# NOVAtime Payroll Processing Guide





#### **Overview**

The purpose of this document is to provide step-by-step instructions on processing a payroll from start to finish using Timekeeper. This guide will walk you through the process of auditing, reviewing and finalizing timesheets. You will learn how to create payroll file, run report, and export your time file into your Payroll system.

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## **Supervisor Approval**

Before the Payroll Administrator can process employee data to payroll, supervisors must review, and approve all timesheets for employees under their jurisdiction. The supervisor prerequisites are detailed in the following pages.

### **Approval Procedure**

- 1) Log into SWS and view the **Dashboard** page.
- 2) If required change the pay period date range reflected. To display the correct date range for the timesheets, use either the drop-down box or the arrows to display the appropriate period. (by defaults the current pay period is displayed)

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#### ABOUT APPROVAL LEVELS/STATUSES

The system supports up to 8 approval levels, with customizable approval status descriptions that can be adjusted by the implementation specialist. The four <u>default</u> timesheet statuses are OPEN, SUBMIT, APPROVE, and PAYROLL.

- a. **OPEN** status: Timesheets that have not been submitted by employees. *Note: Employees using time clocks do not typically submit their own timesheets. In such a case, the supervisor must review and approve timesheets in the OPEN status.*
- b. SUBMIT status: Timesheets that have been submitted by employees, but not approved by the supervisor. Note: Employees using web punch typically do submit their timesheets. In such a case, the supervisor must review and approve timesheets in the SUBMIT status. However, if a "web punch employee" is unavailable to submit his/her timesheet (e.g. on vacation, sick leave, etc.), the supervisor is able to review/approve the timesheet in the OPEN status.
- c. **APPROVE** status: Timesheets that have been approved by the supervisor and are ready to be processed by the Payroll Administrator.
- d. **PAYROLL** status: Timesheets that have been processed to payroll by the Payroll Administrator.



 Clicking on any of the numbers in the Timesheet Status ribbon will take navigate to the Attendance > Summary page, displaying the timesheets of the selected status. Adjust the filters, as necessary, and review the timesheet data.

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- 4) If the timesheet data is accurate and complete, ensure that the status is set to **APPROVE**. Timesheets can be approved individually or by page.
  - a. <u>Individual approval</u> There are two methods of approving individual timesheets.
    - i. **Timesheet > Summary** page Locate the applicable employee, click on the corresponding **Timesheet Status** dropdown menu, and select the **APPROVE** status.

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ii. Attendance > Timesheet page – While still in the Timesheet > Summary page, click on an employee's name or ID. The system will automatically navigate to the employee's *full* timesheet in the Attendance > Timesheet page. Review the employee's hours for the entire pay period and click on the Approve button to submit the approval.

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71001	TAYLOR - ADMIN, MATTHEW		2	0	8	64.00	0.00	0.00	0.00	0.00	64.	00			
12346	SMITH, LINDA		2	0	0	72.00	0.00	0.00	0.00	0.00	72.	00			
9999	TEST EMPLOYEE, ALEJANDR	0'S	2	0	0	76.00	5.00	0.00	0.00	0.00	81.	00			
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b. <u>Page approval</u> – To approve all timesheets in the current view of the **Timesheet > Summary** page, click on the **Approve this Page** button. NOTE: This will change the status of all timesheets displayed on the <u>page</u> only (this will <u>not</u> change the status of ALL employees if additional pages are available).



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5) Return to the **Dashboard** and ensure that all timesheets are in the **APPROVE** status. All timesheets must be approved prior to being processed to payroll by the Payroll Administrator.

O O O O 21 O O O O Approved PAYROLL



## **Process Payroll**

### **Approval to Payroll**

Log into AWS and view the **Dashboard** page. By default, the current pay period will be displayed.

		Timesheet Status		
20	1	0	0	0
UNOPEN	OPEN	submit	Approved	payroll

The Assist Panel allows users to update filters, follow steps 1-2-3 below:

- 1) **Pay Frequency:** If you have multiple pay frequencies, select drop-down arrow to see available options. (select, weekly, bi-weekly, semi-monthly, e.g.)
- 2) **Pay Period filter** To change the pay period displayed, click on the Pay Period dropdown menu and select the appropriate pay period (Select, current, previous or next pay period).
- 3) **Pay Period filter** To change the pay period displayed, use the arrows. (select, previous or next pay period

Biweekly	Current Pay Period  Current Pay Period	11/17/2019 (Sun) - 11/30/2019 (Sat)	
Semi-monthly (1st and 16th)	Previous Pay Period	Next P	Pay period
	Next Pay Period		

4) If all timesheets have been approved, click on the APPROVE status (text or number) in the gadget. NOTE: If timesheets exist in the OPEN or SUBMIT statuses, request the supervisor(s) to review and approve the timesheets.





- 5) The system will automatically navigate to the Attendance > Summary page. If the timesheet data is accurate and complete, approve the timesheets to advance them to the PAYROLL status. Timesheets can be approved individually or by page.
  - a. Individual approval To approve a specific employee's timesheet, click on the corresponding **Timesheet Status** dropdown menu and select the **APPROVE** status.

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b. Page approval – To approve all timesheets in the current view, click on the **Approve this Page** button.

**NOTE:** This will change the status of all timesheets displayed on the page only (this will <u>not</u> change the status of ALL employees if additional pages are available).

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## **Process Employee Data**

#### **Procedure**

1) Navigate to the **Payroll > Process Data** page. In the **Pay Period** section, ensure that the correct date range is selected for the pay period that is being processed to payroll.

💾 Save 💾 Process 💌	) Undo 📓 Data validation	Note: Before processing pa to ensure all timeshee	yroll, please review "Timesheet Status" o ets have been approved.	n Attendance/Summary page
	Payroll Bridge: Ascentis Payroll	Bridge 🔻		
Payroll Process Info	Update existing payroll file	Generate a new payroll file		
Pay Period	Refresh Period Bi-Weekly (T	Thu thru Wed [ 01/01/2015]) V Date:	From: 10/31/2019	To: 11/13/2019

2) In the Filter section, select the appropriate groups to process.

*Example:* If the database includes data for several companies, and payroll is to be processed for a specific company (or companies) only.

- a. Click on the corresponding All button in the Company filter line.
- b. In the Company Filter prompt, move the appropriate companies to the Selected Items field.
- c. Click on the OK button to apply the filter.

7 Filter	Employee:		All		1	~	TRANSTEST1	~
Display Active Employees only	Pay Policy:		All	0 1		2	797	2
Reset	Pay Category:		All	01		Q	SP-P	2[
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Notes: Use the buttons in the center list on the RIGHT SIDE empty. This	of the screen to move items b	etween the Available an	d Selected lists. To dis	able this filter, le	ave the	Q	48	ر ر ز
200 [New York]		100 [Los Angeles]						_
200 [New York] 300 [Oetroit] 510 [Miami] 600 [Sammy] 700 [Porye] 800 [San Francisco]		100 [Los Angeles]			<b>1</b>			



3) To process the data, click on the **Process** button in the upper left-hand corner.

🌪 Payroll > Process Data	Reports Export	
Process Data		
Process Undo	Data validation	J

4) The system will display the export status below the **Process** button. When the process is complete, a confirmation will be displayed. **Important**: Wait for message that states Process has completed

Process Data	İ
💾 Save 💾 Process 🄄 Undo 📓 Data validation	l
The Payroll Process was completed at 1/7/2020 5:36:39 PM Schedule Update was completed at 1/7/2020 5:36 PM	

5) Next, navigate to the Payroll > Reports page and run the report titled "Summary Report.PR" to verify that the export data is acceptable.





## **Generate Payroll Export File**

Procedure

1) Navigate to the **Payroll > Export** page and click on the Process button.

🗬 Payroll > Expo	Process Data Reports	
Export		
Process		
Payroll Bridge #1 Payro	oll Bridge #2	
NOVAtime Standard Payrol Payroll Date Range: 12/29/2		
Status: ***The Export Payr	roll Process completed at 1/7/2020 5:37:05 PM***	
	4 Download	
NOVA.TXT	<b>Download</b>	

2) When the process is complete, a confirmation status will be displayed.

骨 Payroll > Export	Process Data	Reports
Export		
Process		
Payroll Bridge #1 Payroll Brid	dge #2	
NOVAtime Standard Payroll For Payroll Date Range: 12/29/2019		
Status: ***The Export Payroll Pr	ocess completed at 1/7/20	20 5:37:05 PM***
NOVA.TXT	💆 Downloa	d



3) Click on the Payroll Bridge tab to refresh the page, if necessary. **Important**: Wait for message that states Process has completed. Validate time/date stamp.

Payroll > Export	Process Data	Reports
Export		
Process		
Payroll Bridge #1 Payroll Bridge #2		
NOVAtime Standard Payroll Format Payroll Date Range: 12/29/2019 - 01/04/2	020	
Status: ***The Export Payroll Process of	completed at 1/7/202	20 5:37:05 PM***
NOVA.TXT	Download	d

4) The export file will now be available. Click on the **Download** button.

🗬 Payroll > Export	Process Data Reports	11
Export		l
Process		
Payroll Bridge #1 Payroll Bridge #2		
NOVAtime Standard Payroll Format Payroll Date Range: 12/29/2019 - 01/04/2	020	I
Status: ***The Export Payroll Process c	ompleted at 1/7/2020 5:37:05 PM***	ı
NOVA.TXT	Download	



5) Select the "Save File" option and click on the OK button to save the export file to your C:\ or preferred location.

You have chosen to	open:
PAYABCTXT	
which is a: Mic	crosoft Excel 97-2003 Worksheet (8.9 KB)
from:	
What should Firefo	do with this file?
Open with	Microsoft Excel (default)
Save File	
Do this <u>a</u> utor	matically for files like this from now on.

6) The export file will be available in the location selected in Step 5.

Name	Date modified	Туре	Size
PAYABC.TXT	4/5/2013 5:10 PM	Text Document	1 KB

Next, Login to your Payroll system, and import the time file.

## **Technical Support**

If you need further assistance, please contact our Support Team.