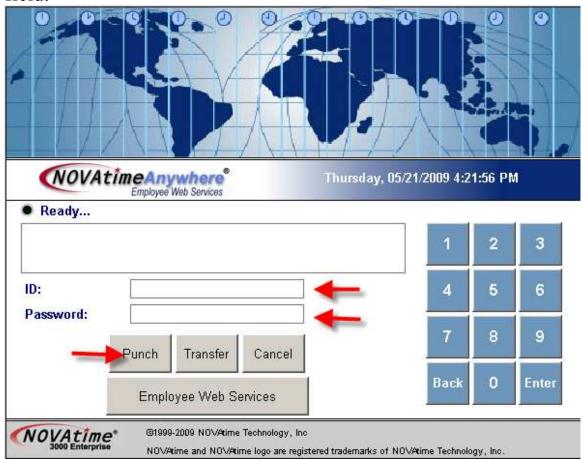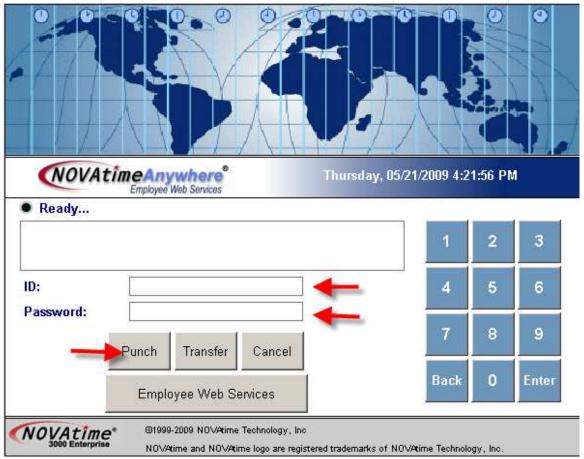
1. Open the Novatime Employee Web Services page from your start menu.

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.

3. Click "Punch"

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

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.

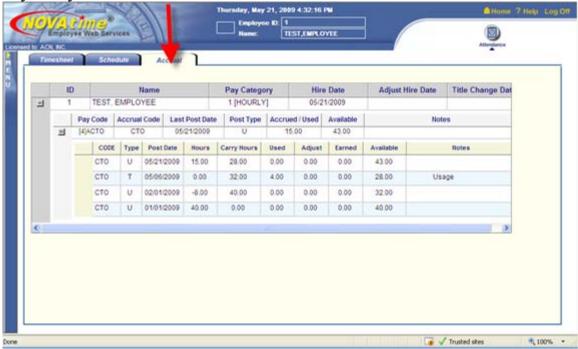3. Click on "Employee Web Services"

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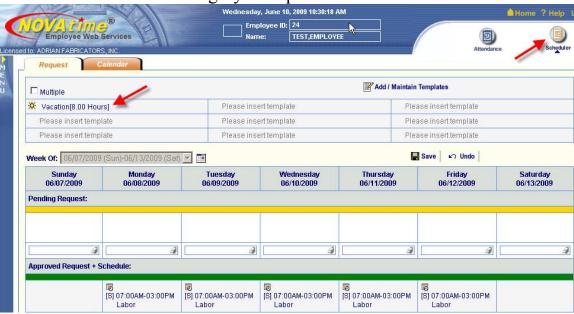

Click on the "Schedule" tab to view your schedule. Both work hours and approved CTO time will display here.
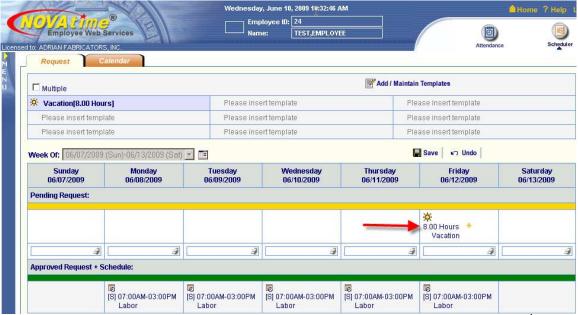
The "Accrual" tab will allow you to see your available balance, as well as anytime you earned or used accrual hours.

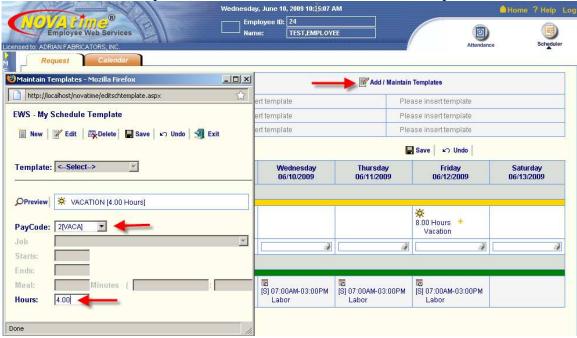Click into the Schedule category to request time off.

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.

In this example, I have selected 8 hours of vacation for Friday June 12th. 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.

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.