



WAKE FOREST
UNIVERSITY



STUDENT USER GUIDE

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Welcome

The purpose of this guide is to inform student employees on how to use the NOVAtime time and attendance application at Wake Forest. NOVAtime provides:

1. A single, web-based application for both student employees and supervisors to manage all activities related to time and attendance.
2. Access 24 hours a day from any computer, tablet, or mobile device that has internet access.
3. Better visibility into work schedules.

This guide has been designed to offer comprehensive knowledge for utilizing the NOVAtime application. If additional information or assistance is needed after reviewing this guide, please note the contact information below:

NOVAtime Support:

Launch Page:	http://novatime.wfu.edu
Email:	novatime@wfu.edu
Phone:	336-758-2960

Section 1: Accessing NOVAtime

Accessing the NOVAtime launch site

To log in to NOVAtime, navigate to the launch site using one of the following supported web browsers:

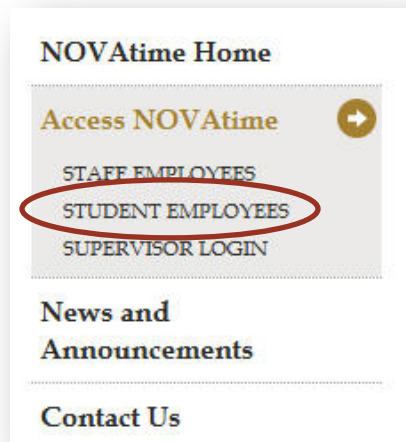
1. Google Chrome 18.0.x and higher
2. Internet Explorer 7.0 and higher
3. Mozilla Firefox 3.x and higher
4. Safari 4.0.5
5. Safari 5.0.3 on Mac OS X 10.6.6

To access the launch site, type <http://novatime.wfu.edu> into the address bar of your web browser.



Accessing the NOVAtime Application

On the left side menu, click **Student Employees** under the “Access NOVAtime” heading.



1. **Client ID:** Users will not need to edit this field.
2. **ID:** Type your network user name into this field (the name you use to login to your computer).
3. **Password:** Type your network password into this field (the password you use to login to your computer).
4. Click “**Employee Web Services**”.

 A screenshot of the NOVAtimeAnywhere login page. The header includes a world map and the text "Software as a Service". Below the header is the "NOVAtimeAnywhere" logo and the date "Tuesday, 09/04/2012 10:47:42". The main area has a "Ready..." status and a large empty text box for the username. Below this are fields for "Client ID:" (with "HOST" entered), "ID:", and "Password:". To the right of these fields is a numeric keypad (1-9, 0, Enter). Below the password field are buttons for "PUNCH", "TRANSFER", and "CANCEL". A red box highlights the "EMPLOYEE WEB SERVICES" button. At the bottom, there is a disclaimer about the software's confidentiality and copyright information.

By default, your timesheet will display for the current pay period under the Attendance category.

 A screenshot of the NOVAtimeAnywhere Attendance page. The top navigation bar includes "Attendance", "Timesheets", "Schedules", "History", and "Profile". Below this is a toolbar with "Save", "Add", "Delete", "Undo", and "Recalculate" buttons. A message states: "Paycode entry is limited to the paycode(s) available to this employee." Below this are "Date Selection:" fields for "From:" (09/01/2012) and "To:" (09/30/2012), and a "Timesheet Status: OPEN" indicator with a "Submit" button. The main area is a table with columns: Audit, Date, JOB, PayCode, In, Out, Reg, OVT, HWP, Weekly Hours, Reason, and Notes. The first row is highlighted. Below the table is an "Add Record" button. At the bottom, there is a "Timesheet Summary" section with a "Group By:" dropdown set to "Paycode" and a table with columns: Pay Code, Reg Hrs, OVT, HWP, and Total Hrs.

Section 2: Attendance

Timesheet

The employee timesheet is what Payroll uses to prepare your pay statement for each pay period. With NOVAtime, all time and attendance information for all jobs that you perform for the University is entered on one timesheet.

To update the timesheet:

Be sure that the pay period for which you need to enter time is displayed correctly in the date selection field. The system will default to the current pay period.

NOVAtimeAnywhere® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR

Attendance

Timesheets Schedules History Profile

Save Add Delete Undo Recalculate

Paycode entry is limited to the paycode(s) available to this employee.

Date Selection: Current Pay Period (selected) Last Pay Period Next Pay Period This Week (View Only) Last Week (View Only) User Defined Date Range (View Only) User Defined Pay Period

From: 09/01/2012 To: 09/30/2012 Timesheet Status: OPEN Submit

JOB	PayCode	In	Out	Reg

To add a record of time information, simply click on an empty row in the date column and select the appropriate date from the drop-down.

Save Add Delete Undo Recalculate

Paycode entry is limited to the paycode(s) available to this employee.

Date Selection: Current Pay Period (selected) From: 09/01/2012 To: 09/30/2012 Timesheet Status: OPEN Submit

Aud	Date	JOB	PayCode	In	Out	Reg	OVT	HWP	Weekly Hours	Reason	Notes
	Sat 09/01/2012										
	Sun 09/02/2012										
	Mon 09/03/2012										
	Tue 09/04/2012										

By default, your primary job will display in the JOB field. If you have more than one job that you perform, you may select it from the drop-down.

The screenshot shows the Novatime interface with the 'JOB' dropdown menu open. The menu lists two options: '12345678-999777-00 [I/S Audiovideo Support]' and '12345678-999888-00 [Circulation / Front Desk Student]'. The second option is highlighted in blue. The interface also shows a 'Date Selection' section with 'From: 09/01/2012' and 'To: 09/30/2012', and a 'Timesheet Status: OPEN' indicator.

Select Pay Code 100 [Reg Hour by Day].

The screenshot shows the Novatime interface with the 'PayCode' dropdown menu open. The menu lists two options: '12345678-999888-00 [Circulation / Front Desk Student]' and '100[REG HOUR BY DAY]'. The second option is highlighted in blue. The interface also shows a 'Date Selection' section with 'From: 09/01/2012' and 'To: 09/30/2012', and a 'Timesheet Status: OPEN' indicator.

Enter the actual time in and time out for that job for the selected day.

NOTE: The system assumes military time. If you do not wish to use military time, use “a” for am or “p” for pm.

The screenshot shows the Novatime interface with the 'In' and 'Out' time fields highlighted. The 'In' field contains '08:30AM' and the 'Out' field contains '12:00PM'. The interface also shows a 'Date Selection' section with 'From: 09/01/2012' and 'To: 09/30/2012', and a 'Timesheet Status: OPEN' indicator.

After entering any time data, always be sure to click the save button.

The screenshot shows the Novatime interface with the 'Save' button highlighted. The interface also shows a 'Date Selection' section with 'From: 09/01/2012' and 'To: 09/30/2012', and a 'Timesheet Status: OPEN' indicator.

Once the pay period has closed and all time information has been entered, click the “Submit” link.

The screenshot shows a status bar with the following elements: 'Date Selection:' with a dropdown menu set to 'Current Pay Period'; 'From:' and 'To:' date fields showing '08/04/2012' and '08/17/2012' respectively; 'Timesheet Status: OPEN' in red text; and a 'Submit' button with a green checkmark icon, which is circled in red.

The following dialog box will display, asking you to certify that your timesheet is correct.

Click “OK” to submit your timesheet to your supervisor.

The screenshot shows a dialog box with a title bar. Inside, there is a text area containing the text 'I certify that this timesheet is correct.' Below the text area are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

Timesheet Summary

As time information is added, the Timesheet Summary area below the timesheet will populate the total amounts of regular hours (Reg Hrs), overtime hours (OVT), and holiday hours (HWP) worked. These hours are grouped by Pay Code.

Schedules

View work schedules by clicking the schedules tab. NOTE: Each department chooses whether or not to use the schedule feature in NOVAtime. Therefore, this section of the guide is only applicable if the department in which you work has chosen to utilize them.

By default, the current pay period will display.

The Schedule Summary on the upper portion of the screen shows scheduled hours versus actual hours worked during each week of the selected pay period.

The screenshot shows the 'Schedules' tab selected in the 'Attendance' section. Below the tabs, there is a 'Date Selection' section with 'Current Pay Period' selected, and 'From' and 'To' date fields showing '09/01/2012' and '09/30/2012'. A 'Month' dropdown is set to 'September, 2012'. A note states '* Hours are grouped by Actual Work Date'. Below this is a 'Schedule Summary' table.

	Saturday		Sunday		Monday		Tuesday	
	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.
09/01/2012-09/07/2012	-	-	-	-	-	-	-	-
09/08/2012-09/14/2012	-	-	-	-	-	-	-	-
09/15/2012-09/21/2012	-	-	-	-	-	-	-	-
09/22/2012-09/28/2012	-	-	-	-	-	-	-	-
09/29/2012-10/05/2012	-	-	-	-	-	-	-	-

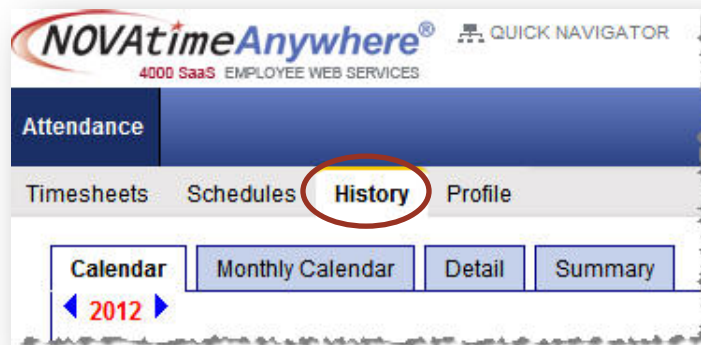
The calendar view on the lower portion of the screen will show you your work schedule per day for the selected pay period.

June 2012						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
23 [5] Groundskeeper Flexible [05:00-23:59]	24 [5] Groundskeeper Flexible [05:00-23:59]	25 [5] Groundskeeper Flexible [05:00-23:59]	26 [5] Groundskeeper Flexible [05:00-23:59]	27 [5] Groundskeeper Flexible [05:00-23:59]	28 [5] Groundskeeper Flexible [05:00-23:59]	29 [5] Groundskeeper Flexible [05:00-23:59]
30 [5] Groundskeeper Flexible [05:00-23:59]	Calendar					

July 2012						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1 [5] Groundskeeper Flexible [05:00-23:59]	2 [5] Groundskeeper Flexible [05:00-23:59]	3 [5] Groundskeeper Flexible [05:00-23:59]	4 [5] Groundskeeper Flexible [05:00-23:59]	5 [5] Groundskeeper Flexible [05:00-23:59]	6 [5] Groundskeeper Flexible [05:00-23:59]	7 [5] Groundskeeper Flexible [05:00-23:59]

History

To view your attendance history in NOVAtime, click the History tab.



A twelve month calendar view will display, with a color coded legend for each Pay Code. As you accumulate attendance history, the calendar will be color coded by Pay Codes used. The year can be changed using the left and right arrows on either side of the year in the top left corner.

Calendar

2012

Exceptions

- Mixed
- 1400(PTO)
- 2000(CVR)
- 4500(LVOP)
- 5000(RPV)
- 0(REG)
- 1800(ADM)
- 2000(GRT)
- 4400(OTO)
- 6000(SLR)
- 1000(ADJ)
- 1800(ADM)
- 2000(HLG)
- 4000(DVT)
- 6000(SLR)
- 1000(ADJ)
- 2000(ALLV)
- 2200(BEQ)
- 2400(BER)
- 2600(HWP)
- 2800(MAT)
- 3000(PTR)
- 3200(TVL)
- 1000(RHR)
- 1100(NRG)
- 1200(PTO)
- 2500(CR)
- 2600(CVL)
- 4000(MLV)
- 5200(ELL)
- 5400(RES)
- 5600(RPO)
- 5800(NL)

January 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

February 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30

March 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

April 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

May 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

June 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

July 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

August 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

September 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

October 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

November 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

December 2012						
Sat	Sun	Mon	Tue	Wed	Thu	Fri
Week 1	1	2	3	4	5	6
Week 2	7	8	9	10	11	12
Week 3	13	14	15	16	17	18
Week 4	19	20	21	22	23	24
Week 5	25	26	27	28	29	30
Week 6	31					

- Click on an individual date to view the detailed records for that particular day.
- Click on the word “Week” to view the detailed records for the week.

Other History Views

- **Monthly Calendar:** Displays attendance history for a one-month period. The month can be changed using the left and right arrows on either side of the month in the top left corner.

- **Detail:** Displays detailed attendance history for a particular date range selected by the user. Select the date range by clicking the calendar icon beside Start Date and End Date.

Start Date	End Date	Paycode	In	Out	Exception	Job	Earn/Ded	RegHr	OT1	OT2
07/19/2012		[100]RHR	4:16PM	6:00PM	/	Circulation / Front Desk Student	*****	1.75	0.00	0.00
07/20/2012		[100]RHR			/	US Audiovideo Support	*****	6.00	0.00	0.00
07/23/2012		[100]RHR			/	Circulation / Front Desk Student	*****	6.00	0.00	0.00
08/13/2012		[100]RHR	9:00AM	4:00PM	/	Circulation / Front Desk Student	*****	7.00	0.00	0.00
09/04/2012		[100]RHR	8:30AM	12:00PM	/	US Audiovideo Support	*****	3.50	0.00	0.00
09/04/2012		[100]RHR	2:00PM	4:30PM	/	Circulation / Front Desk Student	*****	2.50	0.00	0.00

- **Summary:** Displays attendance summary information for a particular date range selected by the user. Select the date range by clicking the calendar icon beside Start Date and End Date. NOTE: The exceptions at the bottom of the Summary is applicable only to those employees that swipe a time clock.

Paycode	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin
Exceptions	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin	Count	HrMin
Absent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tardy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Long Meal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Missed Punch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Early Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Profile

Click the Profile tab to view basic user information. This information is derived from your employee record with Human Resources. If you need to make changes to your profile information, please contact [Human Resources](#) at 758-4700 or AskHR@wfu.edu.

Attendance			
Timesheets Schedules History Profile			
Login ID / Password			
Login ID: 12345678			
Contact Information			
Email:	payroll@wfu.edu	Emergency Phone:	(336)758-0000
Phone #1:	(336)758-9999	Emergency Contact:	Mother Deacon
Phone #2:		Relationship:	
Home Address			
Address #1:		Address #2:	
City:		State:	
Zip:		Country:	
User Defined			
UserDate1		UserDate2	
Employee Class	S3	FCS Essential?	
Other			
Send Schedule Requests to: SUPERVISOR - DEACON, SUPERV			