NOVAtime is a biometric clocking system, as well as an online timekeeping system, and a mobile application providing timekeeping services. From the Employee Web Services website you can check your schedule, request time off, and submit your timesheet.

GET INTO THE SYSTEM
1. Navigate to the NOVAtime Employee Web System by going to https://online5.timeanywhere.com/novatime/ewsiosk.aspx?CID=464371dc-b903-493d-8c9a-3dae1497991c
2. Or go to http://www.Rowan.edu/payroll and click the link
3. Log in with your user name and password and choose Employee Web Services.

CHECK EMPLOYEE SCHEDULE
1. Click on the Hamburger Menu icon on the upper left hand corner of the screen.
2. Place your cursor over the attendance icon and click on the Schedules option. Your current schedule will load.
3. Schedules can be viewed from the current pay period, the past, future, or a certain date range if the information is available in the system. Change your viewing options using the Time Period drop down menu.
VIEW TIMESHEET
1. Click on the Hamburger Menu icon on the upper left hand corner of the screen.
2. Place your cursor over the attendance icon and click on the Timesheets option. Your current timesheet will load.
3. Timesheets can be viewed from the current pay period, the past, future, or a certain date range if the information is available in the system. Change your viewing options using the Pay Period drop down menu.
4. Accruals for leave can also be accessed from here by clicking the plus icon next to Accrual Summary at the bottom of the Timesheet screen.

REQUEST TIME OFF
1. Click the Hamburger Menu icon and hover your cursor over the Scheduler icon and click on the Requests option.
2. Click Add Request from the toolbar.
3. Fill in the appropriate information based on the leave you are requesting and type a note to your supervisor if needed.
4. Click Submit.

SUBMIT TIMESHEET
1. After logging in, find the Timesheet function on the dashboard and choose the triangle next to Timesheet to see details. You can choose Submit right from Dashboard if the timesheet is correct.
2. If the Timesheet function is not on the dashboard, choose the hamburger menu, hover over the Attendance section and choose Timesheet.
3. Ensure everything is correct and choose the Submit button.
4. Choose Yes.
5. Contact your department timekeeper if your timesheet needs corrections.

Some photos are courtesy of NOVAtime and the training materials they have provided.