



WAKE FOREST  
UNIVERSITY



# SUPERVISOR USER GUIDE

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# Welcome

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The purpose of this guide is to inform supervisors and department heads on how to use the NOVAtime time and attendance application at Wake Forest. NOVAtime provides:

1. A single, web-based application for both employees and supervisors to manage all activities related to time and attendance.
2. Access 24 hours a day from any computer, tablet, or mobile device that has internet access.
3. Better visibility into work schedules.
4. More accurate and easier management of leave balances and PTO requests.

This guide has been designed to offer comprehensive knowledge for utilizing the NOVAtime application. If additional information or assistance is needed after reviewing this guide, please note the contact information in the following table:

NOVAtime Support:	
Launch Page:	<a href="http://novatime.wfu.edu">http://novatime.wfu.edu</a>
Email:	<a href="mailto:novatime@wfu.edu">novatime@wfu.edu</a>
Phone:	336-758-2960

# Section 1: Employee User Types

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NOVAtime is a web-based application that will collect time and attendance information for all staff and student employees. Beginning January 1, 2013, NOVAtime will also be the system of record for all employees, including exempt staff employees, to use for leave management.

For the purposes of this guide, the three types of staff and student employees that access NOVAtime are defined as follows:

## Time Clock Users

- Collect time information by swiping a time clock
- Utilize the NOVAtime web application to view work schedules, PTO usage, and request PTO

## Web Time Entry Users

- Collect time information by entering hours worked on the NOVAtime timesheet
- Utilize the NOVAtime web application to view work schedules, PTO usage, and request PTO

## Student Web Time Entry Users

- Collect time information by "punching in" on the login screen or entering begin and end times on the NOVAtime timesheet
- Utilize the NOVAtime web application to view work schedules

# Section 2: Accessing NOVAtime

## Accessing the NOVAtime launch site

To log in to NOVAtime, navigate to the launch site using one of the following supported web browsers:

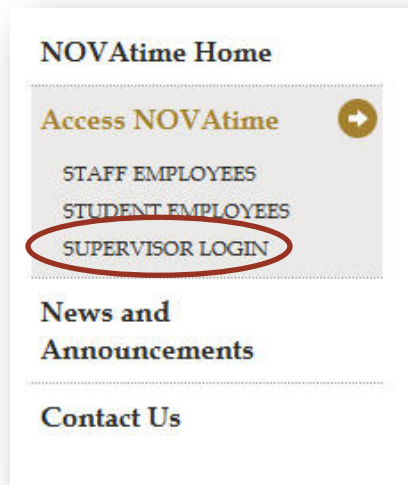
1. Google Chrome 18.0.x and higher
2. Internet Explorer 7.0 and higher
3. Mozilla Firefox 3.x and higher
4. Safari 4.0.5
5. Safari 5.0.3 on Mac OS X 10.6.6

To access the launch site, type <http://novatime.wfu.edu> into the address bar of your web browser.



## Accessing the NOVAtime Application

On the left side menu, click **Supervisor Login** under the “Access NOVAtime” heading.



1. **Client ID:** Users will not need to edit this field.
2. **ID:** Type your network user name into this field (the name you use to login to your computer).
3. **Password:** Type your network password into this field (the password you use to login to your computer).
4. Click the “**Login**” button.

The image shows the NOVAtimeAnywhere login page. It features a world map and a clock in the background. The login form includes the following fields and buttons:

- Client ID:** HOST
- User ID:** supervisor
- Password:** (masked with asterisks)
- Buttons:** LOGIN, CANCEL

Below the login form, there is a disclaimer: "The software on this Site contains unpublished, confidential and proprietary information of NOVATIME Technology, Inc. and is protected by copyright, trade secret and trademark law. NOVATIME retains all rights not expressly granted. Use and disclosure of this software is restricted and governed by the License Agreement and the Legal Agreement. Access and use is restricted to NOVAtime authorized business partners and users for NOVAtime business only. This system may be monitored for administrative and security reasons." At the bottom, it says "©1999-2012 NOVAtime Technology, Inc. Legal Statement Privacy Statement" and "NOVAtime and NOVAtime logo are registered trademarks of NOVAtime Technology, Inc."

By default, the Supervisor Dashboard will display.

The image shows the NOVAtimeAnywhere Supervisor Dashboard. It has a navigation bar with links: Dashboard, Attendance, Scheduler, Employees, Reports, and Preferences. The dashboard is divided into several sections:

- Timeoff Request:** A table with columns for Request, Paycode, and Pending.
- Exception Summary:** A table with columns for Exception, Emp. Count, and a summary row.
- Approaching Overtime:** A table with columns for Employee, Reg Hrs, OVT, HWP, and Total Hrs.
- User Reports:** A table with columns for Report Name, Report Type, and Report Scope.
- In/Out Board:** A table with columns for First Name, Last Name, Emp ID, In, Out, Lunch, Status, Last Punch Time, Clock, and Reason.
- Schedule vs Actual:** A table with columns for Act Hrs, OVT, HWP, and Sch Hrs.

The Wake Forest dashboard provides supervisors with specific information at-a-glance to manage the time and attendance activities of their employees. These views or “gadgets” are intended to highlight areas that may need attention and can minimize the time supervisors need to spend within the application. The gadgets on the WFU Dashboard include:

Category	Description
<b>Timeoff Request</b>	Lists pending time off requests from employees for which action still needs to be taken.
<b>Exception Summary</b>	Lists exceptions to an employee’s schedule that need to be reviewed and edited.
<b>Approaching Overtime</b>	Lists employees with hours equal to or exceeding the threshold hours for overtime. Supervisors have the ability to edit the Threshold Hours to their preference. Simply click “ <b>Edit</b> ” in the top right of the gadget and enter your preference. Then click “ <b>Close Edit</b> ”.
<b>User Reports</b>	Provides Supervisors with the ability to easily run any saved reports.
<b>In Out Board</b>	Lists employees and whether or not they are punched in or punched out. <i>NOTE: This gadget is applicable for supervisors managing time clock users or student employees.</i>
<b>Schedule Vs Actual</b>	Lists employees and a summary of their actual hours worked versus the hours for which they are scheduled. This view also indicates any overtime hours or hours worked on a holiday.

This user guide is organized by the other categories available in NOVAtime which include:

Category	Description
<b>Attendance</b>	Allows supervisors to review, edit and approve timesheets. Schedules, Accruals, Points, and other historical timesheet information can also be viewed here.
<b>Scheduler</b>	Enables supervisors to setup and manage schedules for their employees
<b>Employees</b>	Enables supervisors to view employee information including Human Resource and personal profile fields.
<b>Reports</b>	Offers a wide variety of reports that can be displayed on the screen, printed, or even published with a unique name that can be viewed by other users. Reports can also be extracted in Excel or PDF formats.
<b>Preferences</b>	Allows supervisors to manage their profiles and configure their own user preferences for accessing Supervisor Web Services.

# Section 3: Attendance

## Summary



The Attendance>Summary screen displays the list of employees assigned to the Supervisor in a summary view that includes each employee's scheduled hours, hours worked, and timesheet status. By default, the current pay period displays.

This is a screenshot of the NOVAtimeAnywhere web application's "Attendance Summary" screen. At the top, there's a header with the logo, "DASHBOARD", and "QUICK NAVIGATOR". Below this is a navigation bar with tabs: "Dashboard", "Attendance", "Scheduler", "Employees", "Reports", and "Preferences". Underneath the navigation bar is a sub-navigation bar with tabs: "Summary", "Timesheets", "Schedules", "History", and "In Out Board". The "Summary" tab is selected. The main content area includes a "Pay Cycle" dropdown set to "Biweekly", a "Date Selection" dropdown set to "Current Pay Period", and date fields for "From:" (08/18/2012) and "To:" (08/31/2012). There's a "Last updated" timestamp and an "Update" button. Below this is a "Group / Filter By:" dropdown set to "All", an "Employee Search" field, and a "GO" button. A "Status Filter:" section has a dropdown set to "All" and a checked "Active Only" checkbox. It also shows "Unopened Timesheets: 0" and "Opened Timesheets: 2". There are "Save" and "Approve this Page" buttons. At the bottom is a table with columns: ID, NAME, Timesheet Status, Total Hrs, REG, PTO, ADM, and BER. The table contains two rows of employee data. A small "1" is visible in the bottom left corner of the table area.

ID	NAME	Timesheet Status	Total Hrs	REG	PTO	ADM	BER
22345678	DEACON, TIME CLOCK USER	OPEN	8.50	8.50	0.00	0.00	0.00
32345678	DEACON, WEB TIME ENTRY	OPEN	0.00	0.00	0.00	0.00	0.00

To open an individual employee's timesheet and make edits, click on either their name or ID number.

This is a zoomed-in screenshot of the NOVAtimeAnywhere web application's "Attendance Summary" screen, focusing on the filter and table sections. The "Summary" tab is selected in the sub-navigation bar. The "Pay Cycle" is "Biweekly", "Date Selection" is "Current Pay Period", and the date range is "08/18/2012" to "08/31/2012". The "Group / Filter By:" dropdown is set to "All", and the "Employee Search" field is empty. The "Status Filter:" section shows "All" selected and "Active Only" checked. It also displays "Unopened Timesheets: 0" and "Opened Timesheets: 2". The table below has columns for ID, NAME, and Timesheet Status. The first row shows ID "22345678" and NAME "DEACON, TIME CLOCK USER" with a status of "OPEN". The second row shows ID "32345678" and NAME "DEACON, WEB TIME ENTRY" with a status of "OPEN". A small "1" is visible in the bottom left corner of the table area.

ID	NAME	Timesheet Status
22345678	DEACON, TIME CLOCK USER	OPEN
32345678	DEACON, WEB TIME ENTRY	OPEN

Once any changes are made, use the “**Update**” button or “**Update Schedules**” link to push the changes to the Summary screen.

The screenshot shows the 'Summary' tab of the NOVAtime interface. At the top, there are tabs for 'Summary', 'Timesheets', 'Schedules', 'History', and 'In Out Board'. Below these, there are fields for 'Pay Cycle' (Biweekly), 'Date Selection' (Current Pay Period), and date ranges (From: 08/18/2012, To: 08/31/2012). A 'Last updated' timestamp is shown as 'Wednesday, 08/22/2012 11:13 AM'. There are two buttons: 'Update' and 'Update Schedules', both of which are circled in red. Below these are filters for 'Group / Filter By' (All), 'Employee Search', and 'Status Filter' (All, Active Only). It shows 'Unopened Timesheets: 0' and 'Opened Timesheets: 2'. There are 'Save' and 'Approve this Page' buttons. A table lists employees with columns for ID, NAME, Timesheet Status, and Total Hrs. The first row shows ID 22345678, NAME DEACON, TIME CLOCK USER, and Status OPEN.

The Timesheet Status field indicates what level of approval the timesheet is in:

1. **OPEN** indicates employee data is being entered.
2. **SUBMIT** indicates the employee data is complete and the timesheet has been submitted by the employee for approval.
3. **Approved-1** is for departments that have a supervisor sign off on time and attendance data before a final approval is submitted by the Manager.
4. **Approved-2** is a final approval provided by departmental managers.

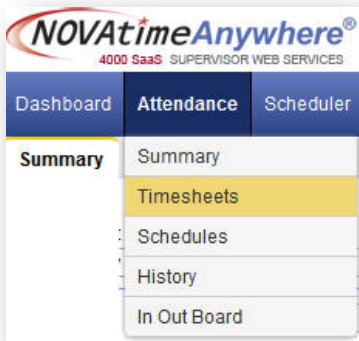
This screenshot is similar to the one above, but the 'Timesheet Status' dropdown menu for the first employee (ID 22345678) is open. The dropdown shows four options: 'OPEN' (highlighted in blue), 'SUBMIT', 'Approval-1', and 'Approval-2'. The dropdown menu is outlined with a red box.

Once any changes are made to timesheet data, be sure to click the “Save” button.

Use the “**Approve this Page**” button to approve timesheets from this summary screen, rather than going in to look at each one individually.

The screenshot shows the 'Summary' tab of the NOVAtime system. At the top, there are filters for Pay Cycle (Biweekly), Date Selection (Current Pay Period), and a date range (08/18/2012 to 08/31/2012). Below these are buttons for 'Last updated: Wednesday, 08/22/2012 11:13 AM', 'Update', and 'Update Schedules'. A 'Group / Filter By' dropdown is set to 'All', and an 'Employee Search' field is present. A 'Status Filter' dropdown is set to 'All', and a checkbox for 'Active Only' is checked. Below the filters, it shows 'Unopened Timesheets: 0' and 'Opened Timesheets: 2'. A table lists the opened timesheets with columns for ID, NAME, Timesheet Status, Total Hrs, REG, PTO, and AD. Two timesheets are listed: one for DEACON, TIME CLOCK USER (ID 22345678) and one for DEACON, WEB TIME ENTRY (ID 32345678). Both have a status of 'OPEN'. At the bottom right of the table, there are two buttons: 'Save' and 'Approve this Page', which is circled in red.

## Timesheets



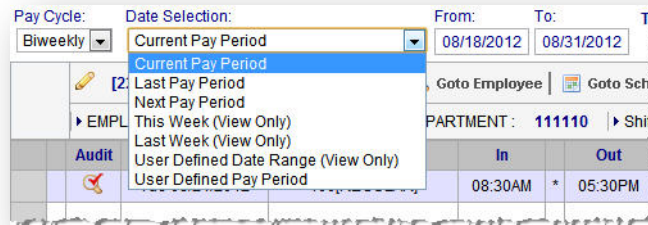
The Attendance>Timesheet screen provides a detailed view of an employee’s timesheet information. The upper portion of the timesheet shows the detail, and summary information can be found at the bottom of the screen.

## Timesheet View

The screenshot shows the 'Timesheet View' screen. At the top, there are filters for Pay Cycle (Biweekly), Date Selection (Current Pay Period), and a date range (08/18/2012 to 08/31/2012). Below these are buttons for 'Timesheet Status: OPEN', 'Approve', and 'Goto Employee'. A table lists the timesheet details with columns for Audit, Date, PayCode, In, Out, Reg, OVT, HWP, Daily Hours, Weekly Hours, Total Hours, JOB, Reason, and Notes. The first row shows a record for Tuesday, 08/21/2012, with a paycode of 100[REGULAR], in time of 08:30AM, and out time of 05:30PM. Below the table is an 'Add Record' button. At the bottom, there are three summary sections: 'Timesheet Summary' (Group By: Paycode), 'Accrual Summary', and 'Pay Matrix Summary'. The 'Timesheet Summary' table shows a total of 8.50 hours for the 100[REGULAR] paycode. The 'Accrual Summary' table shows an accrued amount of 0.00. The 'Pay Matrix Summary' table shows a pay amount of 8.5000 for the 100[REGULAR] paycode.

The supervisor view of an employee timesheet provides the following:

1. Pay Cycle – Use this drop-down field to toggle the view between bi-weekly and monthly employees (including students). This view is helpful if you have many employees and need to see only one group or the other.
2. Date Selection – Use this drop-down field to select from a number of different date ranges, including a user defined range.



3. Audit Column – This column provides an icon to indicate that a timesheet has been manually edited. Clicking on the icon will provide a report of who edited the timesheet and when.
4. In/Out Columns – These columns will display on the supervisor timesheet view, but will only be completed for employees that swipe a time clock, or students.
5. Reason Column – Click on the field in this optional column to display a drop-down box to select one of the pre-delivered reason codes. Supervisors can create reports based on these codes.
6. Notes – Use this field to type a free-form note that displays on the timesheet.

### Timesheet – Lower portion

The lower portion of the timesheet displays summary information. As time data is added, the Timesheet Summary area will populate the total amounts of regular hours (Reg Hrs), overtime hours (OVT), and holiday hours (HWP) worked. By default these hours are grouped by Pay Code. Regular hours include leave time, such as paid time off, civil leave, etc.

The Accrual Summary provides a summary of the leave time accrued by the employee during the pay period, any hours used, and the hours available. For 2012, this summary will be updated after each pay period. Beginning January 1, 2013, this summary will be real-time.

The Pay Matrix Summary shows a breakdown by pay code and calculates the employee pay amount based on pay rate.

## NOVAtime Pay Codes

The following table provides the Pay Codes available for employees to use when recording time:

Numeric Code	Abbreviation	Description
100	REG	Regular
120	PTO	Paid Time Off
160	ADM	Administrative Leave
180	ADP	Adoption Leave Placement
240	BER	Bereavement Leave
260	CVL	Civil Leave
380	MAT	Parental Leave Replacement
520	RED	Release Time
600	SLR	Sick Leave Reserve
640	STR	Short-term Disability Replacement
660	TVL	Call Back Time
661	NL	No Lunch (only supervisors can select this code)*

### No Lunch Pay Code

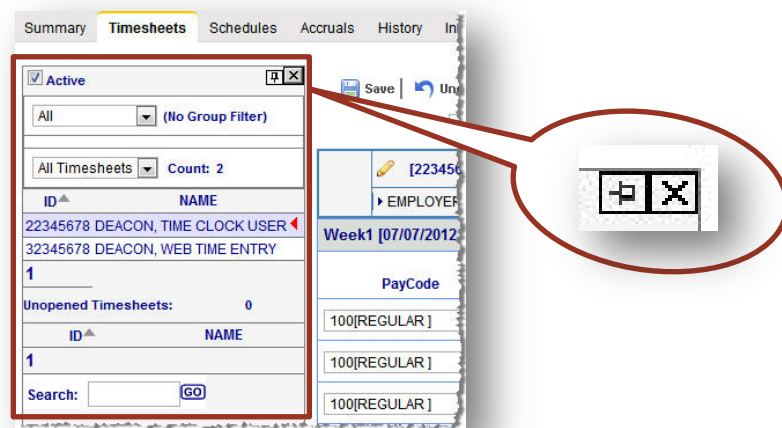
This code should be used when an employee's shift includes a lunch time break, but the employee must work through lunch. In this instance, the supervisor must add a new record on the employee's timesheet with the NL pay code, along with the proper amount of meal time, so that the employee is paid correctly.

### Editing the Timesheet

Use the filtering tools on the left side of the screen to filter by group or by timesheet status. Search for a particular employee by using the search field at the bottom and searching on first name, last name, or employee ID.

Users can be resorted by clicking the ID or NAME headers.

To hide the filter tools, click either the thumb tack or X icon to provide more room on the screen.



The employee header area provides space to view up to six attribute fields of your choice on your employees. Click the pencil icon to edit the header information. Once the fields are open for editing, click the drop down box to view and select the attribute options. Each drop down box offers the same attribute choices.

Once any changes are made, be sure to click **Save**.

1. Multi Add allows supervisors to add the same time data to multiple employees at once. For example, all employees reporting to this supervisor are working an extra 2.5 hours on Friday, 7/20/12 to prepare for a special event on Saturday.

The available employees are selected, and the date, pay code, and hours are indicated. Click “Process” to add this time data to all user records.

2. Insert/Repost allows Supervisors to add missed punches to the timesheet. Add up to eight separate records that will be automatically placed in the appropriate place on the timesheet.

	Date	Time
1	Sat 07/07/2012	12:15PM
2	Sat 07/07/2012	3:00PM
3	Mon 07/09/2012	07:30AM
4	Mon 07/09/2012	10:00AM
5	Sat 07/07/2012	
6	Sat 07/07/2012	
7	Sat 07/07/2012	
8	Sat 07/07/2012	

**Notes:**  
To INSERT one or more punches, please fill in the information above. Otherwise, please hit [OK] to REPOST a Pay Period.

Once a timesheet has been reviewed and edited as necessary, click **“Approve”**. Upon clicking this button, you will be asked to certify your approval. The timesheet is then locked from further editing and either completes the approval process or moves it to the next level of approval if applicable.

NOTE: The system will automatically default to the current pay period. Therefore, when approving timesheets on a Monday after the close of the pay period, you will need to select Last Pay Period in the Date Selection field.

To approve more than one timesheet at a time, click the Summary tab. This view displays all of the employees that report to you. They can be filtered either by using the Group/Filter By fields or sorted using the column headings.

Once sorted and/or filtered, you may either change each status in the Timesheet Status column using the drop-down, or simply click “Approve this Page”.

The screenshot shows the top toolbar of the application. The 'Approve' button, located at the far right next to a user icon, is circled in red. Other buttons include Save, Add, Delete, Undo, Print, Hourly, Recalculate, Multi Add, and Insert / Repost. Below the toolbar, there are fields for Pay Cycle (Biweekly), Date Selection (Current Pay Period), and date ranges (From: 08/18/2012, To: 08/31/2012).

The screenshot shows a modal dialog box with a white background and a grey border. Inside, there is a text area containing the message: "I certify that this timesheet is correct and approve to be processed." Below the text area are two buttons: a green 'OK' button with a checkmark icon and a red 'Cancel' button with an 'X' icon.

The screenshot shows the 'Summary' tab of the application. At the top, there are tabs for Summary, Timesheets, Schedules, History, and In Out Board. Below the tabs, there are filters for Pay Cycle (Biweekly), Date Selection (Current Pay Period), and date ranges (From: 08/18/2012, To: 08/31/2012). A 'Last updated' timestamp is shown as 'Wednesday, 08/22/2012 11:13 AM'. Below the filters, there are fields for Group / Filter By (All) and Employee Search. A 'Status Filter' dropdown is set to 'All', and a checkbox for 'Active Only' is checked. The table below shows two timesheets. The 'Timesheet Status' column has a red box around the 'OPEN' status for both rows, and the 'Approve this Page' button is circled in red.

ID	NAME	Timesheet Status	Total Hrs	REG	PTO	ADM
22345678	DEACON, TIME CLOCK USER	OPEN	8.50	8.50	0.00	0.00
32345678	DEACON, WEB TIME ENTRY	OPEN	0.00	0.00	0.00	0.00

## Schedules

View employee work schedules by clicking the schedules tab. By default, the current pay period will display.

Summary Timesheets **Schedules** Accruals History In Out Board

Active [X] [1] [2]

All [v]

ID NAME

22345678 DEACON, TIME CLOCK USER

32345678 DEACON, WEB TIME ENTRY

Search: [GO]

[22345678] DEACON, TIME CLOCK USER [Goto Timesheet] [Goto Employee] [Goto Schedule]

EMPLOYER: R FUND: 111111 [Please Select] Shift Number: 100 [Please Select]

Pay Period: \*07/07/2012 (Sat)-07/20/2012 (Fri) Month: July, 2012 \* Hours are grouped by Actual Work Date

Schedule Summary	Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday	
	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.
07/07/2012-07/13/2012	-	2.75	-	-	-	7.00	-	9.50	-	5.75	-	7.50	-	-
07/14/2012-07/20/2012	-	-	-	-	-	-	-	8.00	-	-	-	-	-	11.00

July 2012

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	11	12	13
14	15	16	17	18	19	20

- Similar to the Timesheet tab, use the filter tools on the left to search for employees.
- View an employee's schedule by clicking once on the name to highlight.

Use the options in the employee header to view information in other areas of the system pertaining to the selected employee:

- [Goto Timesheet](#) navigates to the timesheet.
- [Goto Employee](#) navigates to Employees>General.
- [Goto Schedule](#) navigates to Scheduler>Template Schedules.

[22345678] DEACON, TIME CLOCK USER [Goto Timesheet] [Goto Employee] [Goto Schedule]

EMPLOYER: R FUND: 111111 [Please Select]

The Schedule Summary on the upper portion of the screen shows scheduled hours versus actual hours worked during each week of the selected pay period.

[22345678] DEACON, TIME CLOCK USER

Goto Timesheet

Goto Employee

Goto Schedule

EMPLOYER: R

FUND: 111111

Please Select

Shift Number: 100

Please Select

Please Select

Pay Period

07/07/2012 (Sat)-07/20/2012 (Fri)

Month:

July, 2012

\* Hours are grouped by Actual Work Date

Schedule Summary	Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday
	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	
07/07/2012-07/13/2012	-	2.75	-	-	-	7.00	-	9.50	-	5.75	-	7.50	-
07/14/2012-07/20/2012	-	-	-	-	-	-	-	8.00	-	-	-	-	-

July 2012

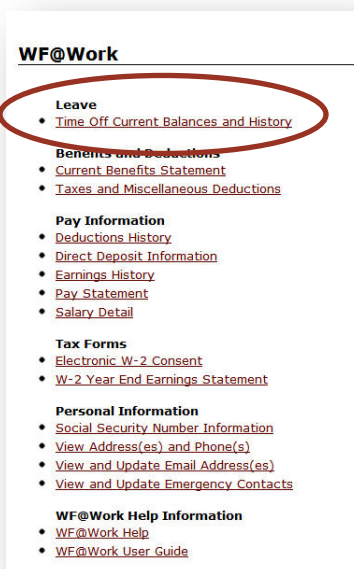
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	11	12	13

The calendar view on the lower portion of the screen will show the work schedule per day for the selected pay period.

June 2012													
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
23 [5] Groundskeeper Flexible [00:00-23:59]	24 [5] Groundskeeper Flexible [00:00-23:59]	25 [5] Groundskeeper Flexible [00:00-23:59]	26 [5] Groundskeeper Flexible [00:00-23:59]	27 [5] Groundskeeper Flexible [00:00-23:59]	28 [5] Groundskeeper Flexible [00:00-23:59]	29 [5] Groundskeeper Flexible [00:00-23:59]	30 [5] Groundskeeper Flexible [00:00-23:59]	1 [5] Groundskeeper Flexible [00:00-23:59]	2 [5] Groundskeeper Flexible [00:00-23:59]	3 [5] Groundskeeper Flexible [00:00-23:59]	4 [5] Groundskeeper Flexible [00:00-23:59]	5 [5] Groundskeeper Flexible [00:00-23:59]	6 [5] Groundskeeper Flexible [00:00-23:59]

## Accruals

Accruals will be active after January 1, 2013. At that point, supervisors will be able to view leave time accrued during the pay period, any hours used, and the hours available for their employees. Prior to January 1, 2013, individual employees should be directed to WF@Work, found in WIN, to view leave balances and history.



## History

The History tab provides an at-a-glance view of an employee's attendance history.

A twelve month calendar displays, with a color coded legend for each Pay Code. As attendance history accumulates, the calendar will be color coded by Pay Codes used, providing a quick view of hours worked as well as paid time off, for the selected employee. The year can be changed using the left and right arrows on either side of the year in the top left corner. NOVAtime will not include any history on leave usage for years employees worked prior to NOVAtime implementation. WF@Work will remain available for individual employees to view leave usage history prior to NOVAtime.

The screenshot shows the NOVAtimeAnywhere Supervisor Web Services interface. The top navigation bar includes links for Dashboard, Attendance, Scheduler, Employees, Reports, and Preferences. The left sidebar displays employee information for 32345678 DEACON, WEB TIME ENTRY. The main area shows the History tab with a calendar grid for 2012. A red circle highlights the year '2012' in the calendar header. The calendar grid displays weeks for each month, with days color-coded by pay code. A legend on the right lists various pay codes and their corresponding colors.

Month	Week	Sat	Sun	Mon	Tue	Wed	Thu	Fri
January 2012	Week 31	1	2	3	4	5	6	
	Week 7	8	9	10	11	12	13	
	Week 14	15	16	17	18	19	20	
	Week 21	22	23	24	25	26	27	
	Week 28	29	30	31	1	2	3	
February 2012	Week 28	29	30	31	1	2	3	
	Week 4	5	6	7	8	9	10	
	Week 11	12	13	14	15	16	17	
	Week 18	19	20	21	22	23	24	
	Week 25	26	27	28	29	1	2	
March 2012	Week 25	26	27	28	29	1	2	
	Week 3	4	5	6	7	8	9	
	Week 10	11	12	13	14	15	16	
	Week 17	18	19	20	21	22	23	
	Week 24	25	26	27	28	29	30	
April 2012	Week 31	1	2	3	4	5	6	
	Week 7	8	9	10	11	12	13	
	Week 14	15	16	17	18	19	20	
	Week 21	22	23	24	25	26	27	
	Week 28	29	30	1	2	3	4	
May 2012	Week 28	29	30	1	2	3	4	
	Week 5	6	7	8	9	10	11	
	Week 12	13	14	15	16	17	18	
	Week 19	20	21	22	23	24	25	
	Week 26	27	28	29	30	31	1	
June 2012	Week 26	27	28	29	30	31	1	
	Week 2	3	4	5	6	7	8	
	Week 9	10	11	12	13	14	15	
	Week 16	17	18	19	20	21	22	
	Week 23	24	25	26	27	28	29	
July 2012	Week 23	24	25	26	27	28	29	
	Week 7	8	9	10	11	12	13	
	Week 14	15	16	17	18	19	20	
	Week 21	22	23	24	25	26	27	
	August 2012	Week 28	29	30	31	1	2	3
Week 4		5	6	7	8	9	10	
Week 11		12	13	14	15	16	17	
Week 18		19	20	21	22	23	24	
September 2012		Week 25	26	27	28	29	30	31
	Week 1	2	3	4	5	6	7	
	Week 8	9	10	11	12	13	14	
	Week 15	16	17	18	19	20	21	

- Click on an individual date to view the detailed records for that particular day.
- Click on the word “Week” to view the detailed records for the week.

## Other History Views

- Monthly Calendar:** Displays attendance history for a one-month period for the selected employee. The month can be changed using the left and right arrows on either side of the month in the top left corner.

- Detail:** Displays detailed attendance history for a particular date range for the selected employee. Select the date range by clicking the calendar icon beside Start Date and End Date.

DATE	Paycode	In	Out	Exception	Job	Earn/Ded	Reghr	OT1	OT2
07/09/2012	[100]REG			/	Circulation Specialist	\$0.00	3.00	0.00	0.00
07/09/2012	[260]CVL			/	Lab coordinator	\$0.00	0.50	0.00	0.00
07/09/2012	[100]REG			/	Lab coordinator	\$0.00	4.00	0.00	0.00

- Summary:** Displays attendance summary information for the selected employee. All Pay Codes and exceptions by day of the week will be included, with counts and totals for hours and minutes. Select the date range by clicking the calendar icon beside Start Date and End Date.

Paycode	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min
100[REG]	-	-	-	-	3	14:30	3	14:30	3	14:30	2	07:00	3	18:00	14	68:30
260[CVL]	-	-	-	-	1	00:30	1	00:30	1	00:30	1	00:30	1	00:30	5	02:30

## In Out Board

The In Out Board is applicable to supervisors of time clock users. This tab displays a list either of all employees or a selected group by a status of In, Out, Both, or other Pay Codes, selected by using the Status drop down.

SummaryTimesheetsSchedulesAccrualsHistoryIn Out Board

☒ Today Only

Refresh Rate: 5.00 Minute(s) Pause

Filters

JOB (G1):<--All-->

EMPLOYER (G2):<--All-->

FUND (G3):<--All-->

DEPARTMEN<--All-->

ACTIVITY (G5):<--All-->

Site:<--All-->

Status Filter

Status:<--All-->

Search:

First Name	Last Name	Emp. ID	Out	In	Lunch	Status	Last Punch Time	Clock	JOB	EMPLOYER	FUND	Reason

# Section 4: Scheduler

## Template Schedules

Before a schedule can be saved for an employee, a template must be added. Templates can be added and maintained by individual employees, but if your department uses work shifts, please contact Payroll at 758-2960 so that they can build your needed shifts. To add or edit a template:

Click the **Scheduler** Category, and the **Template Schedules** tab will display by default.

The screenshot shows the Novatime Scheduler interface. At the top, there's a navigation bar with tabs: Dashboard, Attendance, Scheduler, Employees, Reports, and Preferences. Below this, there's a sub-navigation bar with: Template Schedules, Recap, Requests, and Calendar. The main area is divided into two panes. The left pane contains filters for JOB, EMPLOYER, FUND, DEPARTMENT, and ACTIVITY, all set to 'ALL'. It also has a list of employees with checkboxes, including '12345678 DEACON, STUDENT', '22345678 DEACON, TIME CLOCK USER', and '32345678 DEACON, WEB TIME ENTRY'. The right pane shows a 'Week Of' dropdown set to '07/14/2012 (Sat)-08/17/2012 (Fri)'. Below this are buttons for 'Multiple', 'Save Templates', 'Add / Maintain Templates' (which is circled in red), and 'Insert Templates'. There's a table with rows for 'Paid Time Off[7.50 Hours]', 'Circulation Specialist[08:30AM-05:00PM] (M60) 12:00PM-01:00PM', and 'Please insert template'. The bottom section shows a 'Schedule:' section with a grid for days of the week: Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday.

Click **Add/Maintain Templates** to create a new template.

This is a close-up of the 'Add / Maintain Templates' button, which is circled in red in the previous screenshot. It is located in the top right area of the Scheduler interface, next to the 'Save Templates' and 'Insert Templates' buttons. The 'Week Of' dropdown is visible above it, showing '07/14/2012 (Sat)-08/17/2012 (Fri)'.

The **My Schedule Template** pop up screen will display.

The screenshot shows the 'My Schedule Template' pop-up window. It has a title bar and a menu bar with 'New', 'Edit', 'Delete', 'Save', 'Undo', and 'Exit'. The main area contains several fields: 'Template:' with a dropdown menu showing '<--Select-->', a 'Preview' section with a text box, 'PayCode:' with a dropdown menu showing '<--Select-->', 'JOB' with a dropdown menu showing '<--Select-->', 'Starts:' with a text box, 'Ends:' with a text box, 'Meal:' with a text box, 'Minutes ( : )' with two text boxes, and 'Hours:' with a text box.

Click the drop down beside the Pay Code field and select the appropriate Pay Code. In this example, 100[REG] has been selected.

My Schedule Template

Template: <--Select-->

Preview

PayCode: 100[REG]

JOB: <--Select-->

Starts:

Ends:

Meal:

Hours:

Minutes ( : )

Enter the JOB for the template. For this example, Warehouse coordinator has been selected.

**NOTE:** The first eight digits of each JOB is the employee ID number. Be sure to select the JOB associated with the correct employee ID. Otherwise, the employee will not be scheduled correctly. To look up an employee ID, click the [Employees category](#) and the ID number displays on the general tab under Employee Identification. The JOB listings are in numerical order by ID.

My Schedule Template

Template:

Preview

PayCode:

JOB: 22345678-333222-00 [Warehouse coordinator]

Starts:

Ends:

Meal:

Hours:

Minutes ( : )

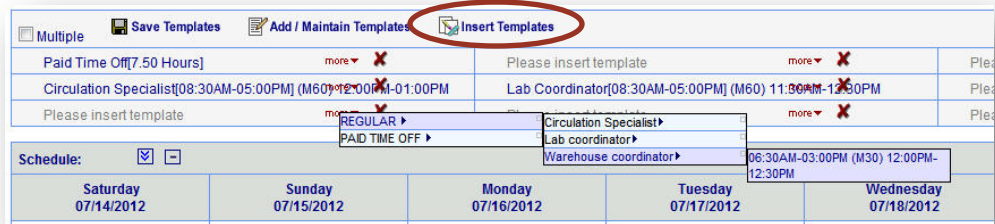
Add the **Start** and **End** times for the template, as well as any meal time information.

*NOTE:* When adding times, the military format is used.

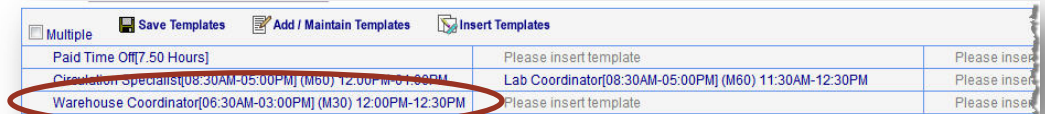
Click **Save** to save this template and then exit.

Click **Insert Templates**.

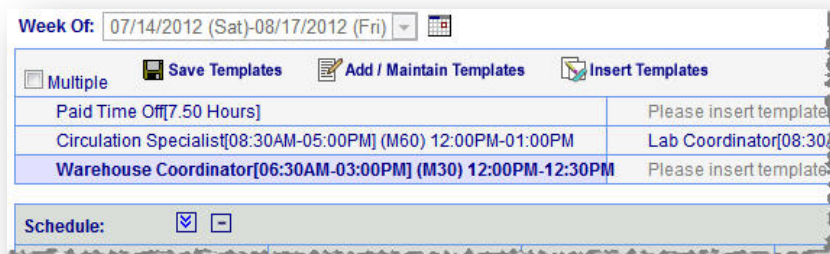
The screen view will change to offer the ability to add saved templates. Click “more” to add the desired template, and then click **Save Templates**.



The new template will display in the template selection area.

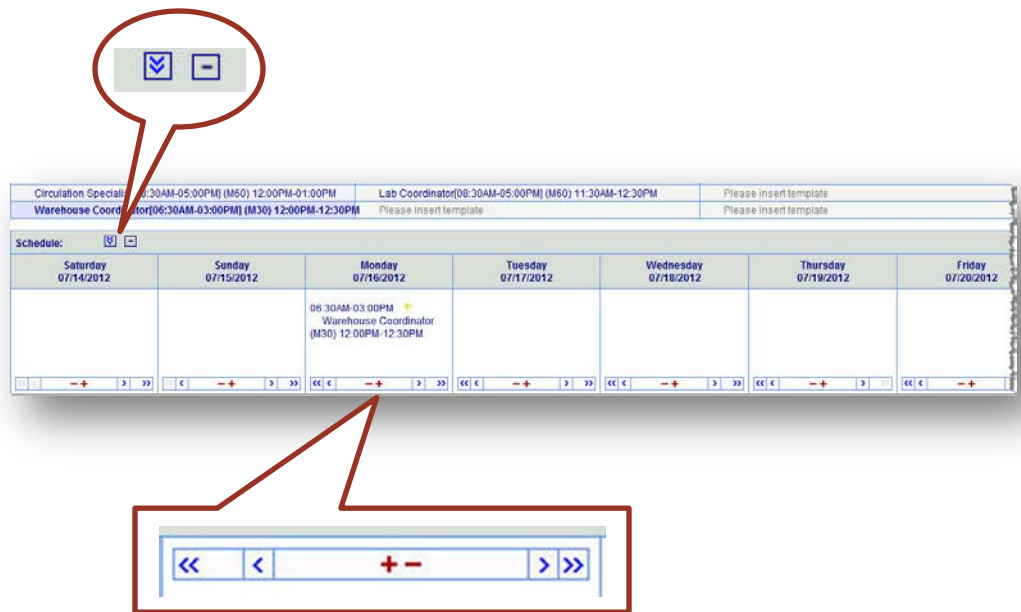


Apply the template to the employee's schedule by clicking once on the template to highlight it.

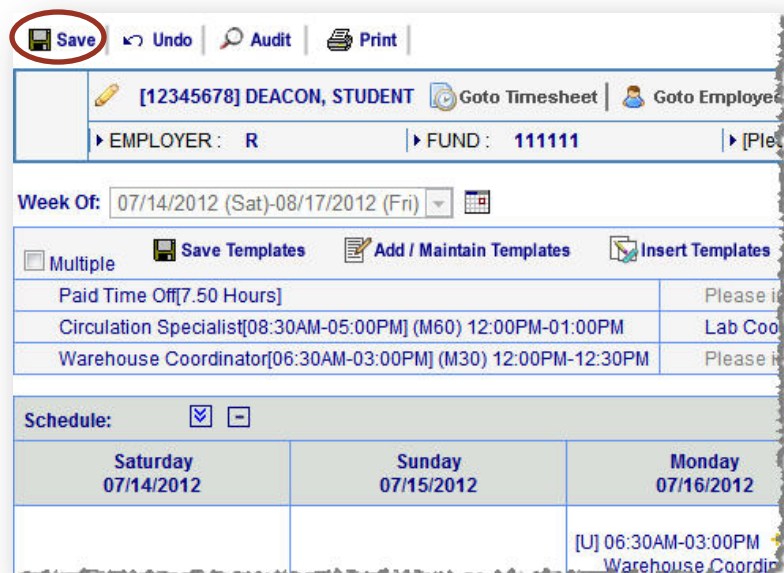


Apply the selected template in one of the following ways:

1. Add the template to an entire week at once by clicking the downward double carat on the schedule.
2. Add the template to specific days by clicking inside the desired day.
3. To copy the template to one previous or next day in the week, click the single carat >. To copy this template to all days prior or remaining in the week, click the double carat >> symbol.
4. To remove templates from a date, click the red minus sign.



Once any changes have been made to a schedule, be sure to click **Save** at the top of the screen.



## Free Form Schedules

The Free Form Schedule tab offers supervisors the ability to create a schedule for an employee one week at a time, or make changes to a schedule based on a shift.

The screenshot shows the 'Free Form Schedules' tab in the NOVAtime system. The interface includes a sidebar with filters for Job, Employer, Fund, Department, and Activity. The main area displays a calendar for the week of 07/14/2012 to 07/20/2012. The 'Schedule Templates' section is expanded, showing a table with columns for each day of the week. Each day has a dropdown menu for selecting a template, a time selection field (Hours and Meal), and a 'Meal' field. The 'Accrual Summary' table at the bottom shows the current accrual status.

To build a Free Form Schedule:

After selecting the appropriate employee in the left side menu, use the calendar icon to select the appropriate week for the schedule.

Free Form schedules are built one week at a time.

The Schedule Templates area displays on this screen in a collapsed format, but click the down arrows beside Schedule Templates to expand.

This close-up screenshot highlights the 'Week Of' selection process. A red circle is drawn around the 'Week Of' dropdown menu, which is set to '07/14/2012 (Sat)-07/20/2012 (Fri)'. A red arrow points to the calendar icon next to the dropdown. The 'Schedule Templates' section is also visible, showing the expanded view for Saturday and Sunday.

For each day of the free form schedule, be sure to select the following:

1. **Pay Code:** Choose 100[REG].

The screenshot shows the 'Schedule' window with tabs for Saturday 07/14/2012, Sunday 07/15/2012, Monday 07/16/2012, and Tuesday 07/17/2012. The Monday tab is active. The 'Pay Code' dropdown is highlighted with a red circle and shows '100[REG]' selected. The 'Job' dropdown is also highlighted with a red circle and shows '22345678-33322' selected. The 'Start/Stop' time is highlighted with a red circle and shows '(U) 06:00AM : 12:00PM'. The 'Meal' time is highlighted with a red circle and shows '30 mins'.

2. **JOB:** Be sure to select the correct JOB for the employee.

The screenshot shows the 'Schedule' window with tabs for Saturday 07/14/2012, Sunday 07/15/2012, Monday 07/16/2012, and Tuesday 07/17/2012. The Monday tab is active. The 'Job' dropdown is highlighted with a red circle and shows '22345678-33322' selected. The 'Pay Code' dropdown is also highlighted with a red circle and shows '100[REG]' selected. The 'Start/Stop' time is highlighted with a red circle and shows '(U) 06:00AM : 12:00PM'. The 'Meal' time is highlighted with a red circle and shows '30 mins'.

3. Select the start/stop times for this day, as well as a meal time, if applicable.

The screenshot shows the 'Schedule' window with tabs for Saturday 07/14/2012, Sunday 07/15/2012, Monday 07/16/2012, and Tuesday 07/17/2012. The Monday tab is active. The 'Pay Code' dropdown is highlighted with a red circle and shows '100[REG]' selected. The 'Job' dropdown is also highlighted with a red circle and shows '22345678-33322' selected. The 'Start/Stop' time is highlighted with a red circle and shows '(U) 06:00AM : 12:00PM'. The 'Meal' time is highlighted with a red circle and shows '30 mins'.

Click **Save**. The selected information will turn from red to black.

NOTE: If any previously scheduled times are present on the particular week, they will default in red onto the free form schedule. The supervisor **MUST** change the pay code on these to 100[REG] before saving or else the schedule for that day is **removed**.

## Recap

The Recap screen works in a similar fashion to the Template Scheduler screen, but provides a view of multiple employees at once.

Week Of: 07/14/2012 (Sat)-07/20/2012 (Fri)

Save Undo Add / Maintain Templates Copy Schedule Copy Schedule (Mult.) Update Schedules

Employee	Saturday 07/14/2012	Sunday 07/15/2012	Monday 07/16/2012	Tuesday 07/17/2012	Wednesday 07/18/2012	Thursday 07/19/2012	Friday 07/20/2012
[12345678] Student Deacon			[U] 08:30AM-05:00PM + Circulation Specialist (M60) 12:00PM-01:00PM		[U] 08:30AM-05:00PM + Circulation Specialist (M60) 12:00PM-01:00PM		[U] 08:30AM-05:00PM + Circulation Specialist (M60) 12:00PM-01:00PM
[22345678] Time Clock User Deacon			[U] 06:30AM-03:00PM + Warehouse Coordinator (M30) 12:00PM-12:30PM	[U] 06:30AM-03:00PM + Warehouse Coordinator (M30) 12:00PM-12:30PM	[U] 06:30AM-03:00PM + Warehouse Coordinator (M30) 12:00PM-12:30PM	[U] 06:30AM-03:00PM + Warehouse Coordinator (M30) 12:00PM-12:30PM	[U] 06:30AM-03:00PM + Warehouse Coordinator (M30) 12:00PM-12:30PM
[32345678] Web Time Entry Deacon			[U] 08:30AM-05:00PM + Lab Coordinator (M60) 11:30AM-12:30PM	[U] 08:30AM-05:00PM + Lab Coordinator (M60) 11:30AM-12:30PM	[U] 08:30AM-05:00PM + Circulation Specialist (M60) 12:00PM-01:00PM	7.5 HOURS PTO	7.5 HOURS PTO

- Click the Red Shift flag under the employee name to populate schedule hours associated with a shift all the way across.
- Click Copy Schedule to copy an employee's schedule from one week to a newly selected week, and indicate the number of cycles for which it should be copied.
- Click Copy Schedule (Mult.) to copy schedules for multiple employees at once from one week to a newly selected week, and indicate the number of cycles for which they should be copied.

## Requests

The Request tab allows Supervisors to review and take action on any requests for time off, as well as respond with notes back to the employee. Employees can only make PTO requests for their primary job through NOVAtime. If a request is being made for PTO for a different job, web time entry employees can add the time off directly to their timesheet once the time is used. Supervisors will need to manually add PTO to the timesheet for a Time Clock User.

The **Overview** displays by default when clicking the request tab. View time off requests by each employee's job and see the total amount of requests pending, approved, declined, and requested.

Template Schedules   Recap <b>Requests</b> Calendar					
Overview   Summary   Detail   Calendar					
<div> <div> 2012 July </div> <div>Group By:  JOB</div> </div>					
JOB	Employee	Pending	Approved	Declined	Requested
[12345678-999888-00] Circulation / Front Desk Student	1	0	0	0	0
[22345678-555444-00] Groundskeeper	1	3	0	0	3
[32345678-888777-00] Lab coordinator	1	3	1	0	4
<b>Totals</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>7</b>

- Click the **JOB** to navigate to the **Summary** screen to view employees requesting PTO for a particular job.

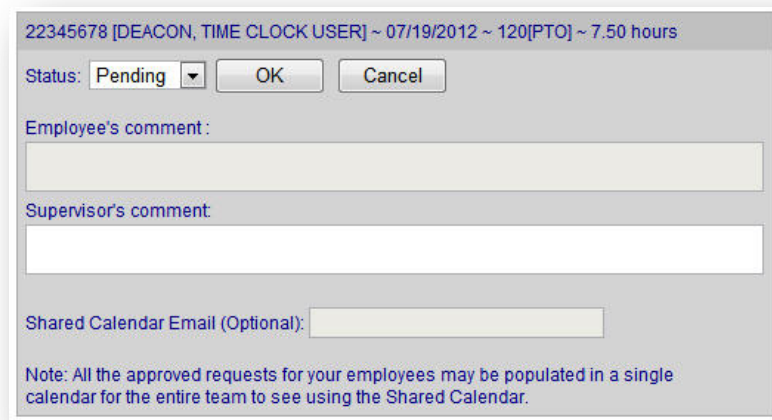
Overview <b>Summary</b> Detail   Calendar									
<div> <div> 2012 July </div> <div>Group: JOB   22345678-555444-00 [Gro]</div> </div>									
Employee ID ^	Employee Name	Paycode	Hours Available	Requested On	Pending	Approved	Declined	Requested	
22345678	DEACON, TIME CLOCK USER	120[PTO]	0.00	7/17/2012 2:09:07 PM	3	0	0	3	

- Click any piece of the employee information to navigate to the **Detail** view to take action on the request.

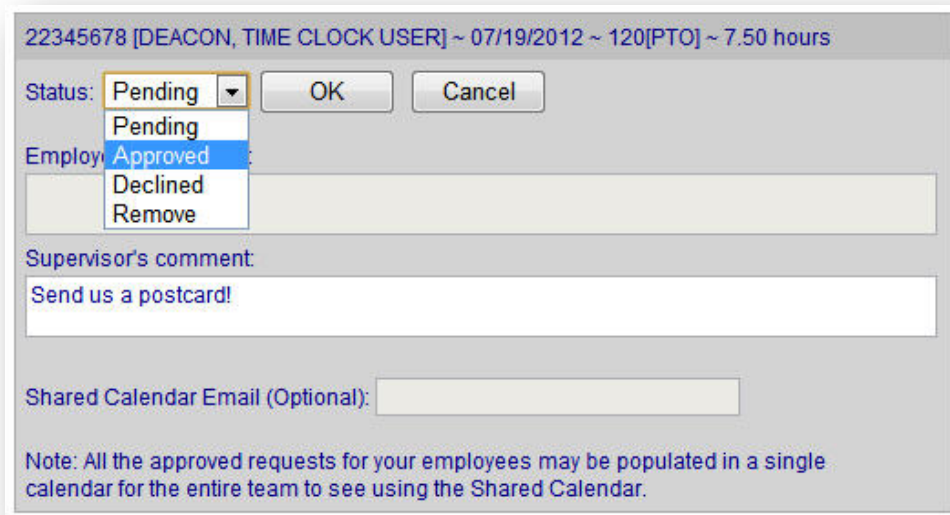
To take action on a PTO request, Click “**Pending**”.

Overview   Summary <b>Detail</b> Calendar											
<div> <div> 2012 July </div> <div> Paycode: 120[PTO]   Group: JOB   22345678-555444-00 [Gro] </div> </div>											
Employee # 32345678 has no available Accrual Hours on 07/12/2012 for pay code # 120 [PTO] - 07/11/2012 04:57 PM											
Employee ID ^	Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On	JOB	Start	End
22345678	DEACON, TIME CLOCK USER	120[PTO]	07/19/2012	7.50	<input type="checkbox"/>	Pending	0.00	07/17/2012 02:09PM	22345678-555444-00 [Groundskeeper]		
22345678	DEACON, TIME CLOCK USER	120[PTO]	07/20/2012	7.50	<input type="checkbox"/>	Pending	0.00	07/17/2012 02:09PM	22345678-555444-00 [Groundskeeper]		
22345678	DEACON, TIME CLOCK USER	120[PTO]	07/23/2012	7.50	<input type="checkbox"/>	Pending	0.00	07/17/2012 02:09PM	22345678-555444-00 [Groundskeeper]		

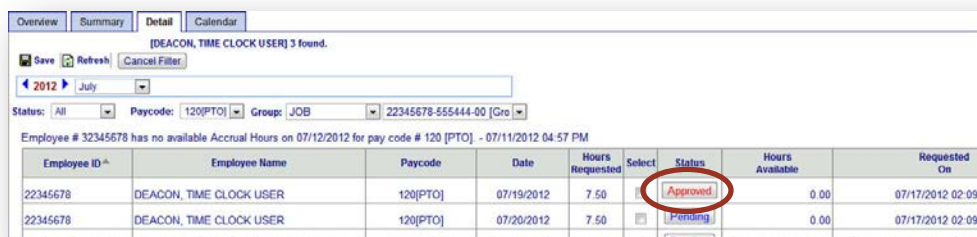
A dialog box displays, indicating any comments from the requesting employee.



Click the **Status** drop down box to approve, decline or remove the request. Add any comments in the Supervisor's Comment field and click "OK".



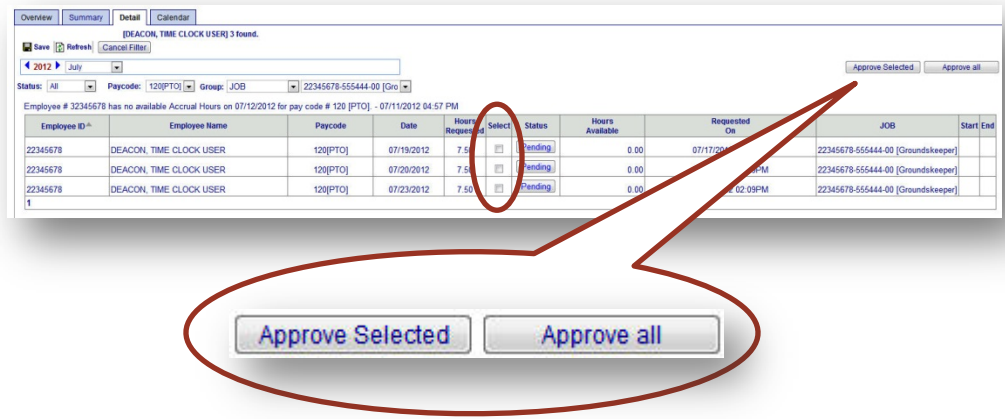
The detail view will update to indicate the approved status of the request and the employee will receive an email regarding the action.



Employee ID	Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
22345678	DEACON, TIME CLOCK USER	120[PTO]	07/19/2012	7.50	<input checked="" type="checkbox"/>	Approved	0.00	07/17/2012 02:09P
22345678	DEACON, TIME CLOCK USER	120[PTO]	07/20/2012	7.50	<input type="checkbox"/>	Pending	0.00	07/17/2012 02:09P

In addition to an email, NOVAtime will generate a private message that the employee will see upon logging in to the system. Time clock users will also receive the message when they swipe the time clock.

To approve multiple requests at once without having to open them individually, check the **Select** box for each request and click **Approve Selected**. Use **Approve All** to approve all requests on the page at once, without having to open or select them individually.



- The **Calendar** view shows a read-only monthly calendar view of all employee PTO requests color coded by request status.

July 2012						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4	5	6
7	8	9	10	11	12 32345678 120[PTO] 1 hours	13
14	15	16	17	18	19 22345678 120[PTO] 7.5 hours	20 22345678 120[PTO] 7.5 hours
21	22	23 22345678 120[PTO] 7.5 hours	24 32345678 120[PTO] 4 hours	25 32345678 120[PTO] 4 hours	26 32345678 120[PTO] 4 hours	27

## Calendar

The Calendar tab provides a view of Pending, Approved, and Declined Paid Time Off requests for a selected employee for the current year. Click **Edit** to the left of any week to return to the Template Schedules tab.

Print

[22345678] DEACON, TIME CLOCK USER
 Goto Timesheet
 Goto Employee
 Goto Schedule

EMPLOYER : R      FUND : 111111      [Please Select]:      Shift Number: 100      [Please Select]:      [Please Select]:

2012
 
 Pending Request    Approved Request    Declined Request

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	31	1	2	3	4	5	6
Edit	7	8	9	10	11	12	13
Edit	14	15	16	17	18	19	20
Edit	21	22	23	24	25	26	27
Edit	28	29	30	31	1	2	3
Edit	4	5	6	7	8	9	10

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	28	29	30	31	1	2	3
Edit	4	5	6	7	8	9	10
Edit	11	12	13	14	15	16	17
Edit	18	19	20	21	22	23	24
Edit	25	26	27	28	29	1	2
Edit	3	4	5	6	7	8	9

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	25	26	27	28	29	1	2
Edit	3	4	5	6	7	8	9
Edit	10	11	12	13	14	15	16
Edit	17	18	19	20	21	22	23
Edit	24	25	26	27	28	29	30
Edit	31	1	2	3	4	5	6

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	31	1	2	3	4	5	6
Edit	7	8	9	10	11	12	13
Edit	14	15	16	17	18	19	20
Edit	21	22	23	24	25	26	27
Edit	28	29	30	1	2	3	4
Edit	5	6	7	8	9	10	11

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	28	29	30	1	2	3	4
Edit	5	6	7	8	9	10	11
Edit	12	13	14	15	16	17	18
Edit	19	20	21	22	23	24	25
Edit	26	27	28	29	30	31	1
Edit	2	3	4	5	6	7	8

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	26	27	28	29	30	31	1
Edit	2	3	4	5	6	7	8
Edit	9	10	11	12	13	14	15
Edit	16	17	18	19	20	21	22
Edit	23	24	25	26	27	28	29
Edit	30	1	2	3	4	5	6

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	30	1	2	3	4	5	6
Edit	7	8	9	10	11	12	13
Edit	14	15	16	17	18	19	20
Edit	21	22	23	24	25	26	27
Edit	28	29	30	31	1	2	3
Edit	4	5	6	7	8	9	10

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	28	29	30	31	1	2	3
Edit	4	5	6	7	8	9	10
Edit	11	12	13	14	15	16	17
Edit	18	19	20	21	22	23	24
Edit	25	26	27	28	29	30	31
Edit	1	2	3	4	5	6	7

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	25	26	27	28	29	30	31
Edit	1	2	3	4	5	6	7
Edit	8	9	10	11	12	13	14
Edit	15	16	17	18	19	20	21
Edit	22	23	24	25	26	27	28
Edit	29	30	1	2	3	4	5

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	28	29	30	31	1	2	3
Edit	4	5	6	7	8	9	10

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	25	26	27	28	29	30	31

	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Edit	23	24	25	26	27	28	29
Edit	30	31	1	2	3	4	5

# Section 5: Employees

The Employees category provides view-only employee information. This information includes both basic user information derived from the employee record in Banner, as well as information on job roles and pay rules that apply to that employee.

By default, the **General** tab displays when the Employee category is selected.

The screenshot displays the 'General' tab for an employee record. The interface includes a sidebar with 'Active' and 'Personal' tabs, and a main content area with various sections:

- Employee Identification:** Fields for First Name (TIME CLOCK USER), Last Name (DEACON), Status & Term/Date (Active), Assign To (42345678 [Supervisor Deacon]), Access Group (Employee - Time Clock), Employee ID (22345678), Badge Number (22345678), LDAP (tcuser), and Job Title (Tick Clock User Employee).
- Send Schedule / Approval Requests to:** SUPERVISOR [Supervisor Deacon].
- Additional Users:** ☐ Send Outlook events for approved request. Shared calendar email address: [Empty].
- As User:** <--Select-->
- Work Groups (All fields are required):** JOB (22345678-555444-00 [Groundskee]), EMPLOYER (R [Wake Forest University Reynolds]), FUND (111111 [Unrestricted]), DEPARTMENT (111110 [FACS: Landscaping Servic]), ACTIVITY (999999 [Default Activity]).
- Pay Rules (All fields are required):** Pay Policy (300 [N1 Hourly Full Time 40]), Pay Category (Wb01 [Wtu Bw 1.000 Fle]), Shift Number (100 [Default: No Schedule]), Holiday Rule (100 [Wtu Reynolda Campus]), Pay Type (3 [Non-Exempt]), Pay Method (1 [Hourly]).
- Time Clock Assignment:** [Empty]

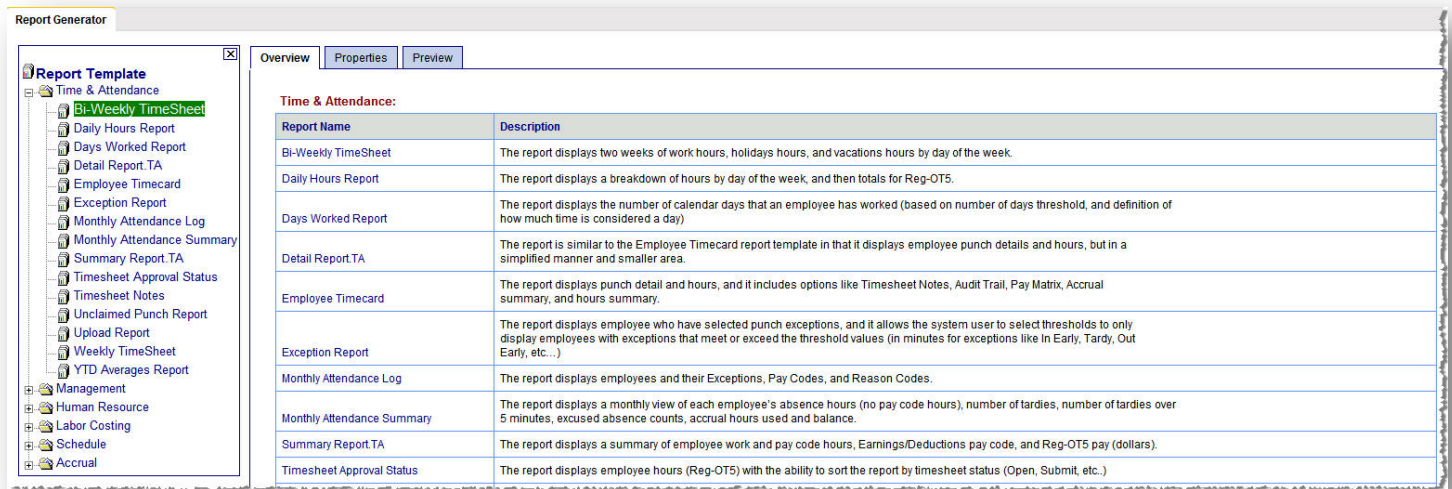
The **Personal** tab displays view-only personal information about the selected employee.

The screenshot displays the 'Personal' tab for an employee record. The interface includes a sidebar with 'Active' and 'Personal' tabs, and a main content area with various sections:

- Personal Info:** Gender (<--Select-->), Marital Status (<--Select-->).
- Contact Information:** Email (payroll@wfu.edu), Phone #1 ((336)758-9999), Phone #2 ([Empty]), Emergency Phone ((336)758-0000), Emergency Contact (Mrs. Deacon - Spouse), Relationship ([Empty]), Address #1 ([Empty]), Address #2 ([Empty]), City ([Empty]), State ([Empty]), Zip ([Empty]), Country ([Empty]).
- User Defined:** UserDate1 ([Empty]), UserDate2 ([Empty]), Employee Class (N1), FCS Essential? ([Empty]).

# Section 6: Reports

The NOVAtime Report Generator features an exceptionally flexible report engine. Reports can be exported in many different file formats, including Excel, HTML, PDF, Rich Text Format, etc.

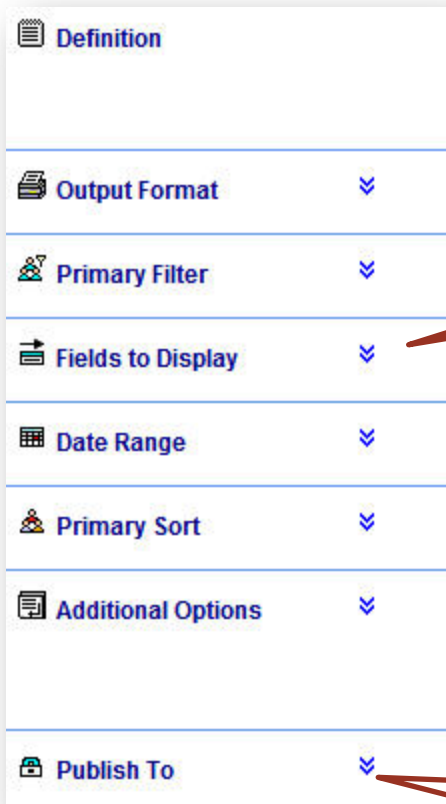


On the left side of the screen, click the + sign to expand the report category. Each category offers pre-defined report templates that can be modified to show specific data.

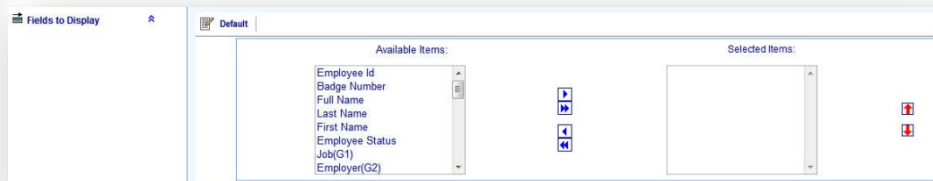
Once a category has been selected, on the right side of the screen, the **Overview** tab provides the **Report Name** and a **Description** of what information that report will generate. Supervisors can only run reports on the employees that report to them.

After selecting a report, the Properties tab allows selection of parameters and additional fields for the report.

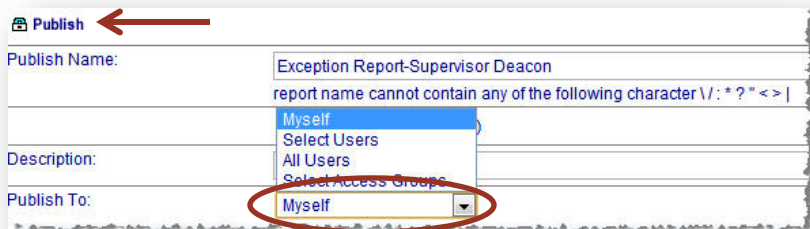
Time & Attendance: [Weekly Time Sheet]	
Definition	<b>Name</b> Weekly Time Sheet The report displays employee weekly punch detail and hours by day of the week and total regular, overtime, holiday, vacation, sick and other hours.
Output Format	Output Format Adobe PDF View
Primary Filter	Primary Filter Employee: All 3 Selected
Fields to Display	Employee Fields None
Date Range	Date Range Current Week
Primary Sort	Primary Sort None
Additional Options	Page Breaks Report Message Sort Items shown as Columns Employee ID Yes 0
Publish To	Published To None.



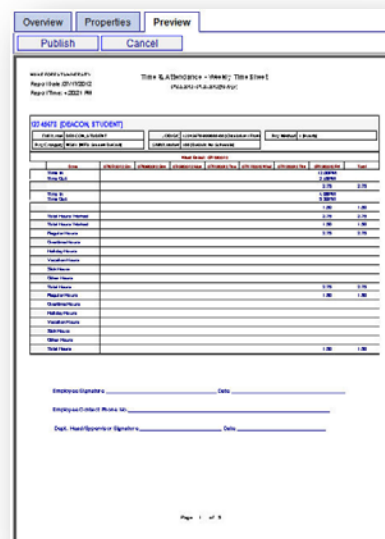
Use the arrows to expand each parameter and display the options that can be selected for the report.



Use **Publish To** to select who should see the report. Several choices are available. Select 'Myself' for the report output to display in the report gadget on your dashboard and click "Publish" at the top of the publish section.



Click the Preview tab to review the report output.



# Section 7: Preferences

The Preferences category enables users to manage their profile and preferences for using NOVAtime. The contact information on the Profile tab is editable, while the User Name/Password and SWS Setup sections are view-only.

NOTE: Having a valid email address will ensure PTO requests are properly routed to you from your employees.

The screenshot displays the NOVAtimeAnywhere Supervisor Web Services interface. The top navigation bar includes links for Dashboard, Attendance, Scheduler, Employees, Reports, and Preferences. The Preferences tab is active, showing sub-tabs for Profile, Preference, and Delegation. The Profile sub-tab is selected, displaying a form with sections for User Name / Password, Contact Information, and SWS Setup. The form includes fields for Login Name, Full Name, Email, Phone, Cell Phone, Access group, NOVATouch, Default Employee Grouping, Left Panel Menu Behavior, and List Menu Behavior. The Login Name field is populated with 'SUPERVISOR', Full Name with 'Supervisor Deacon', Email with 'suprdeac@wfu.edu', Phone with '(336)758-0000', Cell Phone with '(336)791-1234', Access group with 'Supervisor Access - Supervisor Basic Access', NOVATouch with 'NO', Default Employee Grouping with 'JOB', Left Panel Menu Behavior with 'Start closed, auto hide', and List Menu Behavior with 'Start opened, manual control - open & close thereafter. (default)'. A 'Save' button and an 'Undo' link are visible at the top of the form.

User Name / Password	
Login Name:	SUPERVISOR

Contact Information	
Full Name:	Supervisor Deacon
Email:	suprdeac@wfu.edu
Phone:	(336)758-0000
Cell Phone:	(336)791-1234

SWS Setup	
Access group:	Supervisor Access - Supervisor Basic Access
NOVATouch:	NO
Default Employee Grouping:	JOB
Left Panel Menu Behavior:	Start closed, auto hide
List Menu Behavior:	Start opened, manual control - open & close thereafter. (default)

The Preference tab allows Supervisors to configure their preferred settings when accessing and viewing NOVAtime. The system automatically defaults to the preferences configured by Payroll at the site level. Changes you make on this tab will only be for you. After any changes are made, be sure to click “**Save**”.

Profile **Preference** Delegation

Save

<b>1. Employee Grouping:</b> <input type="text" value="JOB"/>	<b>2. Employee Fullname Preference:</b> <input type="text" value="Last Name, First Name"/>																					
<p><small>*Note: Please select one from the list. Default selection for "Employee Grouping" is "Subsidiary". This will decide the Overview of this access level in the "ATTENDANCE" category.</small></p>	<p><small>*Note: Please select one from the list. Default selection for "Employee Fullname Preference" is "Lastname, Firstname". This will decide the overall of this access level in the "EMPLOYEE" category.</small></p>																					
<b>3. Left Panel Menu Behavior:</b>	<b>4. List Menu Behavior:</b>																					
<p><small>*Note: Please select one from the list. Default selection for "Left Panel Menu Behavior" is "Start opened, auto hide". This will decide how the Left Panel Menu behaves every time when users login.</small></p> <p> <input type="radio"/> Start opened, manual control - open &amp; close thereafter.  <input type="radio"/> Start closed, manual control - open &amp; close thereafter.  <input type="radio"/> Start opened, auto hide (default)  <input checked="" type="radio"/> Start closed, auto hide         </p>	<p><small>*Note: Please select one from the list. Default selection for "List Menu Behavior" is "Start opened, manual control - open &amp; close thereafter". This will decide how the List Menu behaves every time when users login.</small></p> <p> <input checked="" type="radio"/> Start opened, manual control - open &amp; close thereafter. (default)  <input type="radio"/> Start closed, manual control - open &amp; close thereafter.  <input type="radio"/> Start opened, auto hide  <input type="radio"/> Start closed, auto hide         </p>																					
<b>5. Employee Treeview Setup:</b>	<b>6. Exceptions:</b>																					
<p><small>*Note: Please select one from the list. Default selection for "Employee Treeview Setup" is "Level1: Subsidiary". This will decide the view on the "Employee Treeview" when users select specific employees to send messages which is inside the "TOOLS" category.</small></p> <p> <input checked="" type="checkbox"/> Level1: <input type="text" value="JOB"/>  <input checked="" type="checkbox"/> Level2: <input type="text" value="EMPLOYER"/>  <input type="checkbox"/> Level3: <input type="text" value="FUND"/> </p>	<p><small>*Note: Please move the selected exceptions columns to the right. This will decide which exception columns this access group has rights to view on the "SUMMARY" tabs in the "ATTENDANCE" category.</small></p> <table border="1"> <thead> <tr> <th>Available Items:</th> <th></th> <th>Selected Items:</th> </tr> </thead> <tbody> <tr> <td>Absent</td> <td></td> <td></td> </tr> <tr> <td>Early In</td> <td></td> <td></td> </tr> <tr> <td>Early Out</td> <td></td> <td></td> </tr> <tr> <td>Tardy</td> <td></td> <td></td> </tr> <tr> <td>Late Out</td> <td></td> <td></td> </tr> <tr> <td>Long Meal</td> <td></td> <td></td> </tr> </tbody> </table>	Available Items:		Selected Items:	Absent			Early In			Early Out			Tardy			Late Out			Long Meal		
Available Items:		Selected Items:																				
Absent																						
Early In																						
Early Out																						
Tardy																						
Late Out																						
Long Meal																						
<b>7. Rules Sorting Preference:</b> <input type="text" value="By Rule ID"/>	<b>8. Groups/Rules Selection Preference:</b> <input type="text" value="From Drop Down List"/>																					

## Delegation

The delegation tab allows supervisors the ability to assign a substitute to perform their duties related to time and attendance management. This feature is most often used when a supervisor is out of the office or otherwise unable to manage employee time and attendance matters. When a delegation occurs, it is for all employees for whom you are a supervisor. Upon clicking the Delegation tab, the Delegation list appears.



Use the **From** and **To** fields to select the start and end date range for this delegation.

**NOTE:** The delegate will not be able to view any information about your employees until the start date of the delegation period.

A screenshot of a web application interface showing a table for delegations. The table has columns: Delegation, From, To, Web Access, Pay code, and Type. The first row shows a delegation for '\_andersn' from '07/18/2012' to '08/03/2012'. The 'From' and 'To' fields are circled in red.

Delegation	From	To	Web Access	Pay code	Type
_andersn	07/18/2012	08/03/2012			

In the Web Access field, select **Supervisor Delegation**. In the Message column (last column on the row), type a message to the delegate, if desired.

A screenshot of the same web application interface. The 'Web Access' field is now set to 'Supervisor Delegation' and the 'Message' field contains the text 'Thank you for your help while I'm out!'. Both fields are circled in red. A 'Note' dialog box is open over the message field, displaying the text 'Thank you for your help while I'm out!' and 'OK'/'Cancel' buttons.

Delegation	From	To	Web Access	Pay code	Type	Notif	EMP Filter	GRP Filter	Message
_andersn	07/18/2012	08/03/2012	Supervisor Delegation			<input type="checkbox"/>	Employee Filter	Group Filter	Thank you for your help while I'm out!
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			

Click **Save** to commit these changes. The other fields on the row will populate with the correct information.

A screenshot of the web application interface after saving. The 'Web Access' field is 'Supervisor Delegation', 'Pay code' is '0[DN1]', 'Type' is 'Manual', 'Notif' is checked, 'EMP Filter' is 'Employee Filter', 'GRP Filter' is 'Group Filter', and the 'Message' field contains an email icon. The 'Save' button is highlighted.

Delegation	From	To	Web Access	Pay code	Type	Notif	EMP Filter	GRP Filter	Message
_andersn	07/18/2012	08/03/2012	Supervisor Delegation	0[DN1]	Manual	<input checked="" type="checkbox"/>	Employee Filter	Group Filter	
						<input type="checkbox"/>			

After saving, an email will be sent to the delegate you selected to let them know. A private message will also be generated in the system that the delegate can view when they log into the system.

A screenshot of the 'Your Private Message(s)' window. It shows a list of messages with columns: Title, Urgent, and Sender. The first message is 'Delegate Assignment Notification' from 'MOSERDJ' on '07/17/2012'. The 'Title' field is circled in red. Below the list, it says 'Total 5 message(s)'. At the bottom, there are buttons for 'Mark Read', 'Print', 'Delete', and 'Exit'. A detailed message view is shown at the bottom right, displaying the title and content of the selected message.

Title	Urgent	Sender	Date
Delegate Assignment Notification	No	MOSERDJ	07/17/2012
Request From: 32345678 (WEB TIME ENTRY DEACON)	No	NAA_ADMIN	07/17/2012
Request From: 22345678 (TIME CLOCK USER DEACON)	No	32345678	07/17/2012
Request From: 32345678 (WEB TIME ENTRY DEACON)	No	22345678	07/17/2012

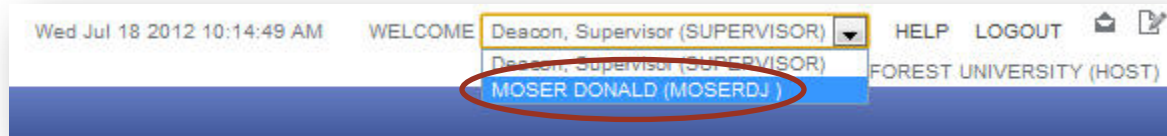
Total 5 message(s).

Detail Message:

Title: Delegate Assignment Notification  
Content: You (Deacon, Supervisor) have been assigned as a delegate for MOSER DONALD in the period from 7/23/2012 12:00:00 AM to 7/27/2012 12:00:00 AM.

## Managing Time and Attendance as a Delegate

During the delegation time period, a drop down box will appear in the top right corner of the screen for you to select the supervisor for whom you are a delegate.



Upon selecting the delegated supervisor, you will be logged in as that person (drop down box will disappear) and have the ability to perform all time and attendance responsibilities, just as if you were that supervisor. All of the NOVAtime screens will be identical to your normal supervisor logon; however, you will not be able to view employee pay rates.

Once you have completed the necessary tasks for that delegation, you will need to log out of NOVAtime and log back in as yourself, if needed.