

JUNE 2019

SUPERVISOR CLOCK GUIDE

NOVATIME



NOVAtime

NOVAtime is a biometric clocking system, as well as an online timekeeping system, and a mobile application providing timekeeping services. Supervisors will need to register their employees into the clock before they can use the clock. To perform this action an administrator will need to register the Supervisor into the clock first. This only has to be done once.

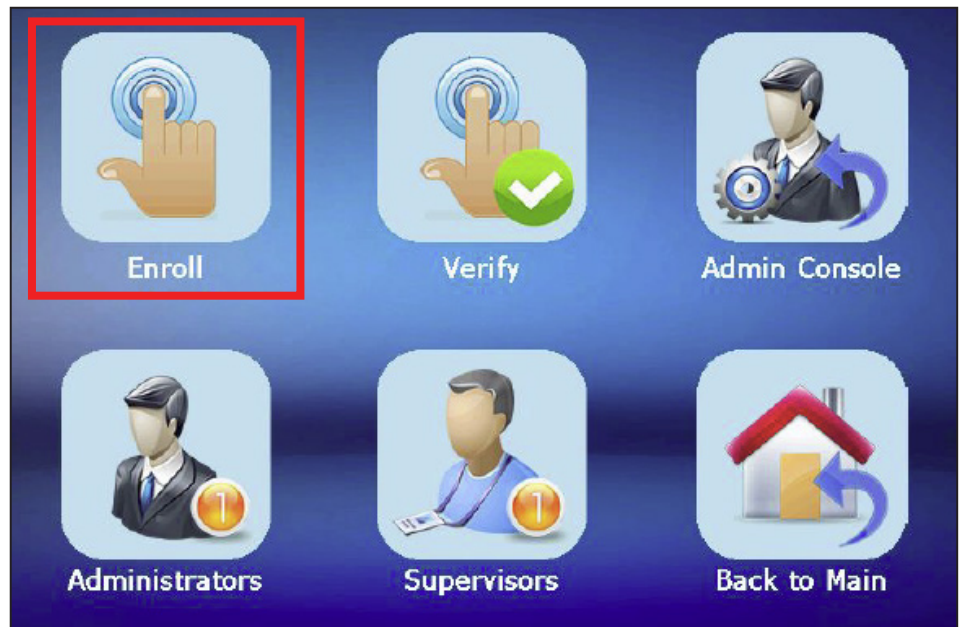


Goals of this Guide:

- Supervisor/Admin Function
- Enrolling Employees into the Clock
- Finger choice of employee

SUPERVISOR/ADMIN MENU

1. On the timeclock screen tap the arrow field on the right side of the screen to see more options.
2. Press the **Supervisor/Admin** function
3. Type your Banner ID on the time clock keypad, press the enter key, and verify your finger print.
4. Press the **Enroll** function.
5. Proceed to the section for enrolling an Employee.



NOVAtime requires an Administrator to enroll a Supervisor into the clock before they can enroll their employees. Please contact your administrator if you need to be registered into the clock as a Supervisor.

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ENROLLING AN EMPLOYEE

1. Have the employee enter their Banner ID on the keypad and hit **Enter**.
2. Type **0** for an Employee or **1** for a Supervisor for authority level and **3** on the keypad for security level (security level is always a 3).
3. The employee will choose the fingers they want to use, one on each hand.
4. Follow the prompts on the screen regarding lifting and placing a finger to get a biometric scan.
5. Always choose **1** for “yes” to register a second finger and follow the lift and scan process for the second finger.
6. Choose **3** for security level for the second finger.
7. Choose **Verify** when you return to the menu.
8. Have the Employee type their Banner ID, press enter and place one of the two registered fingers on the scanner.



0 – Left little finger
1 – Left ring finger
2 – Left middle finger
3 – Left index finger
4 – Left thumb

5 – Right thumb
6 – Right index finger
7 – Right middle finger
8 – Right ring finger
9 – Right little finger

FINGER CHOICE

1. Each finger corresponds to a number.
2. After the employee registers the fingerprint, the clock will ask for the correct finger number.
3. Please use this guide to enter the correct number based on which finger the employee used.

