



NOVAtime University

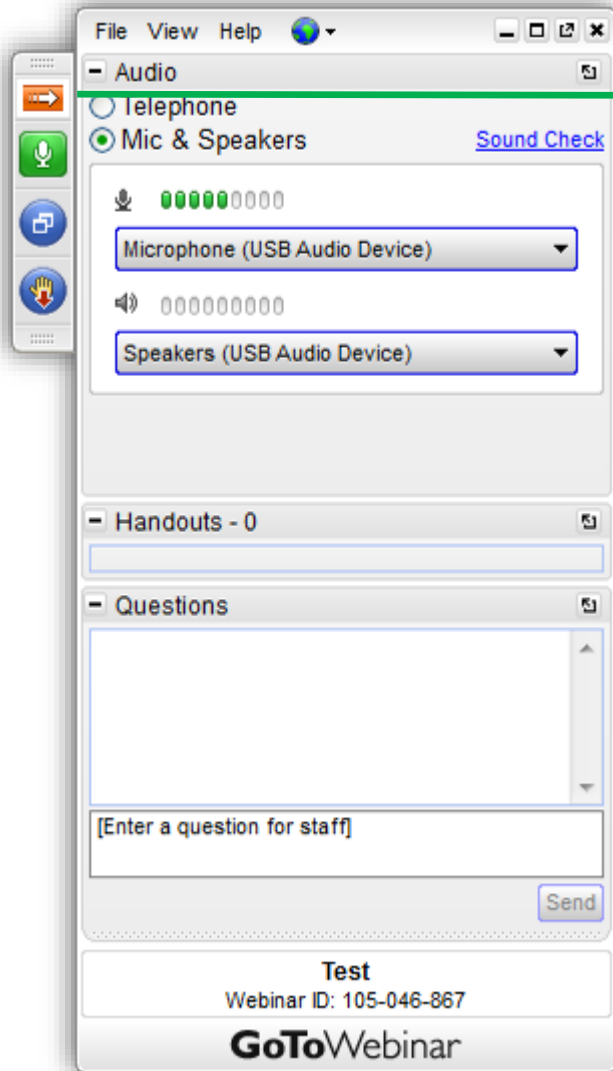
NOVAtime 5000 AWS SWS Dashboard & UI Enhancements

Presenters: Program Management Office (PMO)
Paul Rodriguez, Joyce Jan & Linda Cannon

Please download the session handouts from
the “Handouts” section of the session control
panel prior to the start of the session.



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You must enter your audio PIN to participate in the Q&A session.

Who this call is for

- The session is designed to provide a preview of the upcoming Supervisor Dashboard, enhanced Navigation and UI for
 - NOVAtime 5000 SaaS Supervisors and administrators
 - Partners & resellers



When Will The New Features Be Available?

- The session is designed to provide a preview of the upcoming Supervisor Dashboard, enhanced Navigation and UI that will be available **on-demand** after **5/5**'s system update for Farm I/Farm4 clients. Contact your NOVAtime reseller or Support.
- These features will be automatically enabled for clients in Farm I/Farm4 after **6/2**'s scheduled update.
- After the scheduled NOVAtime 5000 farm sync on **6/22**, all NOVAtime 5000 SaaS clients will be switched to use the new features.

Agenda

Navigation

- *Changes and Live Demo*

SWS/AWS Dashboard

- *Changes and Live Demo*

PTO Approval

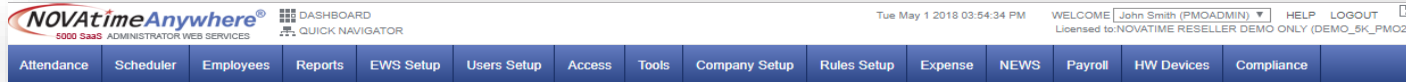
- *Changes and Live Demo*

Questions and Answers

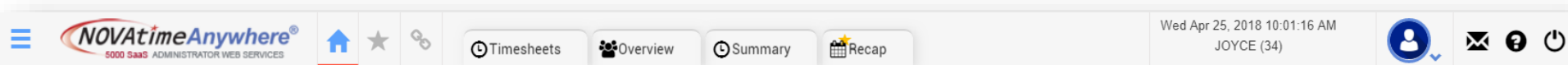
- *Q & A Session*

AWS / SWS Navigation

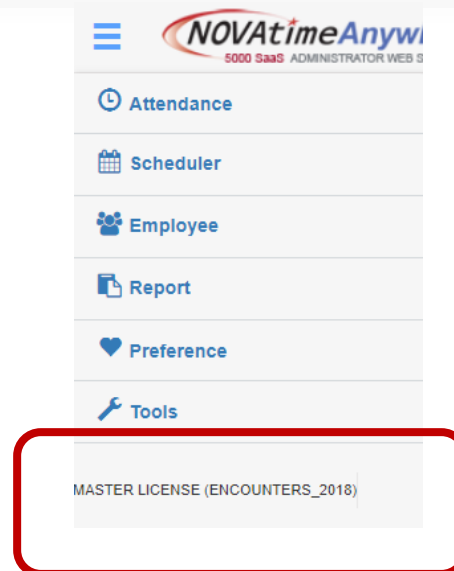
- Menus are no longer at the top of the screen. From –



- Navigation control - uses the Hamburger menu icon  at the upper left-hand corner



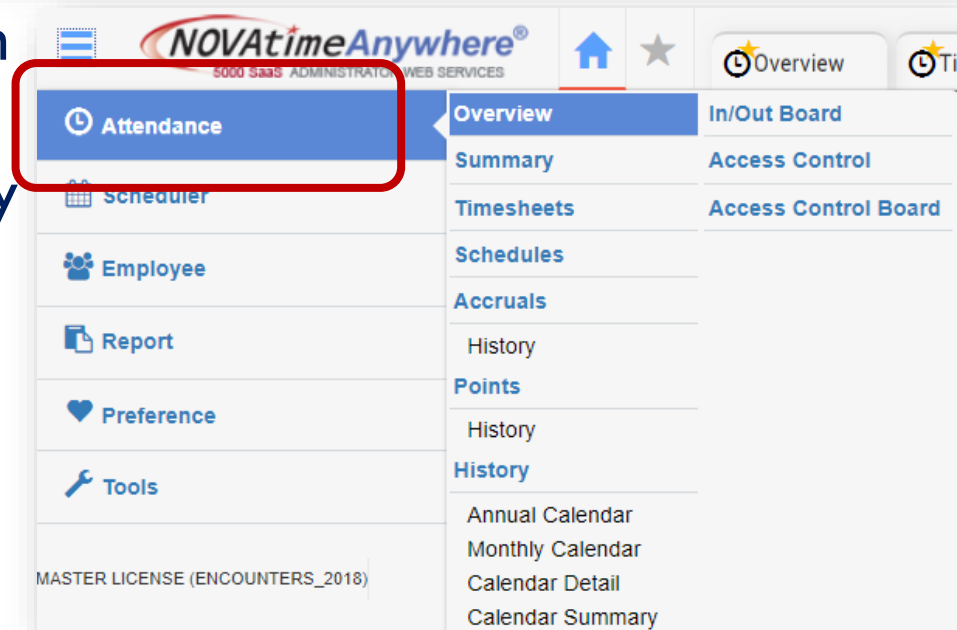
- Product license key
 - Customer name
 - Client ID



AWS / SWS Navigation

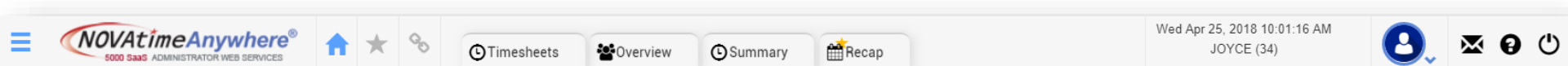
- Navigation control - uses the Hamburger icon  at the upper left-hand corner


- Controls system navigation
 - Categories
 - Pages for each category

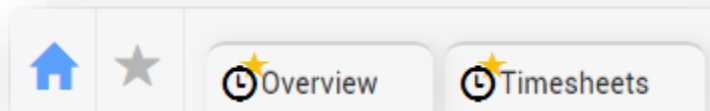


AWS / SWS Navigation

- Home icon  – Dashboard



- No Dashboard – Assist Panel
- Dashboard Enabled – Assist Panel + Dashboard gadgets
- Start (Favorite) icon  – Stores your most frequently used pages
 - Favorite a page - Click on the icon on the tab next to the page name

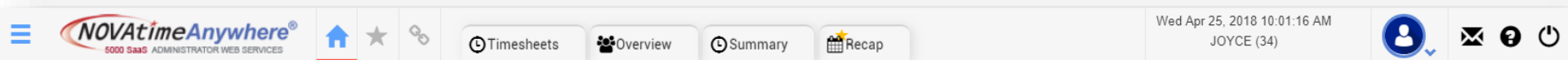


- Edit button - Rearrange order of favorite pages

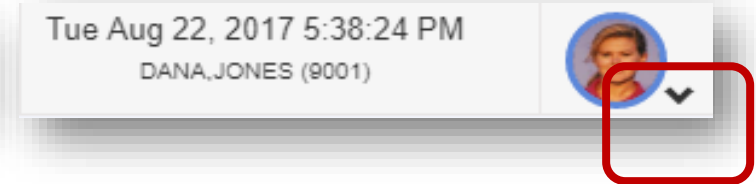


AWS / SWS Navigation




- Person icon

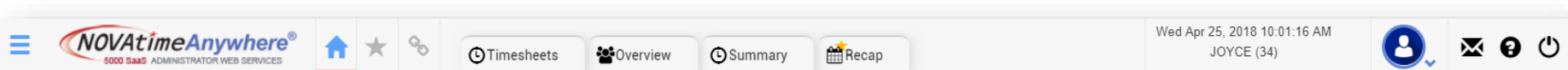


- Myself EWS menu option – available if you are a supervisor/admin and also an employee in the NOVAtime system (SSO toggle is enabled)
- Settings menu option



AWS / SWS Navigation

- Messages icon  – Lists all the messages sent to the supervisor
- Online Help icon  – Opens another window; pop up must be enabled
- Logoff icon 

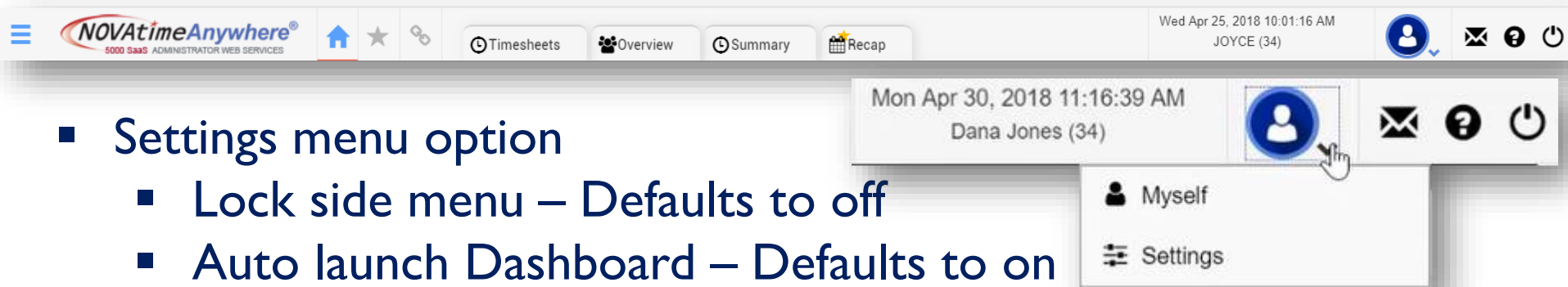


AWS / SWS Dashboard Settings

- Person icon  (User dropdown)

- Settings menu option

- Lock side menu – Defaults to off
- Auto launch Dashboard – Defaults to on
- Auto refresh – Defaults to off
- Default view – Default to Express



AWS / SWS Dashboard Settings



Settings



Preference Setup

Lock Side Menu On

Auto Launch Dashboard On

Dashboard Setup

Auto Refresh

Default View: Express Detail

Note: Please select the gadget to display, configure or add a new gadget.

Assist Panel

Unprinted Point Documents

Point Balance

Employee Seniority

User Reports

Gadget Configuration



Gadget Type

Exception On

PTO Status On

Timesheet On

Status

AWS / SWS Dashboard Settings

- Available gadgets:
 - Employee Seniority
 - Exception Summary
 - FMLA Active Cases
 - Message
 - Public Message
 - Point Balance
 - Push Device Status
 - Time off Request
 - Time off Request Approval
 - Unprinted Point Documents
 - User Reports
- Background image URL

AWS / SWS Dashboard

Assist Panel:

- Pay period control
 - Exceptions
 - Timesheet status
 - PTO status counts
- Express view; expand to review daily details
 - Daily scheduled headcount and hours, & actual Reg/OT hours
 - Daily exception count
- Further expand to see all available schedules for each specific day

AWS / SWS Dashboard

- No Dashboard – Your typical landing page

NOVAtimeAnywhere®
5000 SaaS ADMINISTRATOR WEB SERVICES

Tue Apr 24, 2018 06:07:48 PM
Demo (DEMO)

Overview

Pay Period: Biweekly, starting Sun (Ref: 01/11/2009) | Date Selection: Current Pay Period | 04/22/2018 (Sun) - 05/05/2018 (Sat) | Group By: Facility | Last updated: Tuesday, 04/24/2018 6:04 PM | Update Schedules

Facility	My Employees		Timesheet Status				Total Hours				
	Employees	Pay Period	OPEN	SUBMIT	APPROVED	PAYROLL	Sch.Hr	Total	Regular	OT-1	OT-2
[100] Diamond Bar	8	1	0	0	0	0	49.00	0.00	0.00	0.00	0.00
[200] Rancho Cucamonga	4	1	0	0	0	0	89.00	0.00	0.00	0.00	0.00
Totals	12	2	0	0	0	0	138.00	0.00	0.00	0.00	0.00

AWS / SWS Dashboard

- No dashboard, with favorites enabled

The screenshot displays the NOVAtimeAnywhere web interface. The top navigation bar includes a logo, home, star, and lock icons, followed by a tabbed interface with 'Timesheets' and 'General' tabs. A red box highlights these tabs. The main content area shows a timesheet for employee 'JAN, JOYCE - 34'. The interface includes a search bar, a filter dropdown set to 'ALL TIMESHEETS', and a table of time entries. The table has columns for Audit, Note, Date, Pay Code, In, In Exp, Out, Out Exp, O/R, Reg, UOT, OT-1, OT-2, and Earn. A single entry is visible for 'Mon 04/23/2018' with a pay code of '0[WORK HOURS]' and an 'In' time of '08:00 AM'. The 'Out' cell is highlighted in red.

Audit	Note	Date	Pay Code	In	In Exp	Out	Out Exp	O/R	Reg	UOT	OT-1	OT-2	Earn
		Mon 04/23/2018	0[WORK HOURS]	08:00 AM	*	E120			0.00		0.00	0.00	

AWS / SWS Dashboard

- When a Administrator / Supervisor logs in, the new dashboard is shown immediately if dashboard is auto launched.

The dashboard displays the following information:

NOVAtimeAnywhere 5000 SaaS ADMINISTRATOR WEB SERVICES

Tue Apr 24, 2018 06:52:49 PM
JOYCE JAN (JOYCE)

Assist Panel Weekly (Sun) Current Pay Period 04/22/2018 (Sun) - 04/28/2018 (Sat)

Exceptions: Absent: 0, Early In: 6, Early Out: 0, Tardy: 0, Late Out: 0, Long Meal: 0

PTO Status: Pending: 16, Approved: 2, Declined: 1

Timesheet Status: UNOPEN: 39, OPEN: 23, SUBMIT: 0, APPROVED: 0

Unprinted Point Documents		
Employee ID	Date	Document
1 [PROJKOVSKA, TATJANA]	03/05/2018	Warning
1 [PROJKOVSKA, TATJANA]	03/07/2018	2nd Warning
2 [SABONJIAN, JEANETTE]	03/05/2018	Warning
2 [SABONJIAN, JEANETTE]	03/07/2018	2nd Warning
3 [CORRALES, TANYA]	03/05/2018	Warning
3 [CORRALES, TANYA]	03/07/2018	2nd Warning
4 [HAWE, DAVID]	03/05/2018	Warning
4 [HAWE, DAVID]	03/07/2018	2nd Warning
5 [CITRO, ROBERT]	03/05/2018	Warning
5 [CITRO, ROBERT]	03/07/2018	2nd Warning

Point Balance		
Employee ID	Attendance Policy	
1 [PROJKOVSKA, TATJANA]	7.00	
2 [SABONJIAN, JEANETTE]	7.00	
3 [CORRALES, TANYA]	7.00	
4 [HAWE, DAVID]	7.00	
5 [CITRO, ROBERT]	7.00	
6 [DERAS, RENE]	7.00	
7 [PHELPS, LORI]	7.00	
8 [CRISANTOS, HEATHER]	7.00	
9 [BOWDEN, TONY]	7.00	
10 [GILLIES, BRAD]	7.00	

Employee Seniority			
Employee ID	Hire Date	Duration	Seniority
1 [PROJKOVSKA, TATJANA]	01/01/2018	3 month(s) 23 day(s)	0
2 [SABONJIAN, JEANETTE]	01/01/2018	3 month(s) 23 day(s)	0
3 [CORRALES, TANYA]	01/01/2018	3 month(s) 23 day(s)	0
4 [HAWE, DAVID]	01/01/2018	3 month(s) 23 day(s)	0
5 [CITRO, ROBERT]	01/01/2018	3 month(s) 23 day(s)	0
6 [DERAS, RENE]	01/01/2018	3 month(s) 23 day(s)	0
7 [PHELPS, LORI]	01/01/2018	3 month(s) 23 day(s)	0
8 [CRISANTOS, HEATHER]	01/01/2018	3 month(s) 23 day(s)	0
9 [BOWDEN, TONY]	01/01/2018	3 month(s) 23 day(s)	0
10 [GILLIES, BRAD]	01/01/2018	3 month(s) 23 day(s)	0

Tue Apr 24, 2018 06:53:55 PM
JOYCE JAN (JOYCE)

Assist Panel Weekly (Sun) Current Pay Period 04/22/2018 (Sun) - 04/28/2018 (Sat)

AWS / SWS Dashboard

- When a Administrator / Supervisor logs in, the new dashboard is shown immediately if dashboard is auto launched.

Assist Panel Weekly Last Pay Period 04/08/2018 (Sun) - 04/14/2018 (Sat) Filter

1 Absent 4 Missed Punch 2 Pending 3 Approved 0 Declined
0 UNOPEN 104 OPEN 20 SUBMIT 73 Approved 0 PAYROLL

Exceptions PTO Status Timesheet Status

Assist Panel Weekly Last Pay Period 04/08/2018 (Sun) - 04/14/2018 (Sat) Filter

1 Absent 4 Missed Punch 2 Pending 3 Approved 0 Declined
0 UNOPEN 104 OPEN 20 SUBMIT 73 Approved 0 PAYROLL

Exceptions PTO Status Timesheet Status

Sun (04/08)	Mon (04/09)	Tue (04/10)	Wed (04/11)	Thu (04/12)	Fri (04/13)	Sat (04/14)
Total Sch. 0	Total Sch. 197	Total Sch. 197	Total Sch. 196	Total Sch. 196	Total Sch. 196	Total Sch. 0
Sch. Hours 0.00	Sch. Hours 1,576.00	Sch. Hours 1,576.00	Sch. Hours 1,568.00	Sch. Hours 1,568.00	Sch. Hours 1,568.00	Sch. Hours 0.00
Reg 0.00	Reg 1,560.00	Reg 1,568.00	Reg 1,584.00	Reg 1,557.60	Reg 1,556.98	Reg 8.00
OT 0.00	OT 5.00	OT 5.03	OT 5.25	OT 5.28	OT 5.00	OT 0.00
	Absent 1					
	Missed Punch 1	Missed Punch 1		Missed Punch 4	Missed Punch 4	

08:00AM - 04:00PM

Total Sch.	196
No Show	0
Total IN	3
Tardy	0
Early Out	2

AWS / SWS Dashboard Gadgets



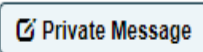

- Majority of the existing gadgets are available; some consolidated into
 - Assist Panel – Approval Status, Schedule vs Actual, Pay Cycle Control
 - In/Out Board – Approaching Hours, Approaching Overtime, Elapsed Time, Punch Headcount

The screenshot displays the NOVAtimeAnywhere dashboard interface. At the top, there is a navigation bar with tabs for Summary, Requests, Overview, and Timesheets. The main content area is divided into several sections:

- Assist Panel:** Shows a weekly calendar for April 2018. The current pay period is 04/29/2018 (Sun) - 05/05/2018 (Sat). The calendar highlights pending requests with blue icons and numbers.
- Time off Requests:** A table showing pending requests for employee 54, WEST, ADAM, on 05/02/2018, with a pay code of 3[SICK] and 2.00 hours requested.
- Exception Summary:** A table showing the count of exceptions: Absent (10), Missed Punch (5), Overtime (24), and Tardy (1).
- Unprinted Point Documents:** A bar chart titled "Point Documents per Employee" showing 1 document for "2nd Warning" and 5 documents for "Warning".
- User Reports:** A table listing reports such as "Accrual Liability", "Labor Costing - Current Month", and "Monday - Overtime Review".
- Message:** A section for private messages.
- Public Message:** A section for public messages, including a notice about the "New Supervisor Dashboard & Navigation" coming soon.



SWS/AWS Dashboard

-  - a shortcut to the associated webpage; tap on the gadget title to change the gadget name
-  - A shortcut to change the view from and to graph view and list view
-  - Sends a private message to employee(s)
-  - Public messages (SSO clients)

The dashboard provides a comprehensive overview of employee status and time management. Key components include:

- Assist Panel:** Summary of employee status (Absent: 11, Tardy: 8, Missed Punch: 8, Overtime: 21) and PTO Status (Pending: 16, Approved: 2, Declined: 1). It also shows Timesheet Status (UNOPEN: 35, OPEN: 27, SUBMIT: 0, APPROVED: 0).
- Unprinted Point Documents:** A table listing employees with warnings or 2nd warnings.
- Point Balance:** A bar chart showing points per employee for GEN, categorized by Level 1 and Level 2.
- Employee Seniority:** A table showing hire dates, durations, and seniority for 10 employees.
- Timeoff Requests:** A calendar view for April 2018 showing pending requests.
- Message:** A section for sending private messages to employees.
- Timeoff Request Approval:** A table for approving requests, showing employee ID, name, date, pay code, req. hours, and posted status.
- User Reports:** A table listing report names, types, and scopes.
- FMLA Active Cases:** A table showing active FMLA cases with employee ID, reason, start/end dates, and status.
- Public Message:** A section for public messages, currently displaying weather information for Rancho Cucamonga, CA.

SWS/AWS Dashboard

- Collapses / Expands gadget; tap on the minus symbol
- Click icon to pause or play the public messages (If more than one setup)
- Clickable dropdown menu to change of data in Time-Off Request gadget
 - Pending requests
 - Leave-shared schedule
 - Pending + Leave-shared

Pending + Leave-shared ▼

- Informs user of how many requests are in the gadget based on color

UI Changes

- Sub-menu Pages: Employee & Payroll categories

The screenshot displays the NOVAtimeAnywhere web application interface. The top navigation bar includes the logo, a search bar, and several menu items: Personal, History, Accruals, Timesheets, Requests, and Overview. The 'Personal' menu is highlighted with a red box, and its sub-menu items, 'H.R. Profile', 'Web Reviews', and 'Lockouts', are also highlighted. The main content area shows the 'Personal' page for 'JONES, DANA - 34', with fields for Department (400), Job (100), Pay Policy (2), Shift Number (3), Pay Category (1), and Holiday Rule (1). The 'Personal Info' section includes dropdown menus for Gender and Marital Status.

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Employee > Personal

H.R. Profile Web Reviews Lockouts

Personal

Active

Search: []

All

NAME	ID
SMITH, KEVIN	22
NOVA, TIMMY	32
CLARK, JEFF	33
JONES, DANA	34
SHAW, TIFFANY	35
BROWN, JOE	36

JONES, DANA - 34

Goto Timesheets Goto Schedule

Department : 400 Job : 100 Pay Policy: 2 Shift Number: 3 Pay Category: 1 Holiday Rule: 1

Personal Info

Gender: <--Select--> Marital Status: <--Select-->

In/Out Board

In/Out Board

- Approaching Meals/Breaks filter
- Approaching Scheduled Hours filter
- Current punch/pay code status (click + to expand to display all in/out records)
- Clock Out column – Work v. Scheduled Hours progress bars
- Meal column – Taken or automatically deducted (✓), no meal (✗), or not yet (blank)

NOVAtimeAnywhere® 5000 Saas ADMINISTRATOR WEB SERVICES

Wed Apr 25, 2018 02:37:44 PM JOYCE (34)

In/Out Board x Timesheets General

In/Out Board 4/25/2018

Filter Employee

Approaching meal break in minutes. Go

Approaching Schedule Hours in minutes. Go

Show Employee All

In/Out Board

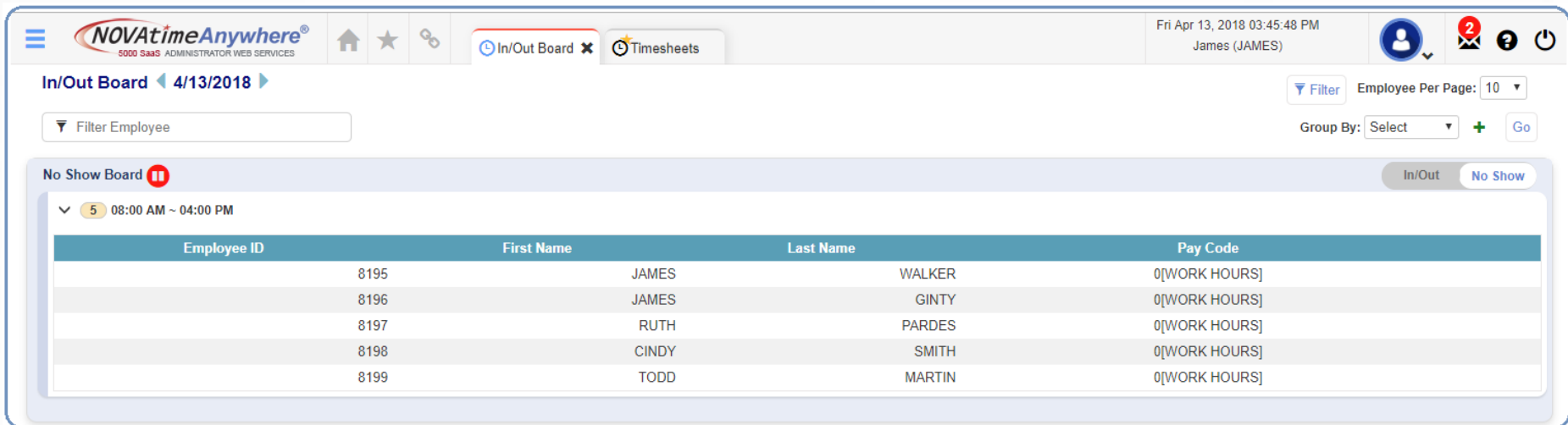
Employee ID	First Name	Last Name	Status	Pay Code	Time Zone	Clock In	Clock Out	Meal	Clock	Reason
15	TRACE	MARTINEZ	In Out	0[WORK HOURS]	GMT -08:00	06:00 AM	08:00 PM	✗	DETAIL	
21	DOROTHY	DOMINGUEZ	In Out	0[WORK HOURS]	GMT -08:00	06:00 AM	04:00 PM	✗	DETAIL	
32	PAUL	RICHARDS	In Out	0[WORK HOURS]	GMT -08:00	09:38 AM	Punch Out Before: 2:38 PM		ewsqlgin	
33	JEFF	CARUTHERS	In Out	0[WORK HOURS]	GMT -08:00	08:15 AM	Punch Out Before: 1:15 PM		DETAIL	
+	34	JOYCE	JAN	In Out	0[WORK HOURS]	GMT -08:00	08:00 AM	Scheduled Work 6 / 8 Hours	✓	ewsqlgin
36	JOE	PALLADINO	In Out	0[WORK HOURS]	GMT -08:00	08:00 AM	Scheduled Work 6 62 / 8 Hours		DETAIL	
38	JAMIE	STUTZ	In Out	0[WORK HOURS]	GMT -08:00	07:00 AM	Punch Out Before: 12:00 PM		DETAIL	
44	MICHELLE	HAGEMAN	In Out	0[WORK HOURS]	GMT -08:00	06:00 AM	04:00 PM	✗	DETAIL	
45	LACY	NICHOLS	In Out	0[WORK HOURS]	GMT -08:00	09:30 AM	Punch Out Before: 2:30 PM		MULTIADD	
49	TERRI	SAVAGE	In Out	0[WORK HOURS]	GMT -08:00	09:00 AM	Punch Out Before: 2:00 PM		DETAIL	

« 1 2 »

No Show Board

No Show Board:

- ✓ Based on each employee's scheduled start time. If an employee has not punched in by his or her scheduled start time, they will appear on the No Show Board until they do punch.



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5000 SaaS ADMINISTRATOR WEB SERVICES

Fri Apr 13, 2018 03:45:48 PM
James (JAMES)

In/Out Board × Timesheets

In/Out Board ◀ 4/13/2018 ▶

Filter Employee

Filter Employee Per Page: 10

Group By: Select + Go

No Show Board **11**

In/Out No Show

5 08:00 AM ~ 04:00 PM

Employee ID	First Name	Last Name	Pay Code
8195	JAMES	WALKER	0[WORK HOURS]
8196	JAMES	GINTY	0[WORK HOURS]
8197	RUTH	PARDES	0[WORK HOURS]
8198	CINDY	SMITH	0[WORK HOURS]
8199	TODD	MARTIN	0[WORK HOURS]

Scheduler Requests Page

Time-Off Request

NOVAtimeAnywhere® 5000 SAAS ADMINISTRATOR WEB SERVICES

Requests x Recap Timesheets General

Wed Apr 25, 2018 12:18:37 PM Demo (DEMO)

Time-Off Schedule

Save Undo Approve All Reset Add Request Paycode Filter

Group Filter: NONE 10 Employees 47 All Requested 34 Pending 12 Approved (All) 1 Declined

The Post Scheduled Paycodes Process completed at 04/18/2018 02:49 PM.

Filter Employee

Employee Count: 9 Expand All

[31] SCHULTZ, JAMES	Change Status	5
[32] RICHARDS, PAUL	Change Status	2
[33] CARUTHERS, JEFF	Change Status	2
[34] JAN, JOYCE	Change Status	10
[35] SHAW, DHARMESH	Change Status	6
[36] PALLADINO, JOE	Change Status	6
[38] STUTZ, JAMIE	Change Status	1
[39] RIVKIN, ANDREW	Change Status	1
[41] SALDANA, LUCY	Change Status	1

Calendar List

Status: All

Daily Request Count: 1 2 3+ 5+ 7+

March 2018							April 2018							May 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

June 2018							July 2018							August 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6	7					1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		

Scheduler Requests Page

- Schedule Request

NOVAtimeAnywhere® 5000 Saas ADMINISTRATOR WEB SERVICES

Home Star Link Requests x Recap Timesheets General

Wed Apr 25, 2018 12:07:19 PM Demo (DEMO)

Requests Time-Off Schedule

Save Undo Approve All Reset Add Request Paycode Filter

Group Filter: NONE 4 Employees 8 All Requested 8 Pending 0 Approved (All) 0 Declined

The Post Scheduled Paycodes Process completed at 04/18/2018 02:49 PM.

Filter Employee

Employee Count: 4 Expand All

[32] RICHARDS, PAUL	Change Status	3
[34] JAN, JOYCE	Change Status	1
[35] SHAW, DHARMESH	Change Status	3
[40] FUEHRER, SCOTT	Change Status	1

Calendar List


Status: All

Daily Request Count: 1 2 3+ 5+ 7+

March 2018							April 2018							May 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

June 2018							July 2018							August 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	






Scheduler Requests Page

- Group filter
- Request count –
 - All Requested
 - Pending – default
 - Approved (All) 
 - Posted
 - Unposted
 - Declined
- Calendar & List
- Daily Request Count – click on the Setup icon to change color

Set Request Count Color

Note:

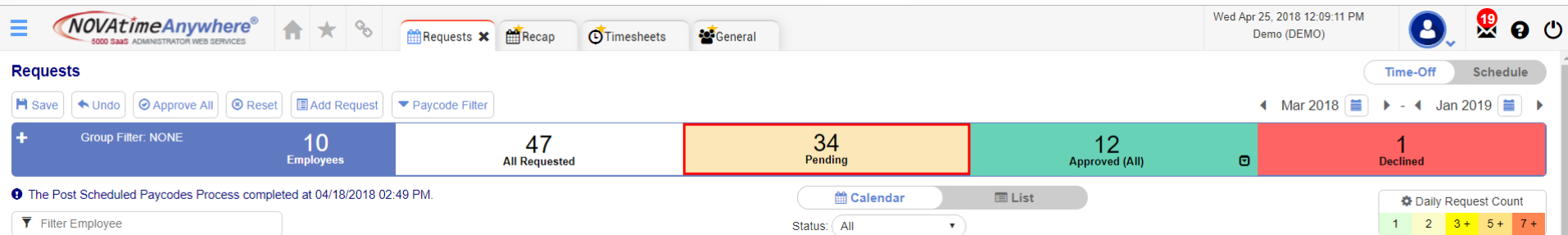
Please enter the request count and the color. This will highlight all the days in the month that have the total request count with its associated color.

Request Count	Color
1 or more	
2 or more	
3 or more	
5 or more	
7 or more	

Set Default

OK

Cancel






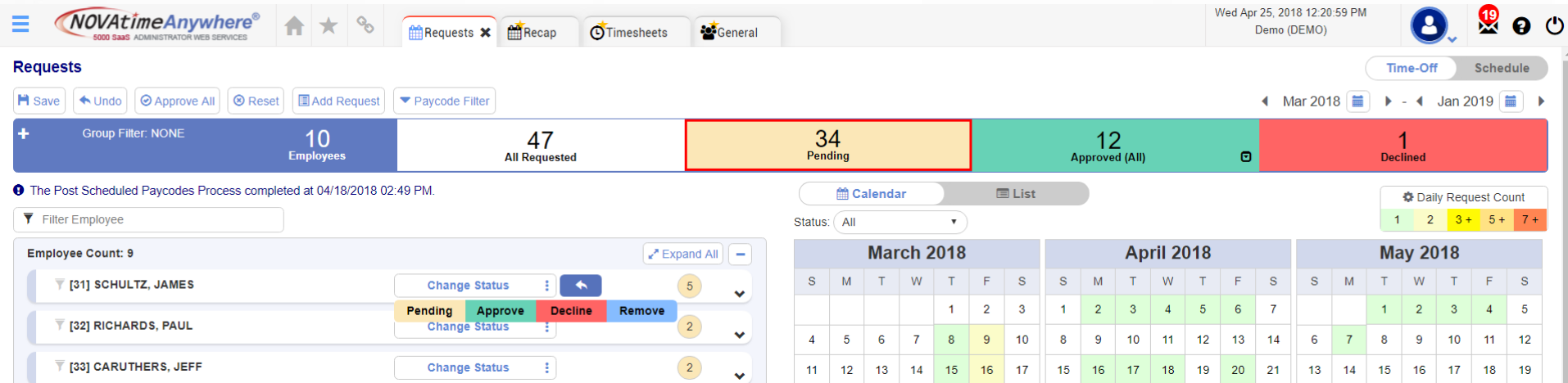
The screenshot shows the NOVAtime Scheduler Requests Page. At the top, there is a navigation bar with the NOVAtime logo and various menu items like Requests, Recap, Timesheets, and General. The main content area displays a summary of requests for a specific group. The summary is as follows:

Group Filter: NONE	10 Employees	47 All Requested	34 Pending	12 Approved (All)	1 Declined
<p>The Post Scheduled Paycodes Process completed at 04/18/2018 02:49 PM.</p> <p>Filter Employee</p>					

At the bottom right, there is a 'Daily Request Count' section with a color-coded legend: 1 (light green), 2 (light yellow), 3+ (yellow), 5+ (orange-yellow), 7+ (orange).

Scheduler Requests Page

- Expand All button
- Quick approval 
- Expand an employees' requests 
- Sort by the request date 



The screenshot shows the NOVAtime Scheduler Requests Page. At the top, there is a navigation bar with the NOVAtime logo and several menu items: Requests, Recap, Timesheets, and General. The date and time are displayed as Wed Apr 25, 2018 12:20:59 PM. Below the navigation bar, there is a 'Requests' section with a 'Time-Off' tab selected. The 'Requests' section includes a 'Paycode Filter' and a summary bar showing the following counts: 10 Employees, 47 All Requested, 34 Pending, 12 Approved (All), and 1 Declined. Below the summary bar, there is a 'Filter Employee' input field and a list of employees with their request counts and status options. The employees listed are [31] SCHULTZ, JAMES (5 requests), [32] RICHARDS, PAUL (2 requests), and [33] CARUTHERS, JEFF (2 requests). To the right of the employee list, there is a 'Calendar' section showing three calendar views for March 2018, April 2018, and May 2018. The status is set to 'All' and the 'Daily Request Count' is shown as 1, 2, 3+, 5+, 7+.

Scheduler Requests Page

Filter

NOVAtimeAnywhere® 5000 SaaS ADMINISTRATOR WEB SERVICES

Home Star Link

Requests x Recap Timesheets General

Wed Apr 25, 2018 12:27:51 PM Demo (DEMO)

Time-Off Schedule

Save Undo Approve All Reset Add Request Paycode Filter

Group Filter: None 10 Employees 47 All Requested 34 Pending 12 Approved (All) 1 Declined

The Post Scheduled Paycodes Process completed at 04/18/2018 02:49 PM.

"31"

Employee Count: 1 [31] SCHULTZ, JAMES

Change Selected

Date	Pay Code	Req. ...	Avail. ...	Requested On	Status	Start	End	Note
Apr 4, 2018	2 [VACA]	8.00	-48.00	3/15/2018, 12:50 PM	Pending			
Apr 5, 2018	2 [VACA]	8.00	-48.00	3/15/2018, 12:50 PM	Pending			
Apr 6, 2018	2 [VACA]	8.00	-48.00	3/15/2018, 12:50 PM	Pending			
Jul 5, 2018	2 [VACA]	8.00	-50.00	3/18/2018, 12:10 PM	Pending			
Jul 19, 2018	2 [VACA]	8.00	-50.00	4/20/2018, 10:10 AM	Pending			

Accrual Summary

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VACATION]	Apr 17, 2018	T	2	-50	Usage
12[FMLA]	Jan 1, 2018	U	480	480	FMLA Posting 2018
25[FMLA CARE]	Jan 1, 2018	U	480	480	FMLA Posting 2018

Calendar List

Status: Pending

Daily Request Count: 1 2 3+ 5+ 7+

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Scheduler Requests Page

- A near legacy Scheduler > Request > Detail page

- List

Calendar

List

- Minimize the Employee List



Requests

Group Filter: NONE 10 Employees 43 All Requested 34 Pending 12 Approved (All) 1 Declined

Calendar List

Status: All Save

ID	Employee	Date	Paycode	Hrs	Requested On	Status	Start	End	Note
33	CARUTHERS, JEFF	Mar 8, 2018	2 [VACA]	8.00	Mar 15, 2018	Approved			
31	SCHULTZ, JAMES	Mar 9, 2018	2 [VACA]	8.00	Mar 15, 2018	Approved			
33	CARUTHERS, JEFF	Mar 9, 2018	2 [VACA]	8.00	Mar 15, 2018	Declined			
31	SCHULTZ, JAMES	Apr 2, 2018	2 [VACA]	8.00	Mar 15, 2018	Approved			
31	SCHULTZ, JAMES	Apr 3, 2018	2 [VACA]	8.00	Mar 15, 2018	Approved			
31	SCHULTZ, JAMES	Apr 4, 2018	2 [VACA]	8.00	Mar 15, 2018	Pending			
31	SCHULTZ, JAMES	Apr 5, 2018	2 [VACA]	8.00	Mar 15, 2018	Pending			
31	SCHULTZ, JAMES	Apr 6, 2018	2 [VACA]	8.00	Mar 15, 2018	Pending			
35	SHAW, DHARMESH	Mar 16, 2018	2 [VACA]	8.00	Mar 16, 2018	Approved			
40	FUEHRER, SCOTT	Mar 16, 2018	2 [VACA]	8.00	Mar 16, 2018	Approved			
35	SHAW, DHARMESH	Mar 20, 2018	2 [VACA]	1.00	Mar 16, 2018	Pending			

Where to get help

Ongoing Education Page

www.novatime.com

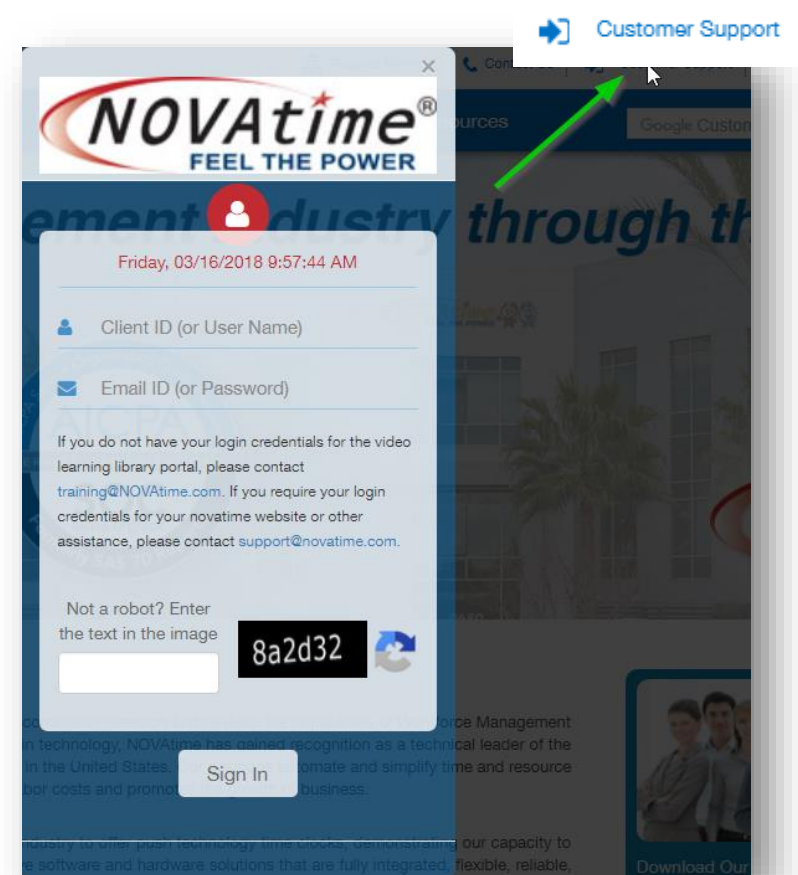
LOGIN: n0v@users (0=zero)

PASSWORD: n0v@sch00l (0=zero)

Recorded webinars

Forum

Forum.novatime.com

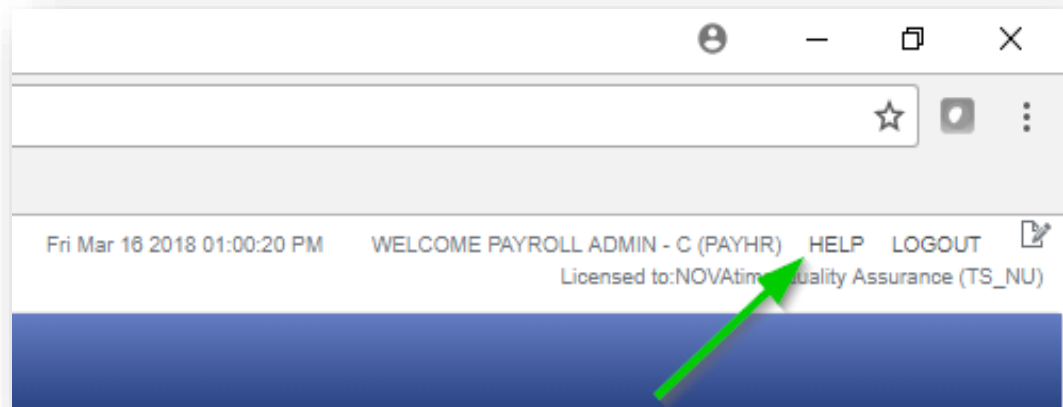


Where to get help

Forum

Forum.novatime.com

Online Help



Questions and Answers

NOVAtime 5000 New Navigation, Supervisor Dashboard, & PTO Approval

Wed, May 30, 2018 10:30 AM - 11:00 AM PDT

Register [here](#).

Enhanced Template Schedules Page

Tue, May 29, 2018 11:00 AM - 12:00 PM PDT

Register [here](#).



Please download the session handouts from the “Handouts” section of the session control panel prior to the start of the session.



Thank you!

- Please be sure to complete the post-session survey to help us improve our sessions.

