



## NOVAtime 5000 SaaS (Software as a Service)

- NOVAtime 5000 system is a “**Web based**” software accessible via the Internet using most modern web browsers.
- There are **3** Types of NOVAtime 5000 “**Web Services**”, each offering specific role-based functionality and security.
  - **Administrator Web Services (AWS)**: System Administrators with full access and function to the core system.
  - **Supervisor Web Services (SWS)**: System Supervisors with access to employee timesheets, scheduling, & reports.
  - **Employee Web Services (EWS)**: Individual employee portal with access to their own time & attendance data.

**Rowan University - NOVAtime 5000 Supervisor Web Services web address:**

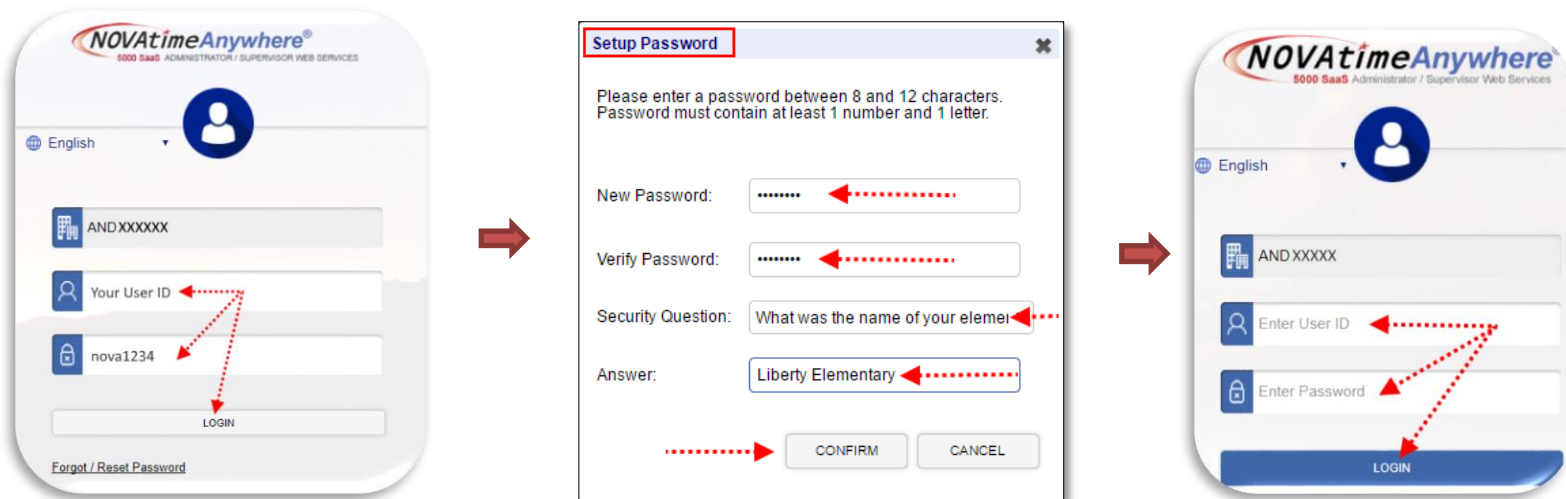
<https://online5.timeanywhere.com/novatime/wslogin.aspx?CID=f5f468c6-7317-47ab-8f37-49c81c4b7514&.>

A screenshot of the NOVAtimeAnywhere 5000 SaaS login page. The page has a white background with a blue header bar. The header bar contains the NOVAtimeAnywhere logo and the text "5000 SaaS Administrator / Supervisor Web Services". Below the header bar is a language selector set to "English" and a user profile icon. The main content area contains three input fields: a first field with the value "AND19017", a second field labeled "Enter User ID", and a third field labeled "Enter Password". Below these fields is a blue "LOGIN" button. At the bottom of the page is a link that says "Forgot / Reset Password".

The NOVAtime 5000 Administrator/Supervisor Web Services Login page:

## User initial logon and Password Setup:

- Each User of the Administrator or Supervisor Web Services (*not Employee Web Services*) will be assigned a “**User ID**” and an initial “temporary” password **nova1234**. In most cases, your User ID will be a combination of your first name initial and your Last Name. **Ex: Mary Smith = msmith**
- The first time a User attempts to login to NOVAtime, they will need to establish their **User ID** and setup a **new password**. (
  - At the NOVAtime Login page, the User should input their **USER ID**, and a temporary password of **nova1234** then click the **LOGIN** button.
  - The **Setup Password** pop-up window will appear prompting the **User** to create a **New Password** that is between 8 and 12 characters and must contain at least 1 number and 1 letter and then select a **Security Question** and **Answer** to be used for password recovery options.
  - Click the **Confirm** button to save your newly created password.

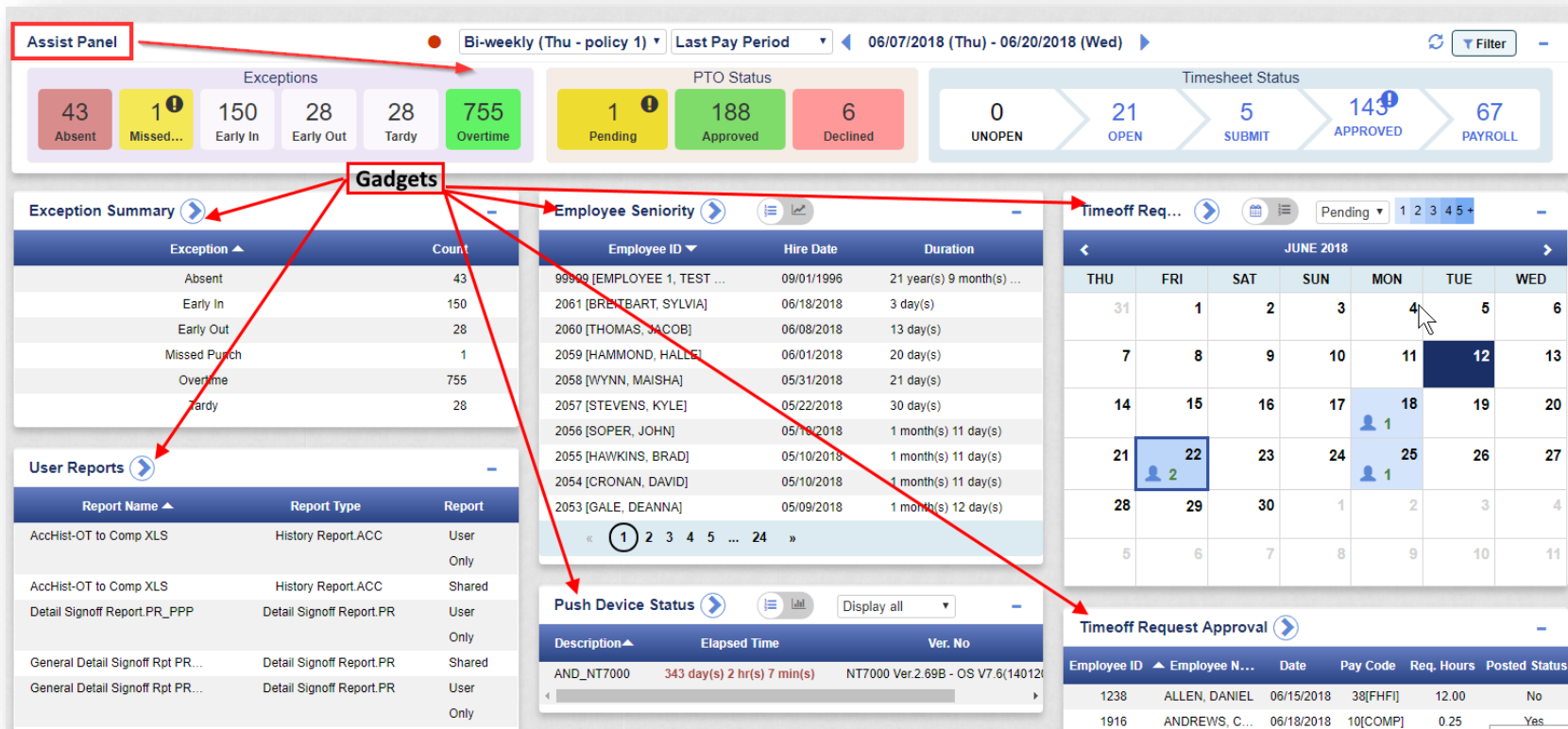


- Once the **User ID** and **Password** is created, the **User** can now login to their NOVAtime **AWS/SWS Web Services**.



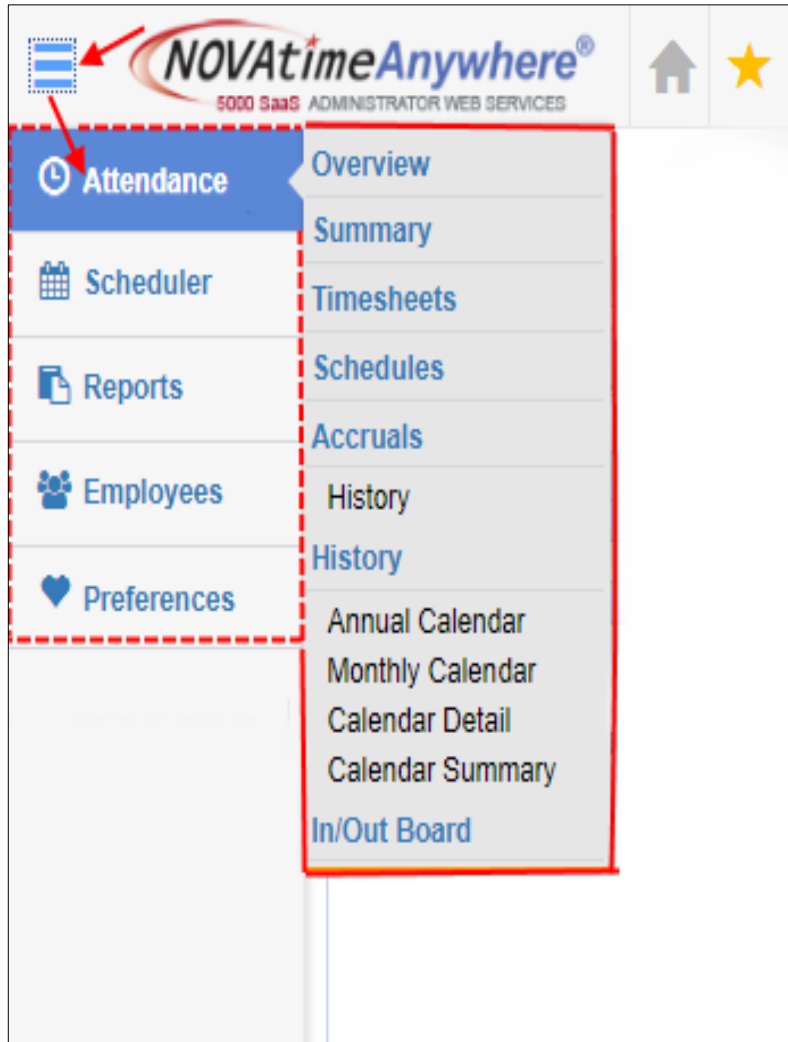
## ➤ Program Navigation:



Upon logging into the NOVAtime program, you will be presented with the NOVAtime **Supervisor Dashboard**. The NOVAtime Dashboard provides each User with a concise initial point of reference and provides tools to efficiently view and manage your employees time and attendance status.



- The NOVAtime Dashboard consists of an “**ASSIST PANEL**” which provides a focus on employees timesheet **Status**, **Exceptions** and **PTO** submissions.
- Below the Assist Panel are multiple “**GADGETS**” which provide additional information and access to Reports, Push Device Status, Exceptions etc.
- Click on of Assist Panels fields and/or the displayed Gadgets to access additional information about your Employees.

➤ **Program Navigation:** (Menu and Category Listing and Pages)



- In the upper left corner of the NOVAtime 5000 page, click on the Menu icon  to open the listing of available **Categories**.
- Each **Category** provides and performs a specific function within the NOVAtime system.
- The available **Categories** can vary based upon the configuration of the **AWS, SWS & EWS** access groups.
- Simply click on the desired **Category** to access its available features. The selected **Category's** color scheme will change to a bold blue color. In the example to the left, the **Employee** Category is selected.
- When the desired **Category** is selected, the available options or "**Pages**" will appear in menu form.
- Click on the specific "**page**" to open the page and access its features. (Ex: Employees/Overview)
- Click on the Menu icon  again to close the Menu list.

~ The following pages will summarize the many available Categories and their respective Sub Tabs ~

## **ATTENDANCE:** *(This Category allows the User to manage their employees "Time Data" via Timesheets, Accruals etc.*

### **Overview:**

- Provides a summarized group view of employee total scheduled and timesheet hours as well as timesheet status

### **Summary:**

- The Summary page is utilized to view the employees' summarized scheduled and timesheet hours, and status. The page also provides a summary of "exceptions" (Absence, Missed Punch, Tardy etc

### **Timesheets:**

- The Timesheet page is used to review, verify, modify the employee's punch information for the selected pay period before the timesheet is "approved" for payroll processing.

### **Schedules:**

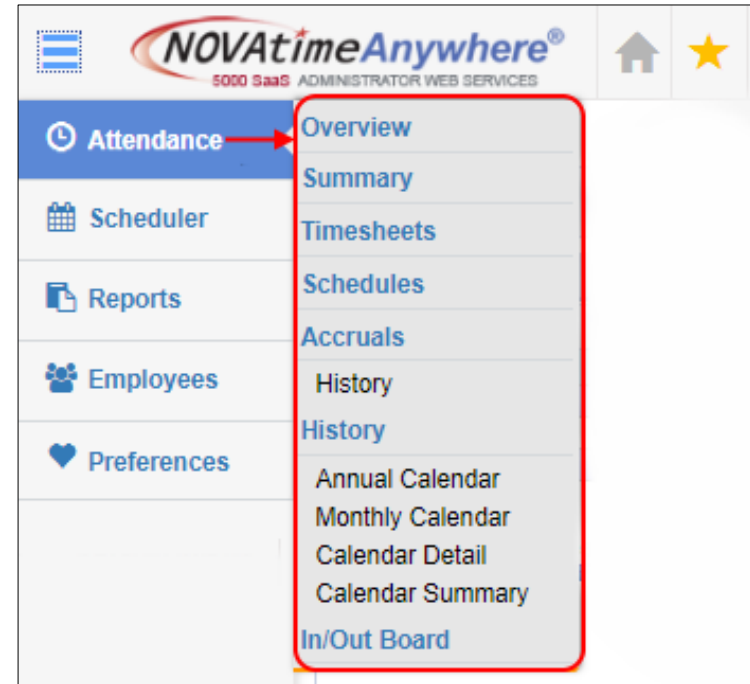
- The Schedule page is used to review the employee's weekly or monthly schedule vs. actual worked hours.

### **Accruals:**

- The Accruals page is used to view the employee's benefit-accrual hours' summaries and details.

### **History:**

- The History page is used to review the pay codes (by color) that were posted to the employee's timesheet by year.



### **In/Out Board:**

- The In/Out Board is an effective utility to see which employees are currently Clocked In or Out for the day.
- The In/Out Board also features a "No Show" listing which will reflect those employees that are scheduled to work for the current day, but have not Clocked In yet for the day.
- The In/Out Board also provided "Approaching OT" features to help identify those employees that may

## **SCHEDULER:** *(This Category allows the User to define optional yet specific Weekly Schedules for all or select employees)*

### **Overview:**

- The Overview page is used to view a summary of active employees and their scheduled vs. Actual hours.

### **Template Schedules:**

- The Template Schedules page is used to override employee “shift schedules” using user-defined schedule templates.

### **Free Form Schedules:**

- The Free Form Schedules page is used to override employee “shift schedules” using a direct entry or user-defined schedule templates.

### **Recap:**

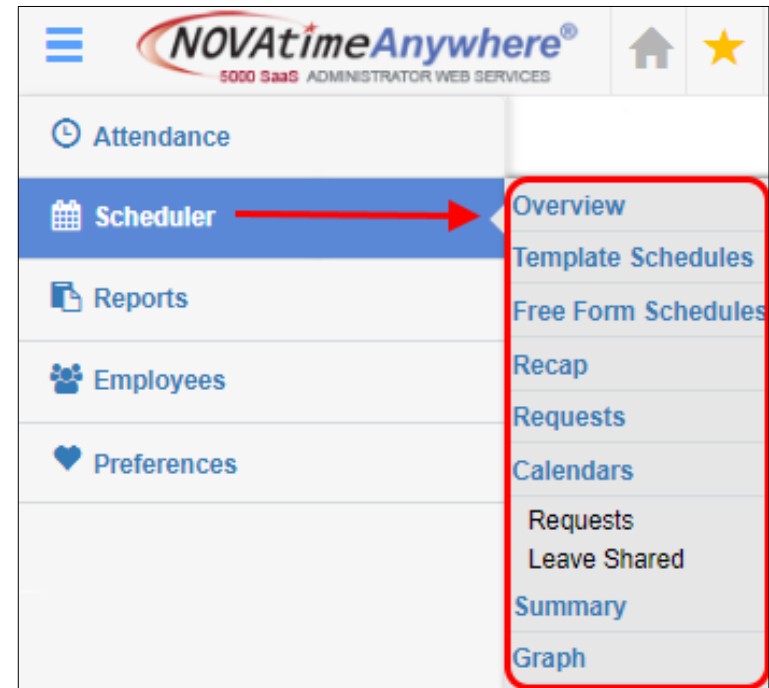
- The Recap page is used to reassign employees to their shift schedule, copy schedules, and to override employee schedules.

### **Requests:**

- The Requests page allows the User to view and manage (approve/decline) submitted schedule requests from their employees.

### **Calendars:**

- The Calendar page is used to view the status of each employee's schedule and time-off requests for the selected year.



### **Summary:**

- The Summary page provides a summary-to-detail view of the employees' Scheduled Vs. Actual hours and variances.

### **Graph:**

- The Graph page is used to view each employee's scheduled Vs. Actual hours in graphical form.
- Available options are:
  - Actual vs. Scheduled
  - Actual
  - Scheduled

## REPORTS: *(This Category allows the User to configure and execute various reports to .pdf, excel or html)*

### Report Generator:

- The NOVAtime Report generator is a powerful user-configurable reporting tool using existing report templates that can be used as is, or the system user can configure many aspects within the reports "Properties" page to obtain the data in a clear and concise format.

### Events: *(if applicable)*

- The Events page is used to review that status of all published reports that have been configured and scheduled to be emailed to the User(s).



## EMPLOYEES: *(This Category allows the User to view/add their employees system specific, personal information.)*

### ➤ Overview:

The Overview page is used to view a summary of active employees and their EWS access and lockout status.

### ➤ Maintenance:

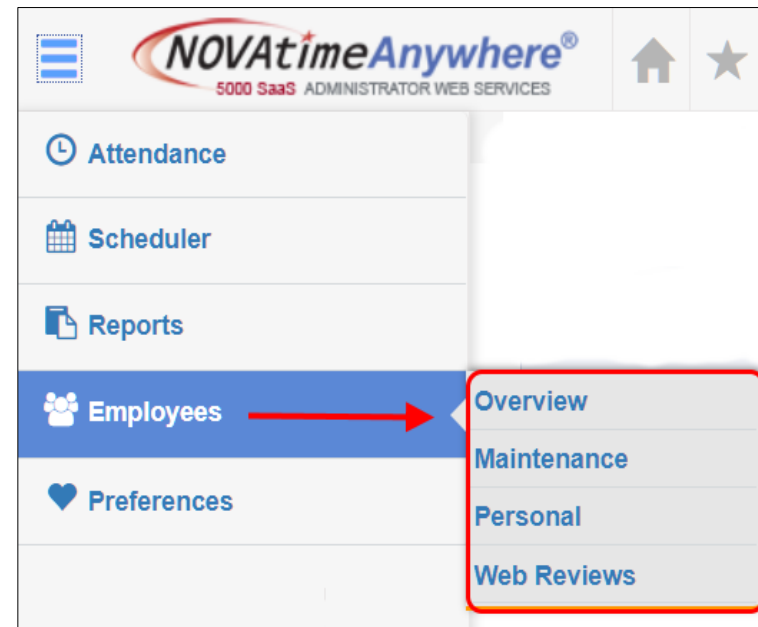
The Maintenance page will allow Supervisors to update and assign the appropriate NOVAtime Work Rules (*Shift #, Policy, Holiday Pay Rule, EWS Access Group, Send Schedule To, etc*) to their Employee profile. *\* See sample on page 12*

### ➤ Personal:

The Personal page is used to view personal information.

### ➤ Web Reviews:

The Web Review page is used to enter employee reviews or





**PREFERENCES:** *(This Category allows the User to change their login password and filter group entries on timesheets etc)*

➤ **Profile:**

The Profile page allows a User to define the Login Password,

➤ **Preference:**

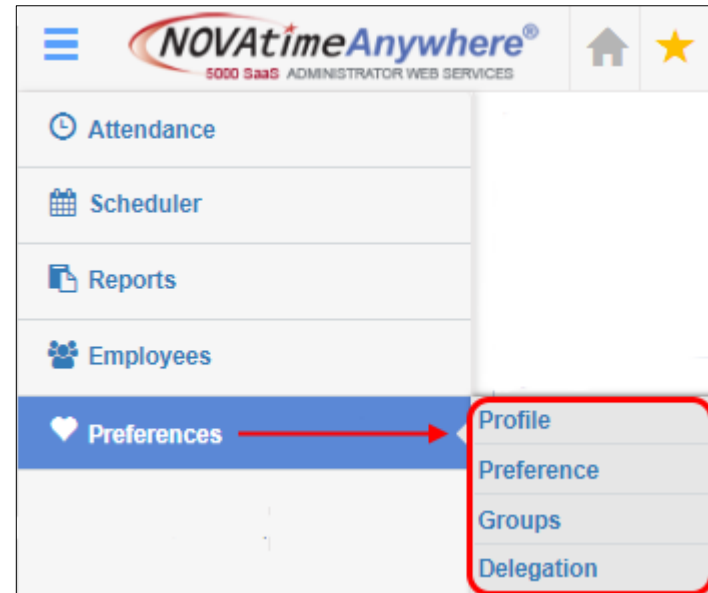
The Preference page allows a User to customize default system layout for their own specific User experience.

➤ **Groups:**

The Groups page allows a User to filter which Group values they wish to view on the timesheet, reports “Group” menu’s.

➤ **Delegation:**

The Delegation page allows the User to “delegate” their system access & authority to another NOVAtime system User.





## FORGOT / RESET PASSWORD:

- **Lauch Icon:** (Located below the NOVAtime login fields) This button allows the User to reset their NOVAtime User password using their previously configured *security question* and *answer*.
- The System will send the User an email with a link to reset their password. (see below).

The image shows the NOVAtimeAnywhere login interface. At the top is the logo 'NOVAtimeAnywhere® 5000 SaaS Administrator / Supervisor Web Services'. Below it are fields for 'ANDXXXXX', 'Your User ID', and 'XXXXXXXXXX', followed by a 'LOGIN' button. At the bottom left, a link 'Forgot / Reset Password' is highlighted with a red box and a red dotted arrow pointing to it from the right.



The image shows the 'Reset Password' form. It has fields for 'ID:' (andsuper), 'Email:' (and.testsupervisor@gmail.com), 'Security Question:' (What was your childhood nickname?), and 'Answer:' (novatime). Below these is a security code field showing 'VTC4U' with a red dotted arrow pointing to it from the 'RESET' button. The 'RESET' button is highlighted with a red box. A red dotted arrow also points from the 'Forgot / Reset Password' link in the previous screen to the 'ID:' field.



The image shows a confirmation dialog titled 'Reset Password'. It has fields for 'ID:' (andsuper) and 'Email:' (and.testsupervisor@gmail.com). Below these fields is a yellow highlighted message: 'Instructions on changing your password has been sent to your email address.' and an 'OK' button.



The image shows an email notification titled 'Your request to change your password'. It is from 'NOVAtime Notification <NovaSaaSAlerts@novatimeanywhere.com>' to 'and.testsupervisor@gmail.com'. The body text says: 'Please click the following link to change your password.' followed by a URL: <https://online3.timeanywhere.com/novatime/changeforgetpw.aspx?cid=C2FE4490-401E-49D7-8E8A-E5ECD104C998&REQTOKEI>. A red arrow points from the title to the URL. At the bottom, it says: '\*\*NOTE: This link is a one-time use link. It will expire once you have clicked on the link or after 24 hours of the requested time.'

## DETAIL TIMESHEET REFERENCE LIST:

➤ *Below is a description of the common fields & columns displayed within the “**Sample Detail Timesheet**” on the next page.*

1. **Pay Period Cycle Dates:** Reflects/Allows the User to toggle through the pay cycle date range of the timesheet data below.
2. **Daily button:** Click to change the Timesheet view to a Daily view, to see all the records for a specific day/date.
3. **Timesheet Status:** **OPEN** by default then updated to **APPROVED/PAYROLL** status based on the User approving the sheet.
4. **Approve Stamp:** Click on this button to **Approve** the content of the timesheet. Timesheet is locked upon Approval.
5. **Employee/Timesheet shortcuts:** Click to the selected **Employee, Scheduler** pages, **Column Setup, Quick Print**.
6. **Timesheet editing buttons:** Allows the User to edit and manage employee timecard information and column layout.
7. **Audit:** Will provide a timesheet audit trail, by line item, for each User that modifies the selected timesheet record.
8. **Date:** The actual date of the In and Out punches performed at the clock, or manual data input to the timesheet.
9. **Pay Code:** The selected Pay Code used in the timesheet to pay out hours or dollar amounts. Default value is Pay Code "0".
10. **IN:** The time of the employee's IN punch.
11. **Modified Column:** Will display an \* whenever a record is manually saved to the system or an actual punch is modified.
12. **OUT:** The time of the employee's OUT punch.
13. **Missed Punch indicator:** Highlighted IN or OUT cell, reflected a missed punch on the timesheet.
14. **REG:** Will reflect the total of regular work hours per line item. Also, where non-calculated pay codes values are input.
15. **OT-1->OT3:** Will reflect in a green highlighted box any hours that are classified as Overtime hours.
16. **Total, Daily & Weekly Hrs:** Reflects calculated paired punch totals, by Line Item, and accumulated hours by **Day** and **Week**
17. **O/R:** A **Calculation Override** option: Check this box to modify the total hours' payout for a line item/day.
18. **UOT: Unapproved Overtime:** Check this box to disapprove any Overtime earnings for the specific **Line** item by day/week.
19. **Notes:** Allows you to input free form text “comments” about a timesheet scenario, per line item, within the timesheet.
20. **Reason Code:** Allow you to insert a preconfigured “Reason Code” value (Ex: **OTA**) per line item, within the timesheet.
21. **Schedule:** Reflects the Employees assigned work schedule, for the day, either by assigned Shift or defined Schedule.
22. **IN Exp / OUT Exp:** Displays timesheet "exceptions" to identify such items as Tardiness (**T**), Early In/Out (**E**) and Grace (**G**).
23. **Selection Box:** Check to the box to perform functions such as Delete or options under the “More Functions” box.
24. **Copy Selection:** Click to select the line item to “copy” the record to the clipboard, to paste to another timesheet line item.
25. **Timesheet Summary:** Provides the summary of the Pay Code, Jobs and hours and \$\$ worked throughout the Pay Period.

~Please see the Sample Detail Timesheet display on the next page~

SAMPLE DETAIL TIMESHEET DISPLAY:

Timesheet

Pay Period: Bi Weekly

Last Pay Period

01/06/2019 (Sun) - 01/19/2019 (Sat)

Daily: ☐

Status: OPEN

Approve

Timesheet TEST, EMPLOYEE 2 - 999999

Save

Delete

Undo

Recalculate

Insert / Repost

More Functions

Audit	Date	Pay Code	In	Out	Reg	OT1<	OT15	OTx2	OTx3	Total Hours	Daily Hours	Weekly Hours	O/R	UOT	Note	Reason	Schedule	In Exp	Out Exp
	Mon 01/07/2019	100[WORK HOURS]	07:27 AM	04:03 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00					07:30-16:00	E 3	L 3
	Tue 01/08/2019	100[WORK HOURS]	07:35 AM	03:59 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	16.00					07:30-16:00	T 5	E 1
	Wed 01/09/2019	100[WORK HOURS]	07:29 AM	04:00 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	24.00					07:30-16:00	E 1	
	Thu 01/10/2019	100[WORK HOURS]	07:41 AM	04:00 PM	7.75	0.00	0.00	0.00	0.00	7.75	7.75	31.75					07:30-16:00	T 11	
	Fri 01/11/2019	100[WORK HOURS]	07:30 AM	04:15 PM	8.00	0.00	0.25	0.00	0.00	8.25	8.25	40.00			OTA [OT Approved by Supervisor]		07:30-16:00		L 15
	Mon 01/14/2019	100[WORK HOURS]	07:30 AM	04:00 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	8.00					07:30-16:00		
	Tue 01/15/2019	100[WORK HOURS]	07:30 AM	*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00					07:30-16:00		
	Wed 01/16/2019	100[WORK HOURS]	07:29 AM	04:05 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	16.00					07:30-16:00	E 1	L 5
	Thu 01/17/2019	100[WORK HOURS]	07:31 AM	04:04 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	24.00					07:30-16:00	T 1	L 4
	Fri 01/18/2019	100[WORK HOURS]	07:29 AM	04:03 PM	8.00	0.00	0.00	0.00	0.00	8.00	8.00	32.00					07:30-16:00	E 1	L 3
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22				

Timesheet Summary


Group By: Pay Code + Pay Org + Pay Rate





Pay Code - Pay Org	Reg Hrs	OT1<	OT15	OTx2	OTx3	OTHR	Total Hrs	Work Period
100 [WORK HOURS] - 01140 [Finance]	71.75	0.00	0.25	0.00	0.00	0.00	72.00	01/06/2019 - 01/19/2019
Totals	71.75	0.00	0.25	0.00	0.00	0.00	72.00	

## Employees > Maintenance Page

- **Access Group** – Determines what Employee Web Access the Employee will have.
- **Send Schedule/Approval Requests** – Determines which Supervisor will review Time-Off Requests/Timesheet submissions from the respective employee.
- **Pay Policy** – Determines the Pay Cycle dates, time calculation parameter (OT parameters, Rounding etc.)
- **Shift Number** – Determines what the Employee work Schedule (Days and Times) will be on a routine basis.
- **Holiday Rule** – Determines which Holiday pay parameters will be applied to an employee if they observe holiday and/or if they work on a holiday.
- Always click on the SAVE button to apply any changes made within the Employees>Maintenance page.

### Sample Employees>Maintenance page:

**Maintenance** 

 Save  Undo  Goto Timesheets  Goto Schedule


Last changed: 04/04/2019 11:12PM By: A

99999 [EMPLOYEE 1, TEST-GLASS 2]

Employee Identification: (\*Required fields)


Badge Number:

99999

☒ EWS Access  Change Password

Access Group:

Employee - Web/Clock ▼

Time Clocks Assignment  Generate Temporary Badge


S.S.N.:

\*\*\*\_\*\*\_\*\*\*\*

Job Title: CLERK

Send Schedule/Approval Requests:

Support Administrator ▼

☐ Additional Users 

Pay Rules (All fields are required)

Pay Policy:

1 [Glassboro/Camden Full Time Hourly I ▼

Pay Category:

Ft [Full Time] ▼

Shift Number:

302 [Fcst D2 8:30-5:00 M-F 30m] ▼

Holiday Rule:

1 [Main Holiday Rule] ▼

Pay Type:

3 [Non-Exempt] ▼

Pay Method:

1 [Hourly] ▼

Key Dates

Probation ☐

Duration: 0

Start Date: 

## TIME CONVERSION REFERENCE:

### 12hr to 24hr

<b>12:00 am Midnight</b>	<b>0000</b>
<b>1:00 AM</b>	<b>0100</b>
<b>2:00 AM</b>	<b>0200</b>
<b>3:00 AM</b>	<b>0300</b>
<b>4:00 AM</b>	<b>0400</b>
<b>5:00 AM</b>	<b>0500</b>
<b>6:00 AM</b>	<b>0600</b>
<b>7:00 AM</b>	<b>0700</b>
<b>8:00 AM</b>	<b>0800</b>
<b>9:00 AM</b>	<b>0900</b>
<b>10:00 AM</b>	<b>1000</b>
<b>11:00 AM</b>	<b>1100</b>
<b>12:00 PM</b>	<b>1200</b>
<b>1:00 PM</b>	<b>1300</b>
<b>2:00 PM</b>	<b>1400</b>
<b>3:00 PM</b>	<b>1500</b>
<b>4:00 PM</b>	<b>1600</b>
<b>5:00 PM</b>	<b>1700</b>
<b>6:00 PM</b>	<b>1800</b>
<b>7:00 PM</b>	<b>1900</b>
<b>8:00 PM</b>	<b>2000</b>
<b>9:00 PM</b>	<b>2100</b>
<b>10:00 PM</b>	<b>2200</b>
<b>11:00 PM</b>	<b>2300</b>
<b>12:00 Midnight</b>	<b>2400</b>

### Minutes to Decimal Hours

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

# Thank you



(888) 357-7299 x 1 (24/7 Support)  
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