HELP IN 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 access a variety of guides, topics, and training videos from the vendor, NOVAtime. This guide explains how to get to the training materials from the website.

Goals of this Guide:
- Get into the system
- View Employee Help
- View Supervisor/ Administrator Help

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.
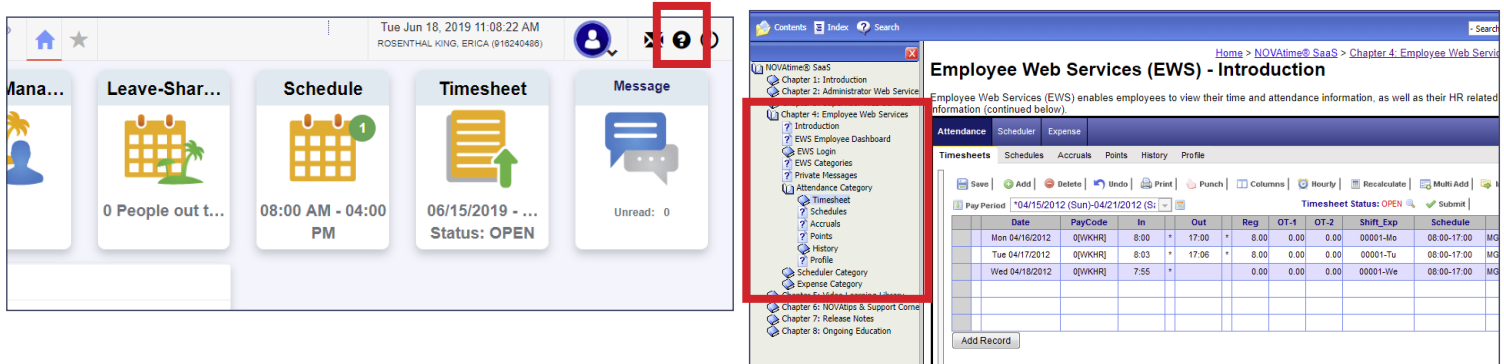

GET INTO THE SYSTEM

1. If you are an employee, navigate to the NOVAtime Employee Web System by going to https://online5.timeanywhere.com/novatime/ewskiosk.aspx?CID=464371dc-b903-493d-8c9a-3dae1497991c
2. If you are a Supervisor Or Administrator, visit https://online5.timeanywhere.com/novatime/wslogin.aspx?CID=f5f468c6-7317-47ab-8f37-49c81c4b7514&Site=AWS
3. Or go to http://www.Rowan.edu/payroll and click the link
4. Log in with your user name and password and choose **Employee Web Services** for employees or **Login** for Supervisors/ Administrators.

VIEW EMPLOYEE HELP

1. Click on the **Help** menu icon in the toolbar, at the top of the screen.
2. A separate window will open with the help menu.
3. Help topics are located on the left side of the menu separated by chapters.
4. Click on **Chapter 4: Employee Web Services**.
5. Each of the items listed are help topics for employees in the NOVAtime system. There are screenshots, links to videos, and links to printed materials to help employees navigate the system. Click on a topic title to bring up training materials regarding that topic.
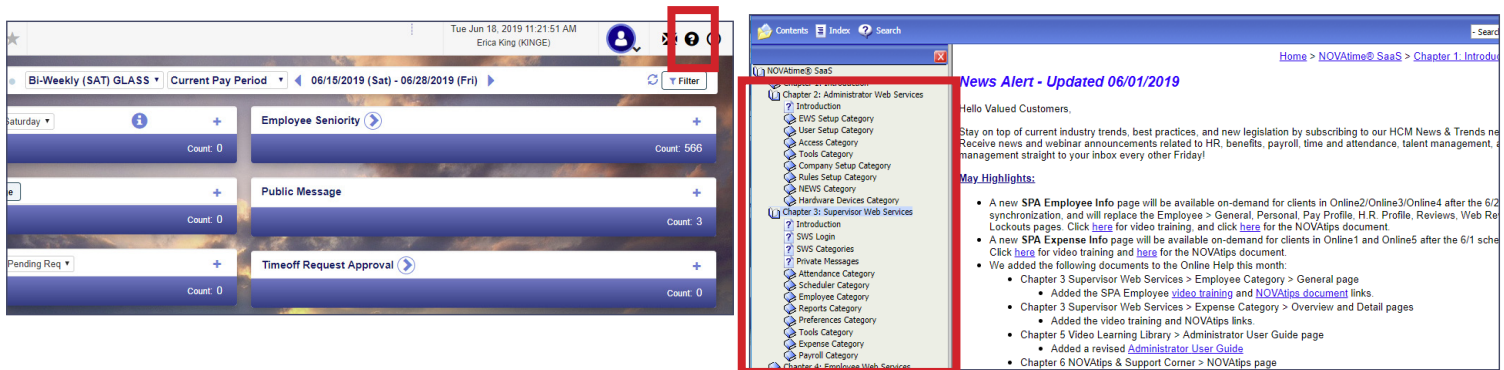
VIEW SUPERVISOR/ADMINISTRATOR HELP

1. Click on the **Help** menu icon in the toolbar, at the top of the screen.
2. A separate window will open with the help menu.
3. Help topics are located on the left side of the menu separated by chapters.
4. Click on **Chapter 2: Administrator Web Services** or **Chapter 3: Supervisor Web Services**.
5. Each of the items listed are help topics for **Administrators** or **Supervisors** in the NOVAtime system. There are screenshots, links to videos, and links to printed materials to help **Administrators** or **Supervisors** navigate the system. Click on a topic title to bring up training materials regarding that topic.