

JUNE 2019

# EMPLOYEE CLOCK GUIDE

# NOVATIME



## NOVAtime

NOVAtime is a biometric clocking system, as well as an online timekeeping system, and a mobile application providing timekeeping services. This guide provides instructions on using the Biometric time clock.



## Goals of this Guide:

- Clock In/Out
- Check Employee Schedule
- Request Time Off
- Submit Timesheet

The NOVAtime system automatically pairs up punches depending on the time of day they are performed. There are no separate punch functions for 'in' and 'out'.



## CLOCKING IN/OUT

1. Type your Banner ID on the time clock keypad.
2. Press the enter key on the keypad.
3. Place the finger you selected when you were registered into the clock on the finger sensor surface.
4. When the punch is accepted the clock will emit a loud beep and the sensor light above the keypad will turn green, if it emits a buzzer sound and the light turns red, select cancel and try again.

Date	In-1	Out-1	In-2	Out-2	Reg	Total OT	Paycode	Am
Thu 1/16/14	1:03 PM	3:30 PM	4:30 PM	9:00 PM	5.5	1.5	0[WKHR]	0
Fri 1/17/14	9:01 AM	10:00 AM	11:00 AM	11:50 AM	1.81	0	0[WKHR]	0
Fri 1/17/14	1:00 PM	4:30 PM	4:40 PM	9:00 PM	6.18	0.82	0[WKHR]	0
Sat 1/18/14	8:00 AM	10:00 AM	10:00 AM	12:00 PM	3	0	0[WKHR]	0
Mon 1/20/14	9:23 AM				0	0	0[WKHR]	0

  

His Summary		Fri 1/17	Pay Period
Regular		7.99	18.99
Overtime		0.82	2.32
<b>Grand Totals</b>		<b>8.81</b>	<b>21.31</b>
Amount (\$)		0	0

## CHECK YOUR SCHEDULE

1. On the time clock screen press the **View Timesheet** function.
2. Type your Banner ID on the time clock keypad, press the enter key, and verify with your finger
3. Once your timesheet is displayed use the day summary and horizontal and vertical scroll bars to navigate to the information you would like to see
4. Tap the **Back to Main** function on the screen to return

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## REQUEST TIME OFF

1. On the time clock screen press the **Request Timeoff** function.
2. Type your Banner ID on the time clock keypad, press the enter key, and verify with your finger.
3. Select the type of time off you are requesting based on the templates available (Sick, Vacation, etc).
4. If you need an amount of hours tap the hours field and type in your amount, if you are requesting whole days enter the amount of hours in your shift.
5. If you are requesting days, tap the **From** button and choose a date on the calendar to begin your time. Then tap the **To** button to choose a date on the calendar to end your time off request.
6. Choose **Submit**.

The screenshot shows a mobile application interface titled "Request Time-Off". At the top, it says "Select a request template:". Below this is a dropdown menu currently showing "Vacation[0.00 Hours]". To the right of the dropdown is a text input field containing "04.00" followed by "Hour(s)". Below these are two buttons: "From:" and "To:". Under the "From:" button is a date selection field showing "Thursday, September 22, 20". Under the "To:" button is another date selection field showing "Thursday, September 22, 20". At the bottom of the form are two buttons: "Submit" and "Back to Main".



## IMPORTANT INFORMATION FOR EMPLOYEES

Please do not use the time clock to check your schedule, review your timesheet, or request time off if other employees are waiting to clock in.

NOVAtime requires a Supervisor to enroll an Employee into the clock before they can begin to use it. Please contact your Supervisor if you need to be registered into the clock as an Employee. If your timesheet is in need of corrections please contact the timekeeper for your division.