

# EMPLOYEE WEB SERVICES GUIDE

# NOVATIME

JUNE 2019



## NOVAtime

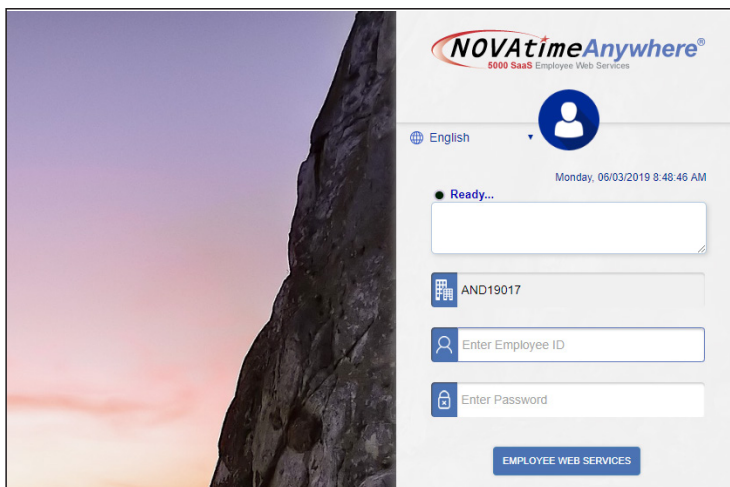
NOVAtime is a biometric clocking system, as well as an online timekeeping system, and a mobile application providing timekeeping services. From the Employee Web Services website you can check your schedule, request time off, and submit your timesheet.



## Goals of this Guide:

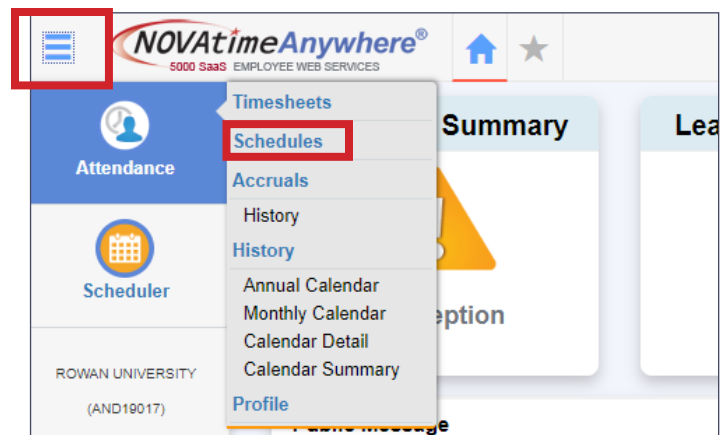
- Get into the system
- Check Employee Schedule
- View Timesheet
- Request Time Off using EWS
- Submit Timesheet using EWS

The NOVAtime Employee Web System should be available using any modern internet browser. The first time you visit the system you will be prompted to set a password.



## GET INTO THE SYSTEM

1. Navigate to the NOVAtime Employee Web System by going to <https://online5.timeanywhere.com/novatime/ewskiosk.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.

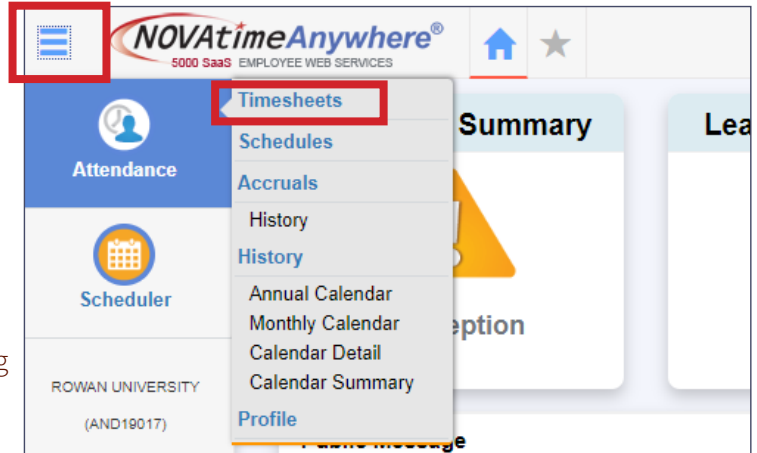
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## VIEW TIMESHEET

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.



**Add Request**

Template	Select Template
Multi-Day	Select Template
Date	Vacation[0.00 Hours]
Total	Sick[0.00 Hours]
Message to Supervisor	Adm Lv Glass[0.00 Hours]
	Donat Lv[0.00 Hours]
	Cmp Usd[0.00 Hours]
	Nj Paid Leave[0.00 Hours]
	Nj Plrh[0.00 Hours]
	Holiday[0.00 Hours]

Submit
Cancel

## 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.

**Timesheet** ▶

Pay Period: Current Pay Period

◀ 02/25/2018 (Sun) - 03/10/2018 (Sat) ▶

**Submit**
Status: OPEN

**Exception:**

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
02/26/2018	0[WORK HOURS]	08:07 AM	05:06 PM	8.00	0.00
02/27/2018	0[WORK HOURS]	08:08 AM	05:00 PM	7.75	0.00

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