NOVAtime Payroll Processing Guide

NOVAtime®

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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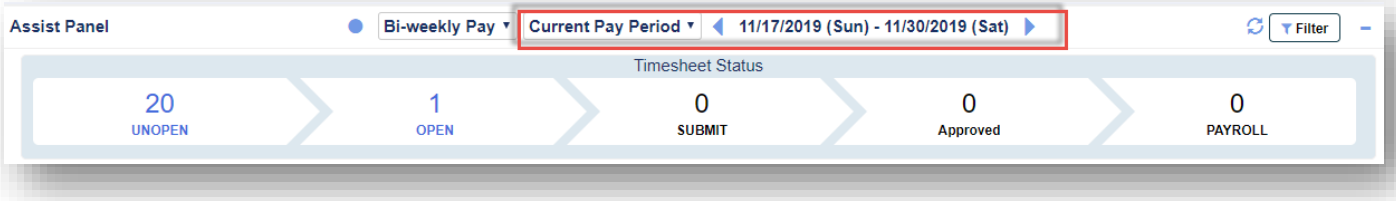
Supervisor Approval

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)



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 ***default*** timesheet statuses are OPEN, SUBMIT, APPROVE, and PAYROLL.

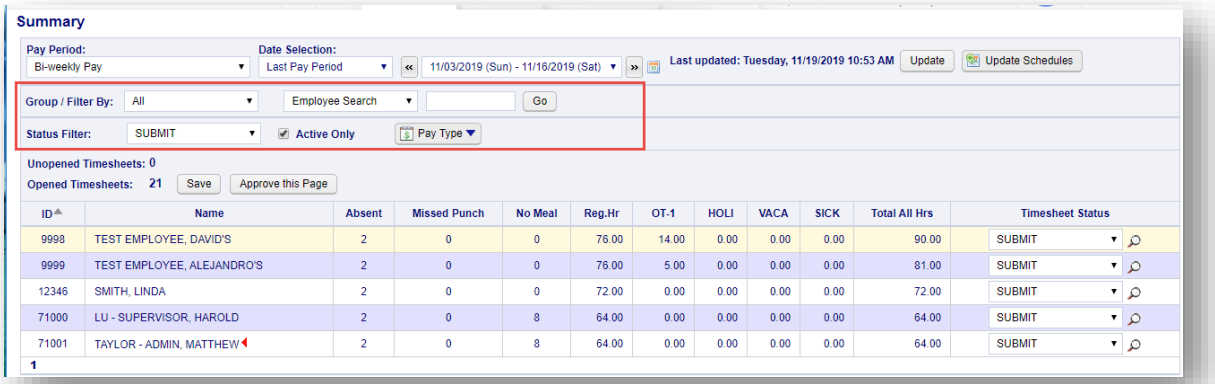
a. **OPEN** status: Timesheets that have not been submitted by employees. *Note: Employees using time clocks do not typically submit their own timesheets. In such a case, the supervisor must review and approve timesheets in the OPEN status.*

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.

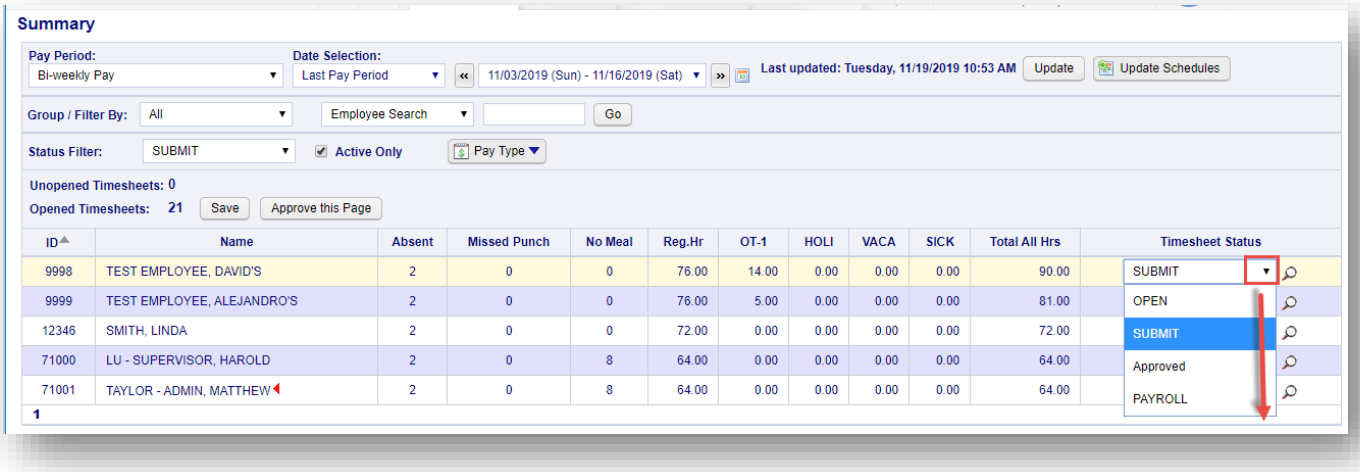
3) Clicking on any of the numbers in the Timesheet Status ribbon will take navigate to the **Attendance > Summary** page, displaying the timesheets of the selected status. Adjust the filters, as necessary, and review the timesheet data.



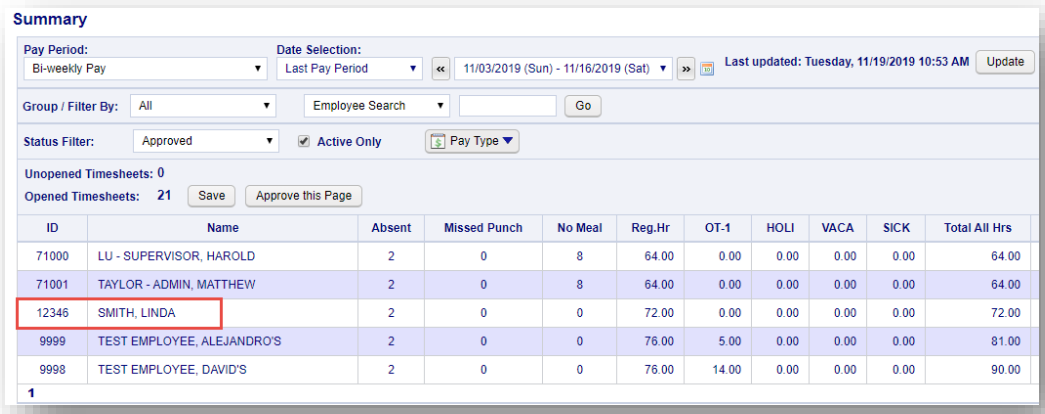
4) If the timesheet data is accurate and complete, ensure that the status is set to **APPROVE**. Timesheets can be approved individually or by page.

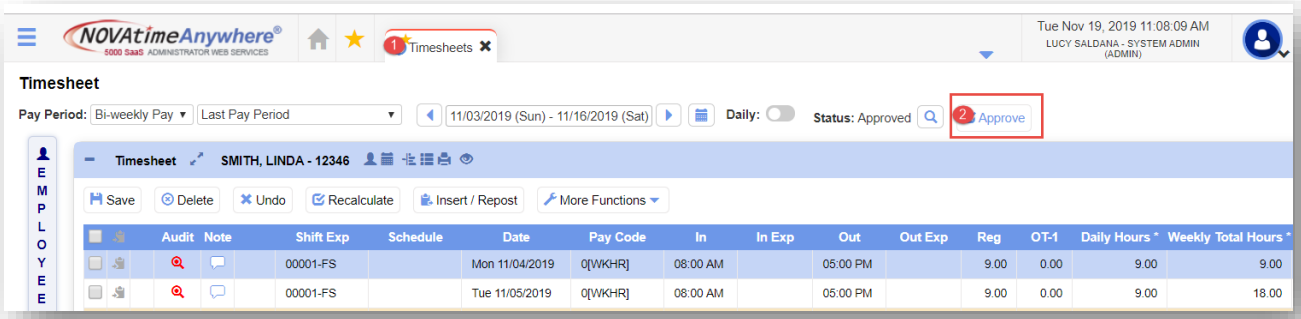
a. <u>Individual approval</u> – There are two methods of approving individual timesheets.

i. **Timesheet > Summary** page – Locate the applicable employee, click on the corresponding **Timesheet Status** dropdown menu, and select the **APPROVE** status.

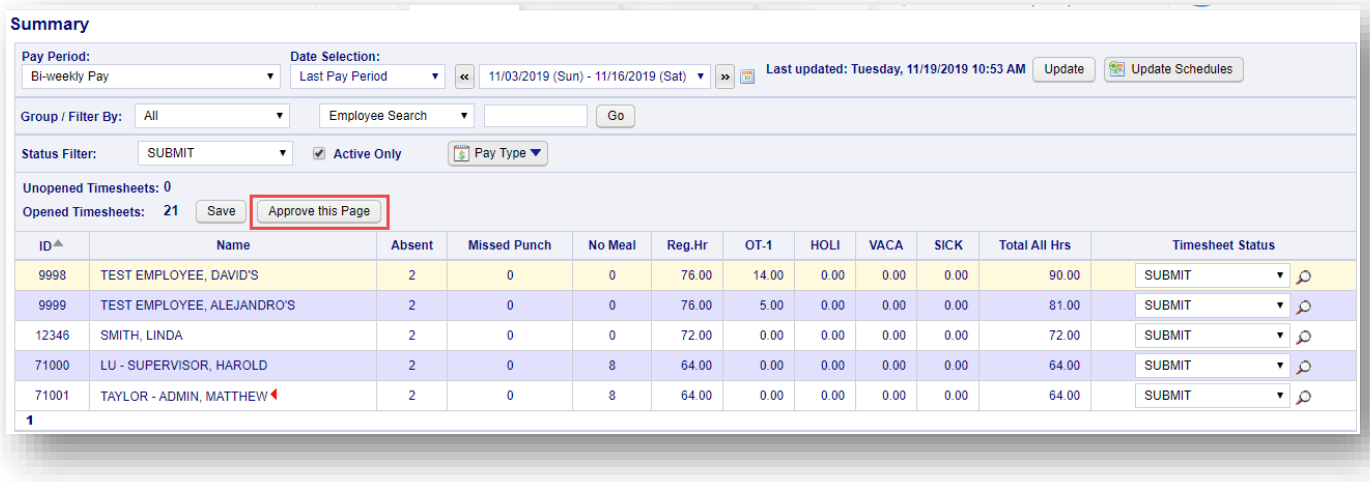


ii. **Attendance > Timesheet** page – While still in the **Timesheet > Summary** page, click on an employee's name or ID. The system will automatically navigate to the employee's *full* timesheet in the **Attendance > Timesheet** page. Review the employee's hours for the entire pay period and click on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

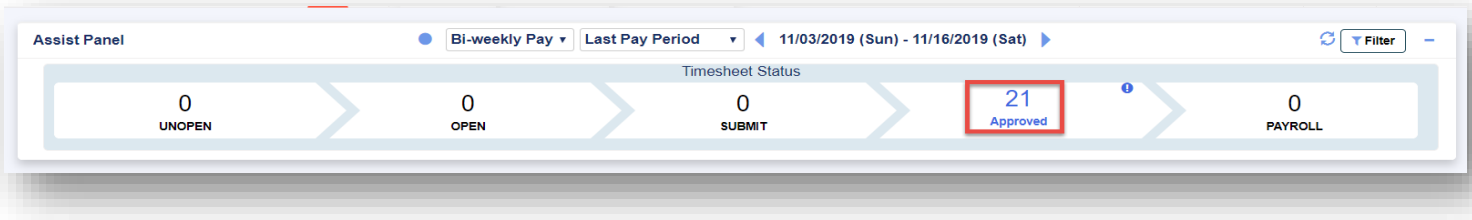




b. <u>Page approval</u> – To approve all timesheets in the current view of the **Timesheet > Summary** page, click on the **Approve this Page** button. *NOTE: This will change the status of all timesheets displayed on the <u>page</u> only (this will <u>not</u> change the status of ALL employees if additional pages are available).*



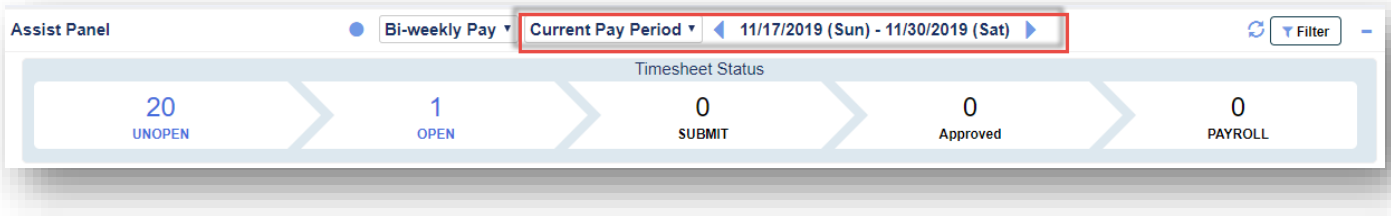
5) Return to the **Dashboard** and ensure that all timesheets are in the **APPROVE** status. All timesheets must be approved prior to being processed to payroll by the Payroll Administrator.



Process Payroll

Approval to Payroll

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

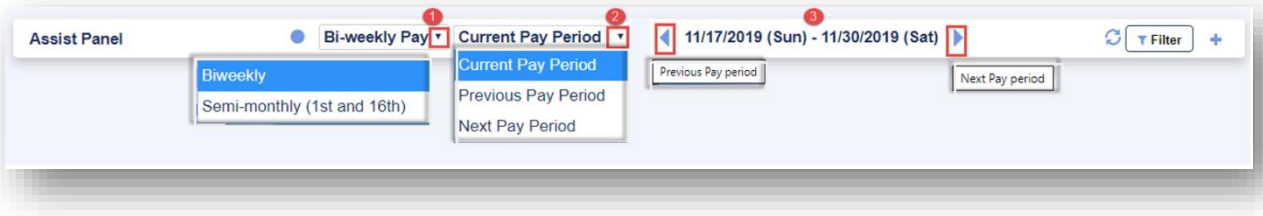


The Assist Panel allows users to update filters, follow steps 1-2-3 below:

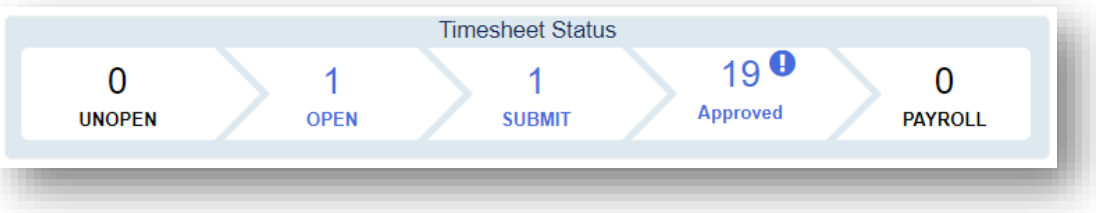
1) **Pay Frequency:** If you have multiple pay frequencies, select drop-down arrow to see available options. (select, weekly, bi-weekly, semi-monthly, e.g.)

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

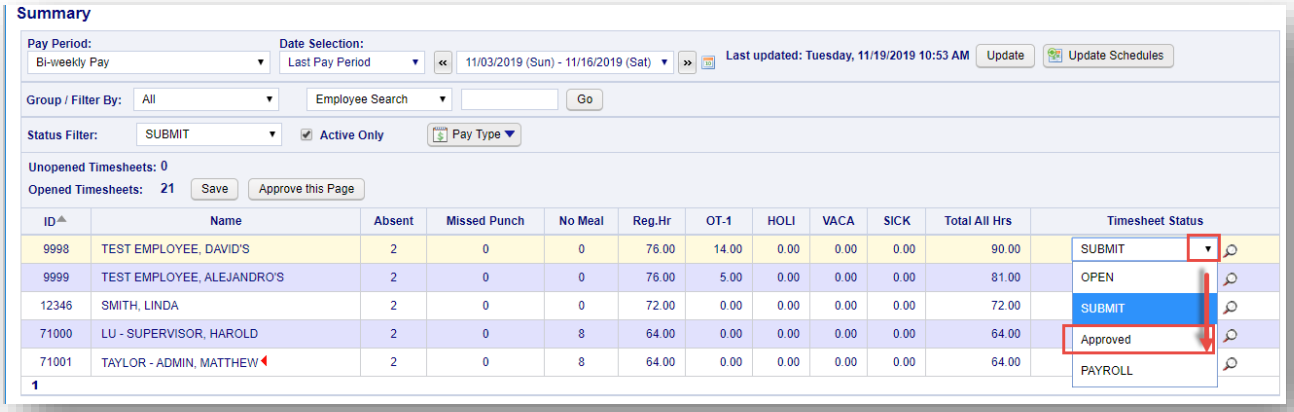


4) If all timesheets have been approved, click on the **APPROVE** status (text or number) in the gadget. **NOTE**: If timesheets exist in the OPEN or SUBMIT statuses, request the supervisor(s) to review and approve the timesheets.

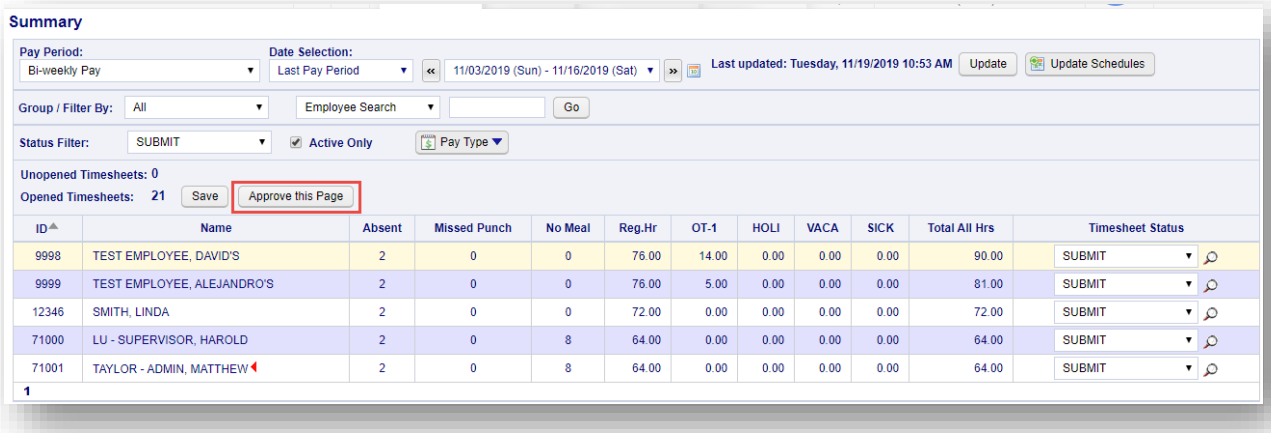


5) The system will automatically navigate to the **Attendance > Summary** page. If the timesheet data is accurate and complete, approve the timesheets to advance them to the **PAYROLL** status. Timesheets can be approved individually or by page.

a. Individual approval – To approve a specific employee's timesheet, click on the corresponding **Timesheet Status** dropdown menu and select the **APPROVE** status.



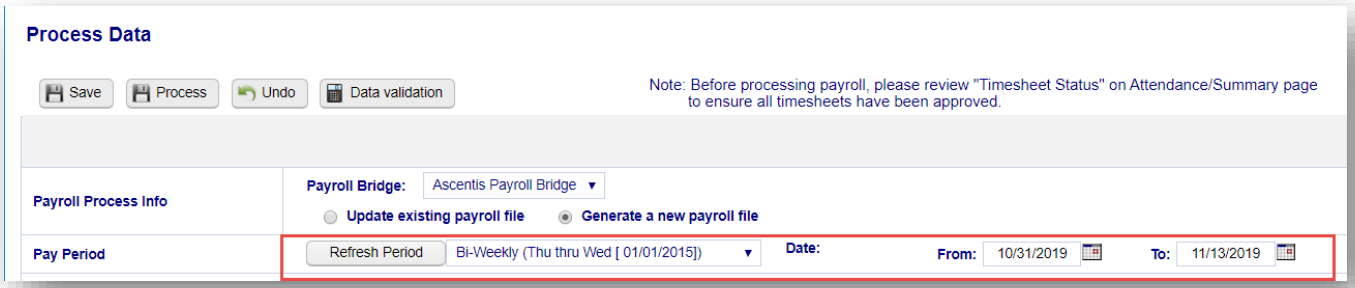
b. Page approval – To approve all timesheets in the current view, click on the **Approve this Page** button.
NOTE: *This will change the status of all timesheets displayed on the page only (this will not change the status of ALL employees if additional pages are available)*.



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.



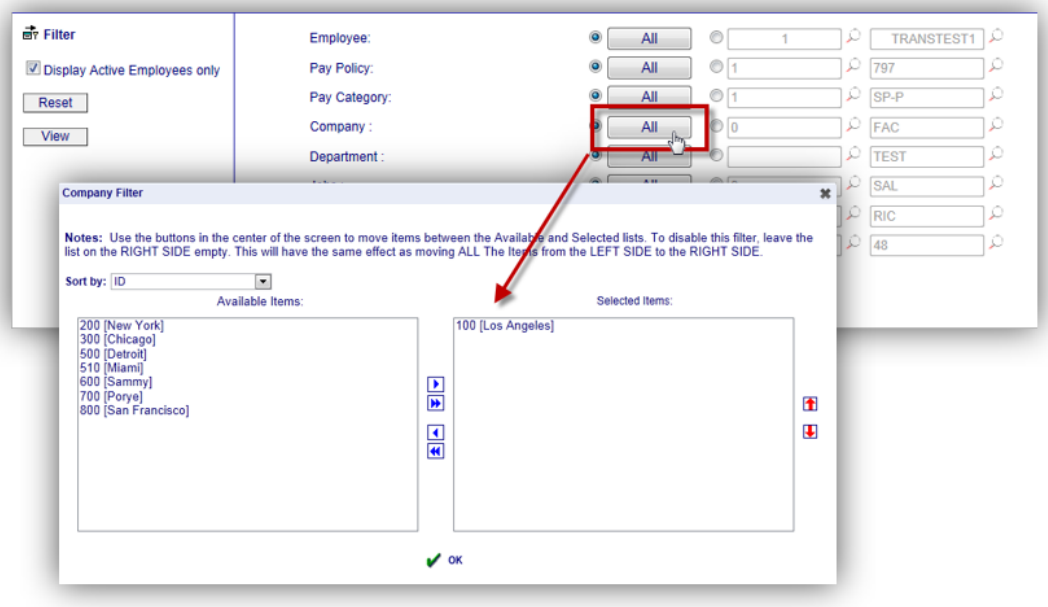
2) In the **Filter** section, select the appropriate groups to process.

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

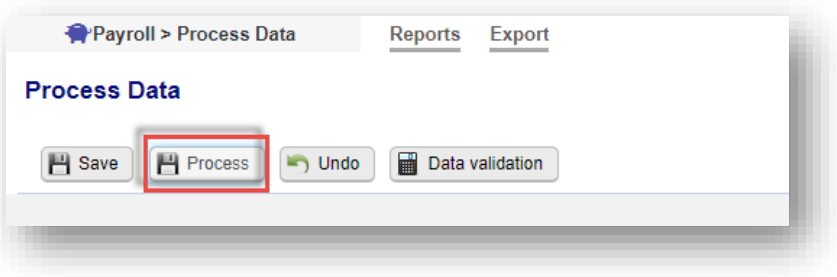
   a. Click on the corresponding **All** button in the Company filter line.

   b. In the Company Filter prompt, move the appropriate companies to the Selected Items field.

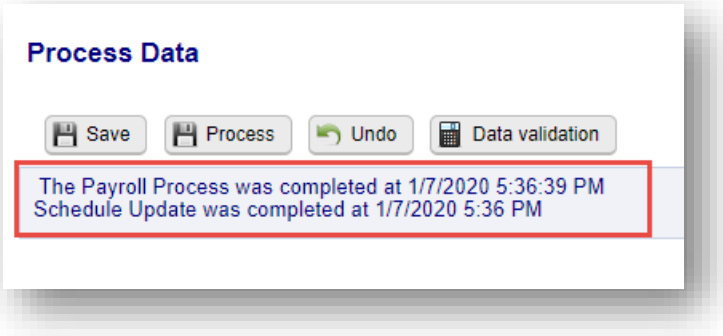
   c. Click on the **OK** button to apply the filter.



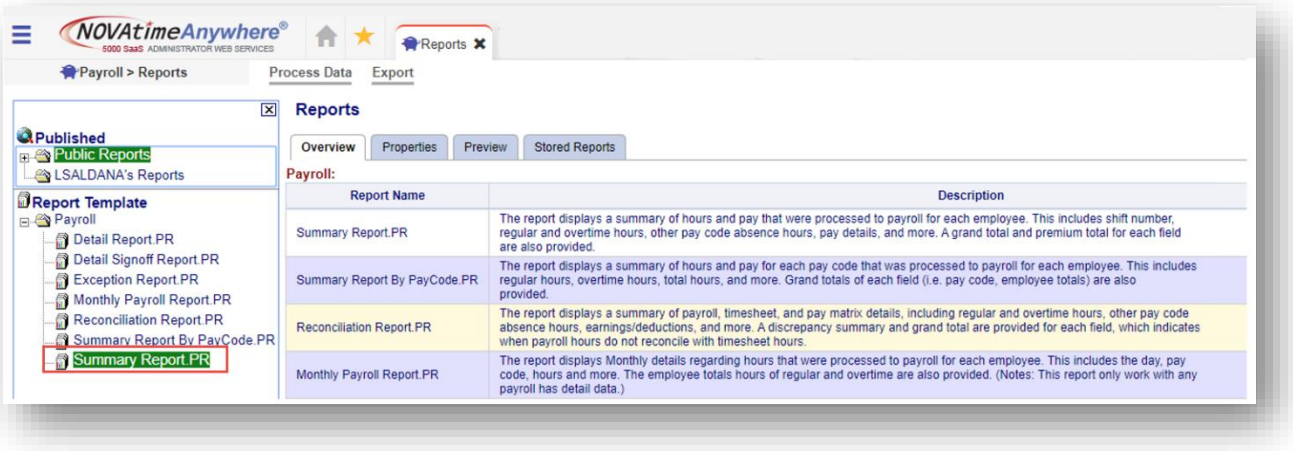
3) To process the data, click on the **Process** button in the upper left-hand corner.



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



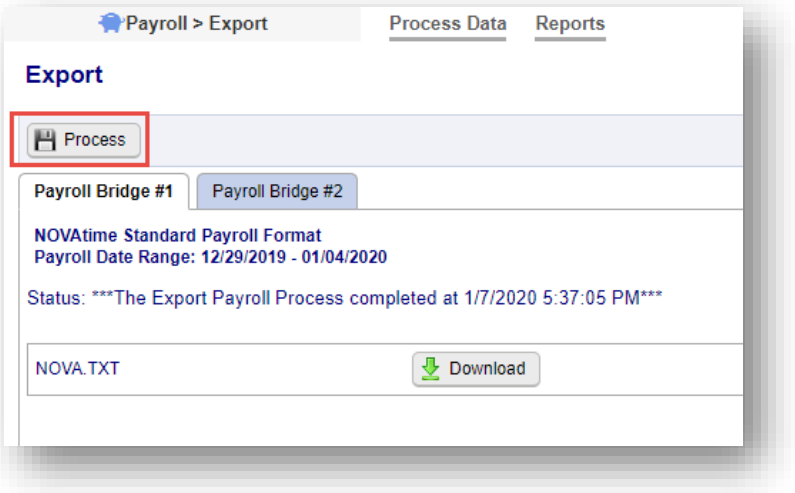
5) Next, navigate to the **Payroll > Reports** page and run the report titled **"Summary Report.PR"** to verify that the export data is acceptable.



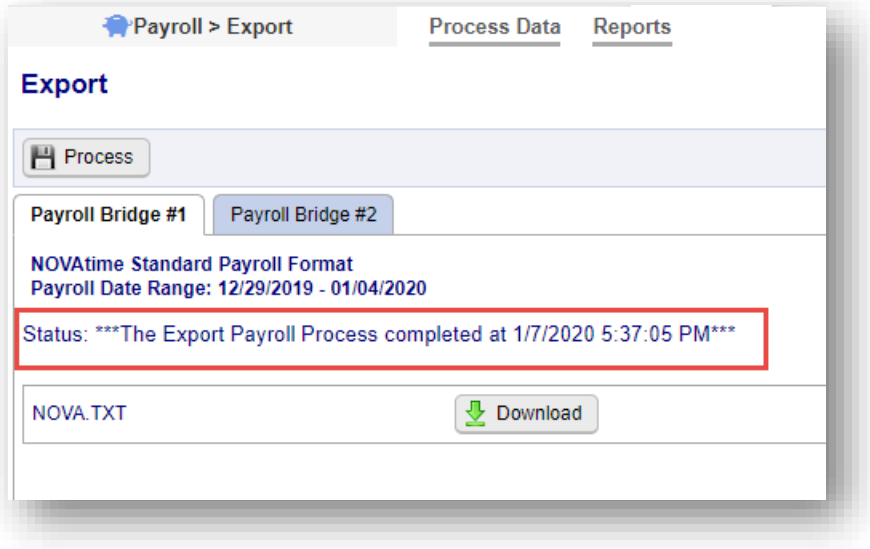
Generate Payroll Export File

Procedure

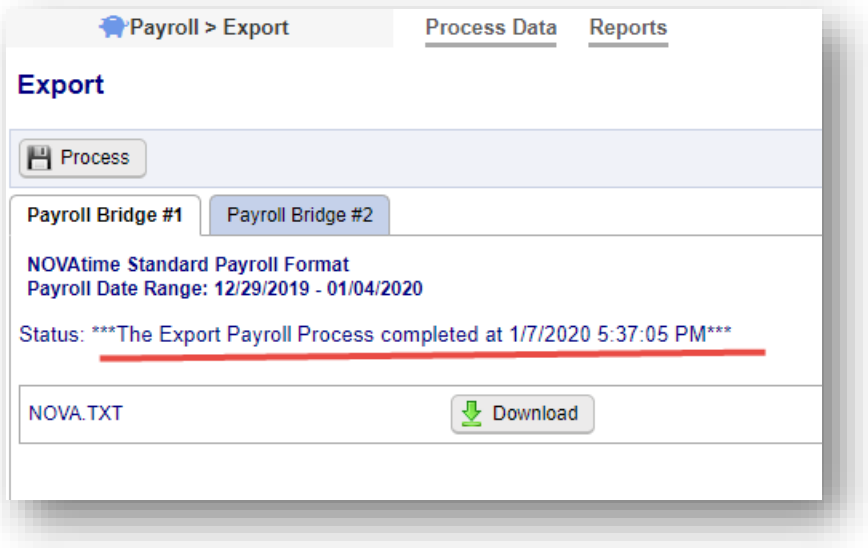
1) Navigate to the **Payroll > Export** page and click on the Process button.



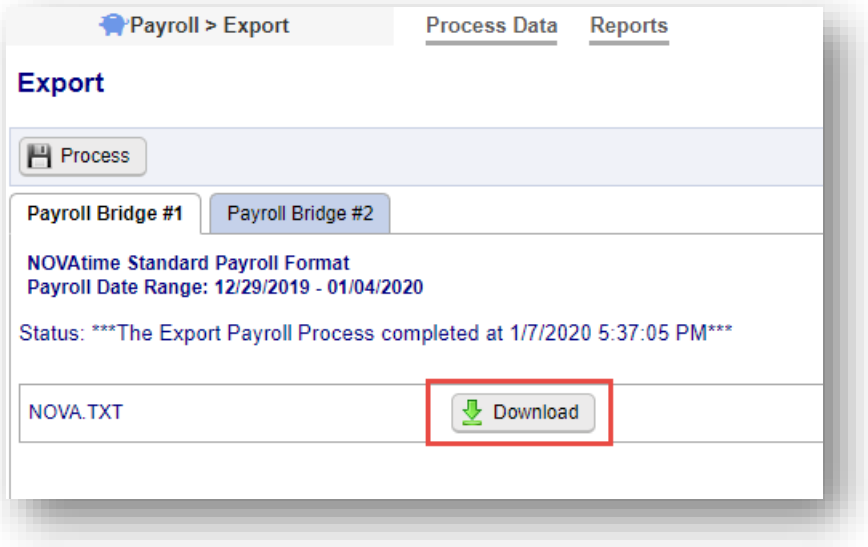
2) When the process is complete, a confirmation status will be displayed.



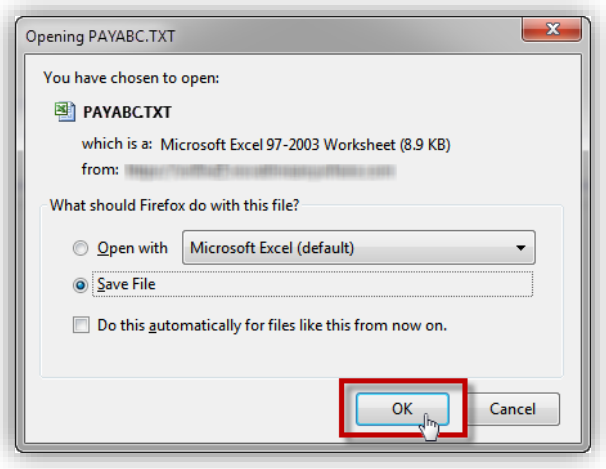
3) Click on the Payroll Bridge tab to refresh the page, if necessary. **Important**: Wait for message that states Process has completed. Validate time/date stamp.



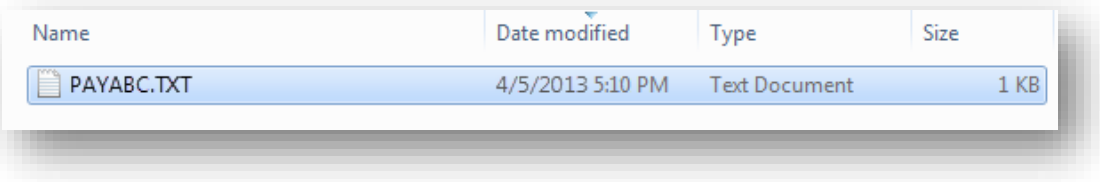
4) The export file will now be available. Click on the **Download** button.



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



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



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

Technical Support

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