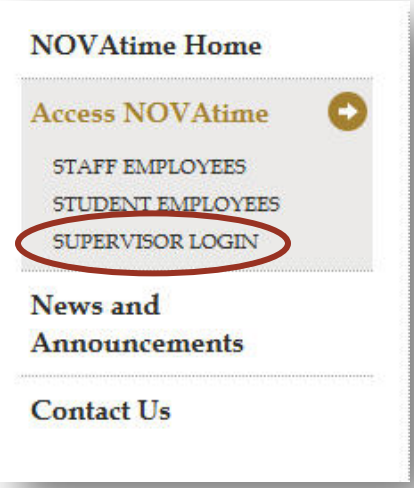
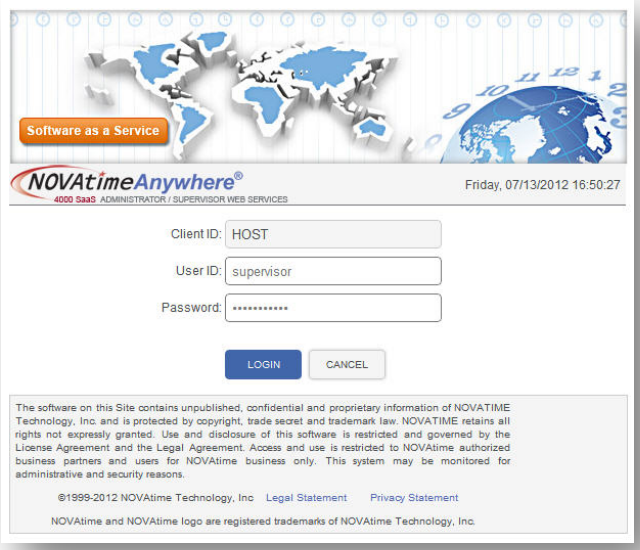
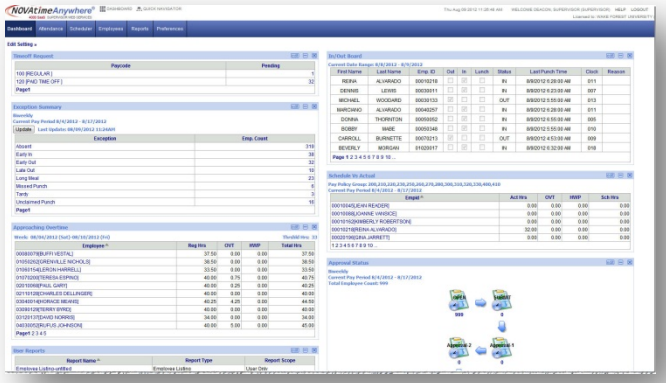
Supervisor Quick Guide

Access NOVAtime: http://novatime.wfu.edu

On the left side menu, click **Supervisor Login** 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 the "**Login**" button.	

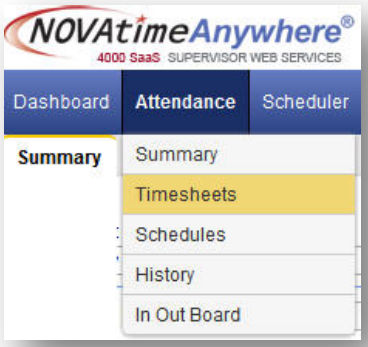
By default, the Supervisor Dashboard will display.	

Dashboard

The Wake Forest dashboard provides supervisors with specific information at-a-glance to manage the time and attendance activities of their employees. These views or "gadgets" are intended to highlight areas that may need attention and can minimize the time supervisors need to spend within the application. The gadgets on the WFU Dashboard include:

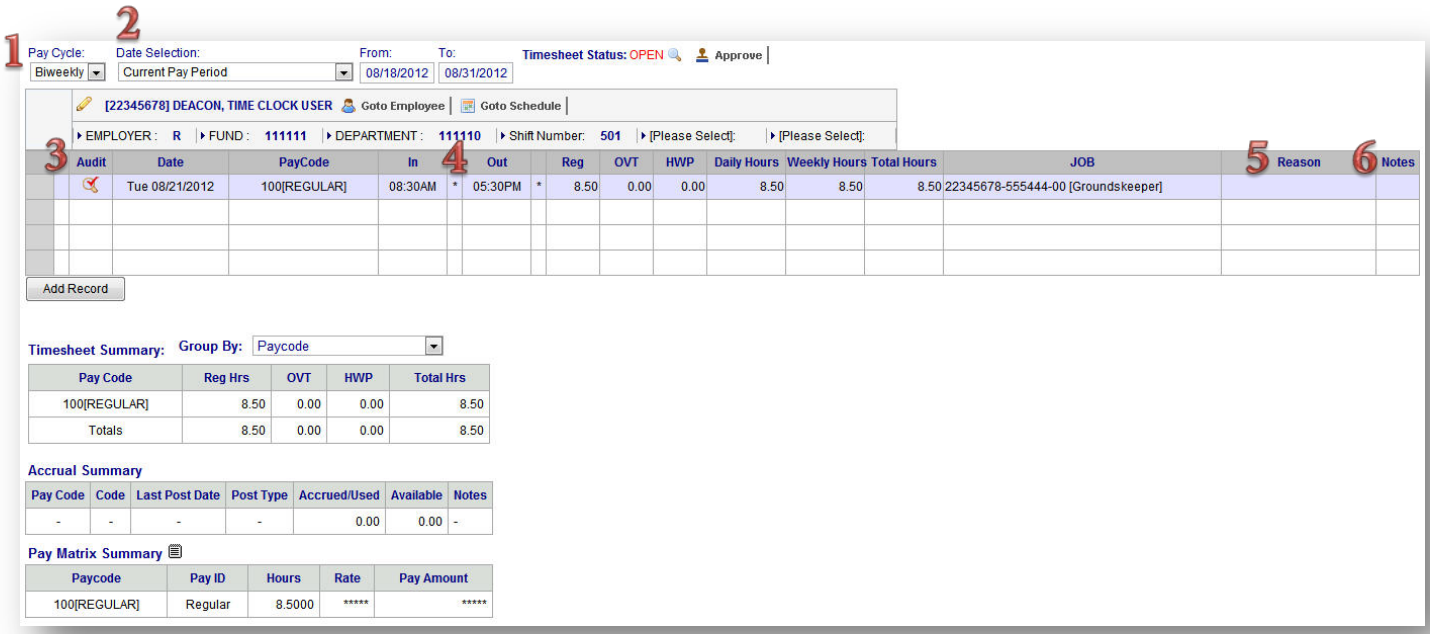
Category	Description
Timeoff Request	Lists pending time off requests from employees for which action still needs to be taken.
Exception Summary	Lists exceptions to an employee's schedule that need to be reviewed and edited.
Approaching Overtime	Lists employees with hours equal to or exceeding the threshold hours for overtime. Supervisors have the ability to edit the Threshold Hours to their preference. Simply click "**Edit**" in the top right of the gadget and enter your preference. Then click "**Close Edit**".
User Reports	Provides Supervisors with the ability to easily run any saved reports.
In Out Board	Lists employees and whether or not they are punched in or punched out. *NOTE: This gadget is applicable for supervisors managing time clock users or student employees.*
Schedule Vs Actual	Lists employees and a summary of their actual hours worked versus the hours for which they are scheduled. This view also indicates any overtime hours or hours worked on a holiday.
Approval Status	Provides a visual diagram of the status of employee timesheets. Clicking the number below each status will take you to a list of employees whose timesheet status matches that approval category.

Timesheets



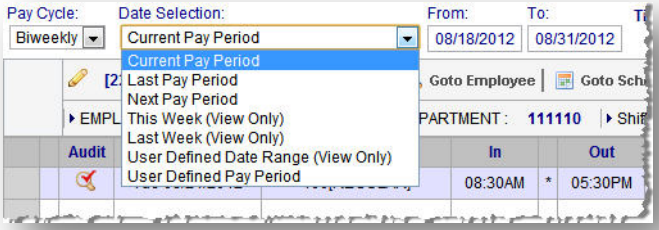
The Attendance>Timesheet screen provides a detailed view of an employee's timesheet information. The upper portion of the timesheet shows the detail, and summary information can be found at the bottom of the screen.

Timesheet View



The supervisor view of an employee timesheet provides the following:

1. Pay Cycle – Use this drop-down field to toggle the view between bi-weekly and monthly employees (including students). This view is helpful if you have many employees and need to see only one group or the other.
2. Date Selection – Use this drop-down field to select from a number of different date ranges, including a user defined range.



3. Audit Column – This column provides an icon to indicate that a timesheet has been manually edited. Clicking on the icon will provide a report of who edited the timesheet and when.
4. In/Out Columns – These columns will display on the supervisor timesheet view, but will only be completed for employees that swipe a time clock, or students.
5. Reason Column – Click on the field in this optional column to display a drop-down box to select one of the pre-delivered reason codes. Supervisors can create reports based on these codes.
6. Notes – Use this field to type a free-form note that displays on the timesheet.

Timesheet – Lower portion

The lower portion of the timesheet displays summary information. As time data is added, the Timesheet Summary area will populate the total amounts of regular hours (Reg Hrs), overtime hours (OVT), and holiday hours (HWP) worked. By default these hours are grouped by Pay Code. Regular hours include leave time, such as paid time off, civil leave, etc.

The Accrual Summary provides a summary of the leave time accrued by the employee during the pay period, any hours used, and the hours available. For 2012, this summary will be updated after each pay period. Beginning January 1, 2013, this summary will be real-time.

The Pay Matrix Summary shows a breakdown by pay code and calculates the employee pay amount based on pay rate.

NOVAtime Pay Codes

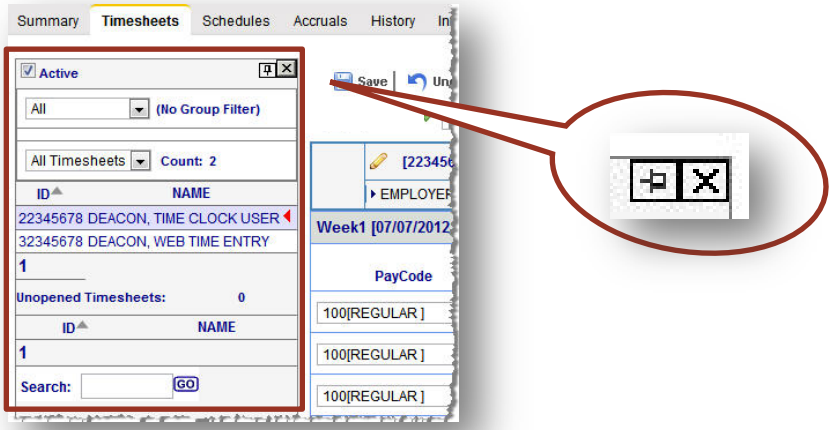
The following table provides the Pay Codes available for employees to use when recording time:

Numeric Code	Abbreviation	Description
100	REG	Regular
120	PTO	Paid Time Off
160	ADM	Administrative Leave
180	ADP	Adoption Leave Placement
240	BER	Bereavement Leave
260	CVL	Civil Leave
380	MAT	Parental Leave Replacement
520	RED	Release Time
600	SLR	Sick Leave Reserve
640	STR	Short-term Disability Replacement
660	TVL	Call Back Time
661	NL	No Lunch (only supervisors can select this code)

No Lunch Pay Code:

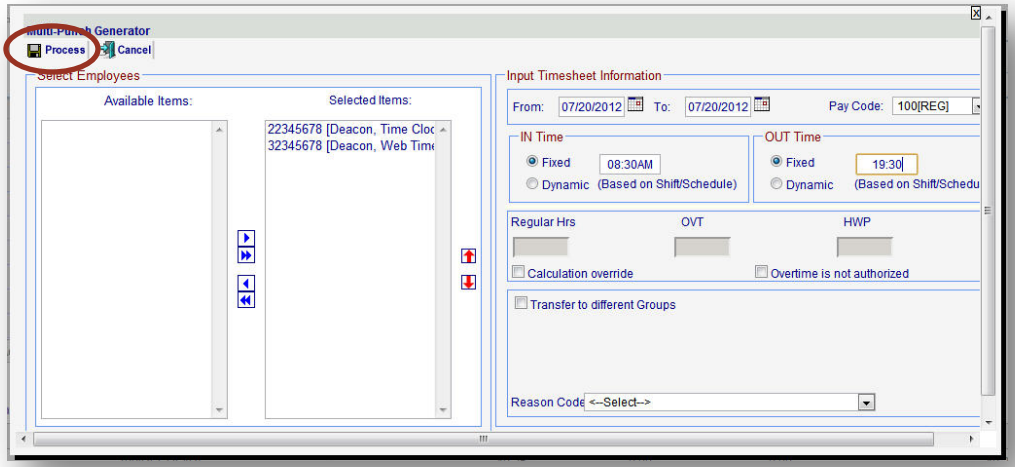
This code should be used when an employee's shift includes a lunch time break, but the employee must work through lunch. In this instance, the supervisor must add a new record on the employee's timesheet with the NL pay code, along with the proper amount of meal time, so that the employee is paid correctly.

Editing the Timesheet

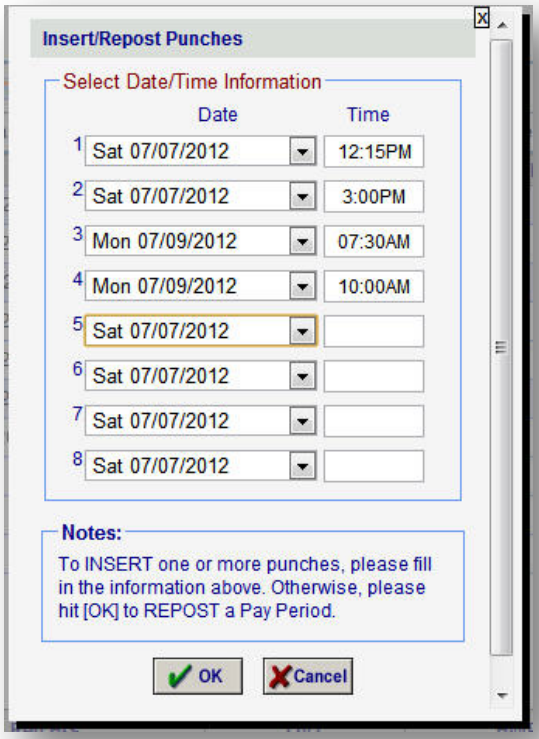
Use the filtering tools on the left side of the screen to filter by group or by timesheet status. Use first name, last name, or employee ID in the search field. Users can be resorted by clicking the ID or NAME headers. Hide filter tools, by clicking either the thumb tack or X icon.	
The employee header area provides space to view up to six attribute fields of your choice on your employees. Click the pencil icon to edit the header information. Once the fields are open for editing, click the drop down box to view and select the attribute options. Each drop down box offers the same attribute choices. Once any changes are made, be sure to click **Save**.	 

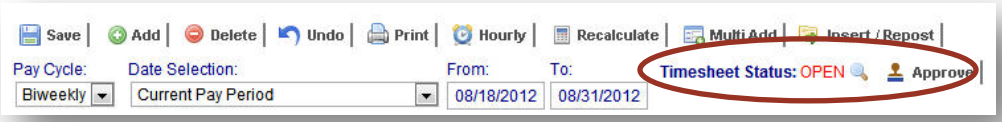
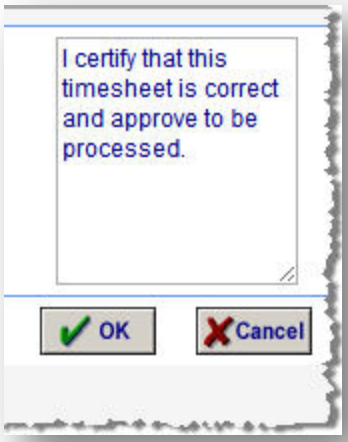
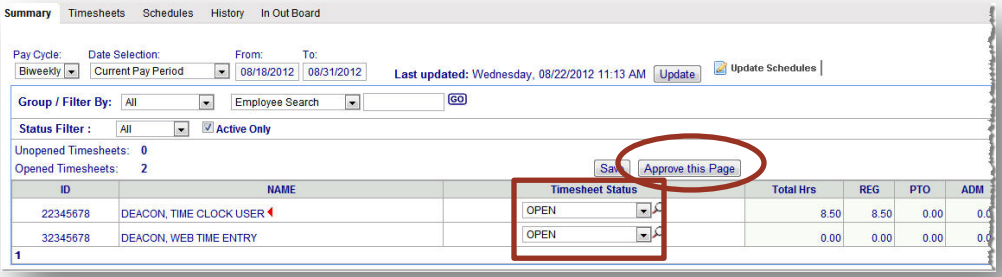
1. Multi Add allows supervisors to add the same time data to multiple employees at once. For example, all employees reporting to this supervisor are working an extra 2.5 hours on Friday, 7/20/12 to prepare for a special event on Saturday.

The available employees are selected, and the date, pay code, and hours are indicated. Click "Process" to add this time data to all user records.

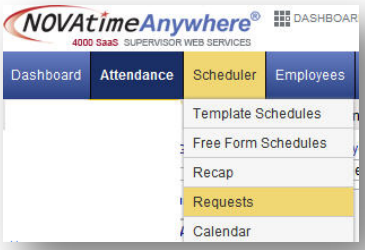


2. Insert/Repost allows Supervisors to add missed punches to the timesheet. Add up to eight separate records that will be automatically placed in the appropriate place on the timesheet.



Once a timesheet has been reviewed and edited as necessary, click "**Approve**". Upon clicking this button, you will be asked to certify your approval. The timesheet is then locked from further editing and either completes the approval process or moves it to the next level of approval if applicable. NOTE: The system will automatically default to the current pay period. Therefore, when approving timesheets on a Monday after the close of the pay period, you will need to select Last Pay Period in the Date Selection field.	 
To approve more than one timesheet at a time, click the Summary tab. This view displays all of the employees that report to you. They can be filtered either by using the Group/Filter By fields or sorted using the column headings. Once sorted and/or filtered, you may either change each status in the Timesheet Status column using the drop-down, or simply click "Approve this Page".	

Leave Requests – Taking Action

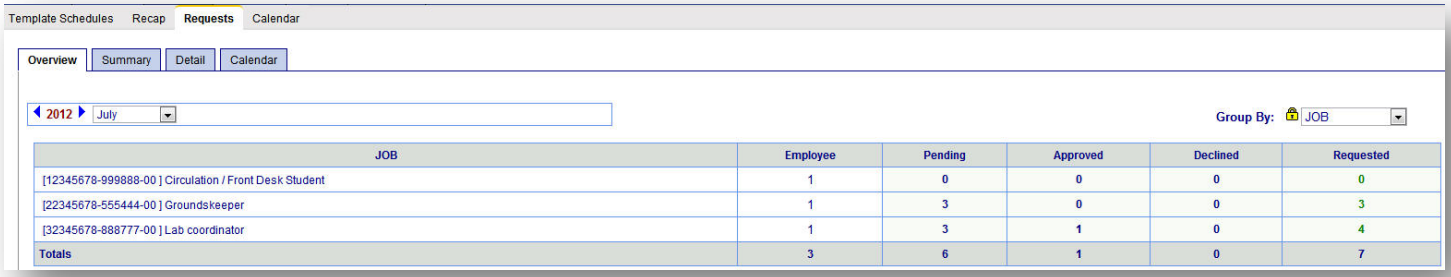


When an employee requests time off, The Scheduler>Request tab is where supervisors go to review and take action on these requests, as well as respond with notes back to the employee. In addition to receiving an email, the system will:

1. Generate a system message that will display upon supervisor login
2. Send an email to the supervisor
3. Add the pending request to the Time Off Requests gadget on the Dashboard.

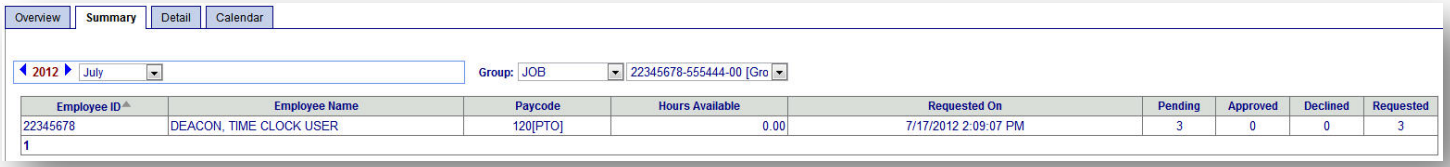
Employees can only make PTO requests for their primary job through NOVAtime. If a request is being made for PTO for a different job, web time entry employees can add the time off directly to their timesheet once the time is used. Supervisors will need to manually add PTO to the timesheet for a Time Clock User.

The **Overview** displays by default when clicking the request tab. View time off requests by each employee's job and see the total amount of requests pending, approved, declined, and requested.



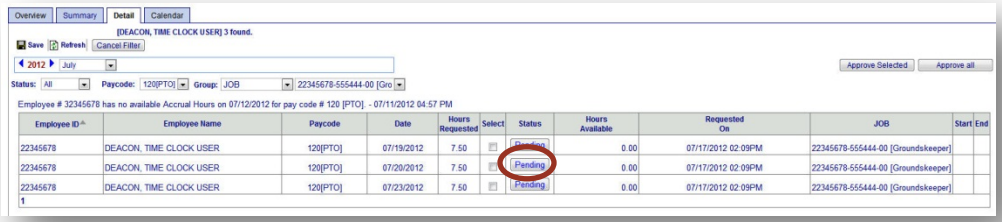
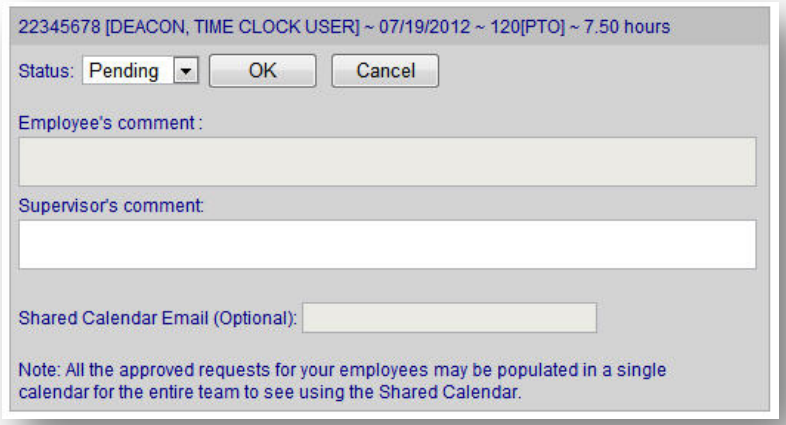
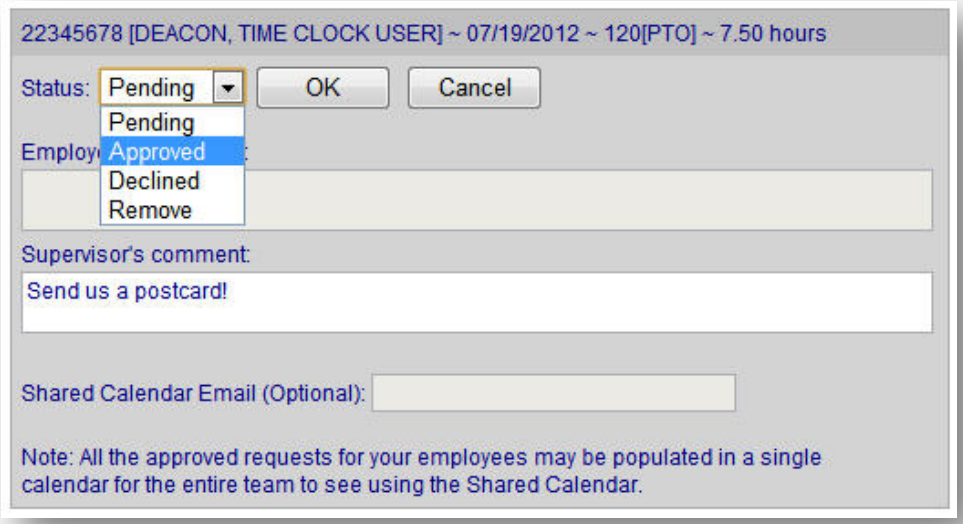
JOB	Employee	Pending	Approved	Declined	Requested
[12345678-999888-00] Circulation / Front Desk Student	1	0	0	0	0
[22345678-555444-00] Groundskeeper	1	3	0	0	3
[32345678-888777-00] Lab coordinator	1	3	1	0	4
Totals	3	6	1	0	7

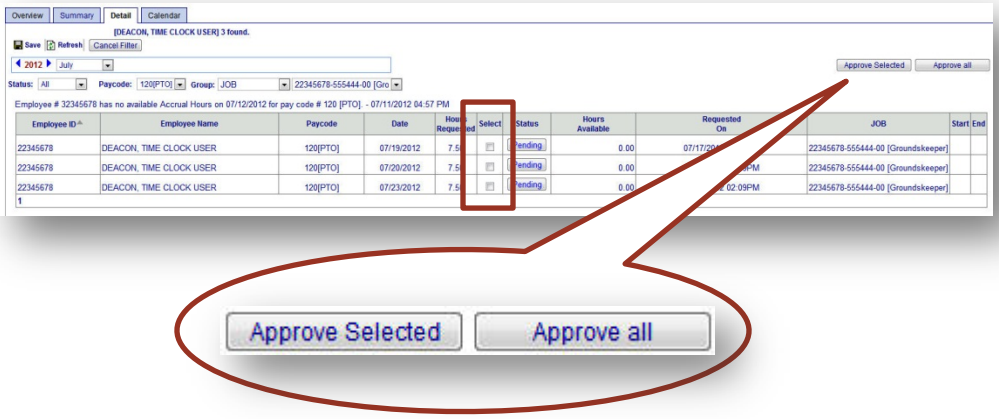
- Click the **JOB** to navigate to the **Summary** screen to view employees requesting PTO for a particular job.



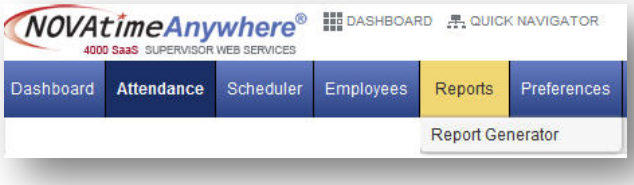
Employee ID	Employee Name	Paycode	Hours Available	Requested On	Pending	Approved	Declined	Requested
22345678	DEACON, TIME CLOCK USER	120[PTO]	0.00	7/17/2012 2:09:07 PM	3	0	0	3
1								

- Click any piece of the employee information to navigate to the **Detail** view to take action on the request.

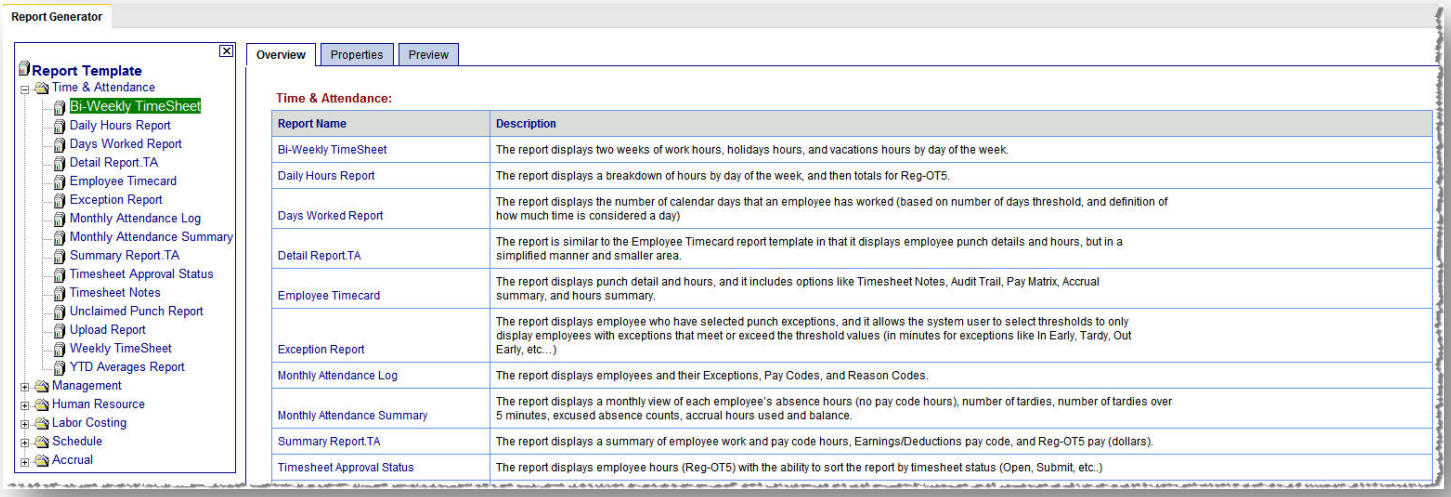
To take action on a PTO request, Click “**Pending**”.	
A dialog box displays, indicating any comments from the requesting employee.	
Click the **Status** drop down box to approve, decline or remove the request. Add any comments in the Supervisor’s Comment field and click “**OK**”.	

The detail view will update to indicate the approved status of the request and the employee will receive an email regarding the action. In addition to an email, NOVAtime will generate a private message that the employee will see upon logging in to the system. Time clock users will also receive the message when they swipe the time clock.	
To approve multiple requests at once without having to open them individually, check the **Select** box for each request and click **Approve Selected**. Use **Approve All** to approve all requests on the page at once, without having to open or select them individually.	

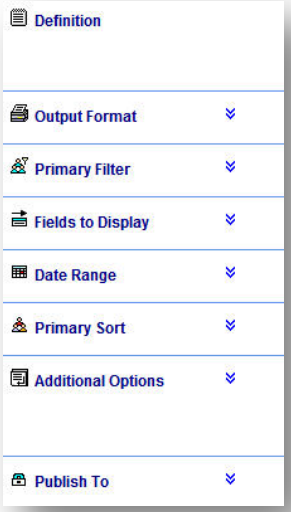
Reports



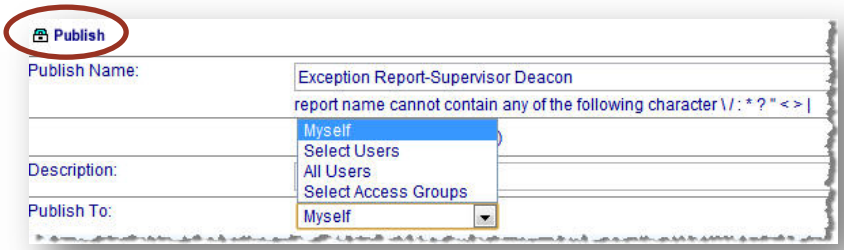
The NOVAtime Report Generator features an exceptionally flexible report engine. Reports can be exported in many different file formats, including Excel, HTML, PDF, Rich Text Format, etc.



After selecting a report, the Properties tab allows selection of parameters and additional fields for the report. Use the arrows to expand each parameter and display the options that can be selected for the report.

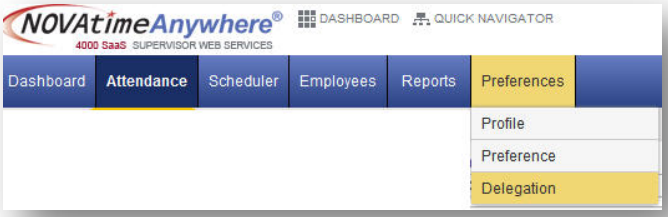


Use **Publish To** to select who should see the report. Several choices are available. Select 'Myself' for the report output to display in the report gadget on your dashboard and click "Publish" at the top of the publish section.



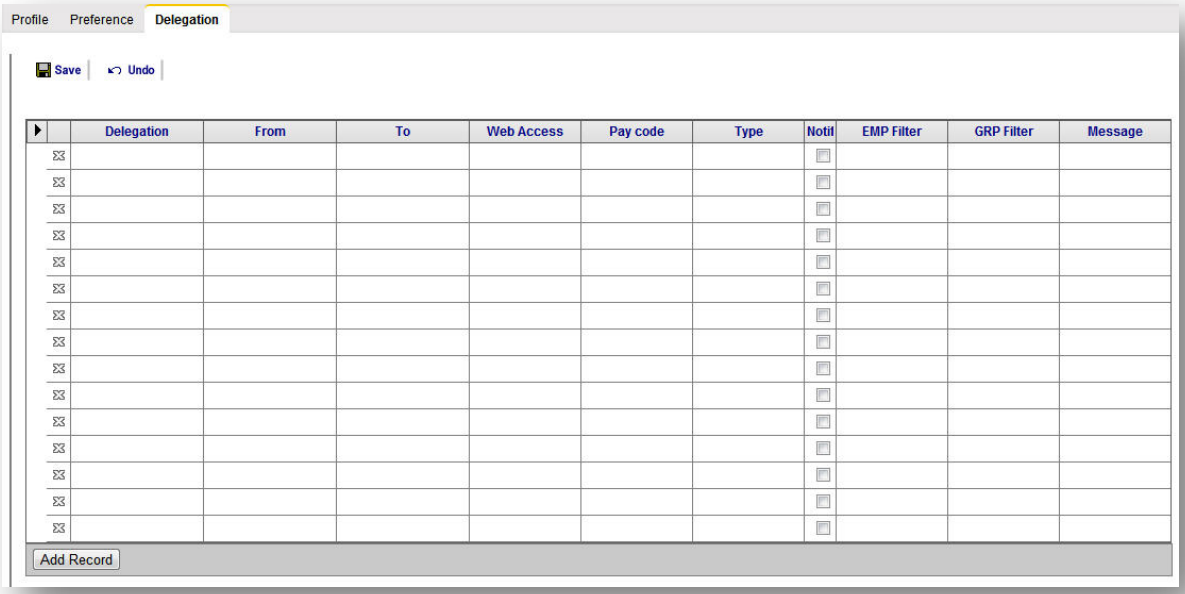
Click the Preview tab to review the report output.

Delegation

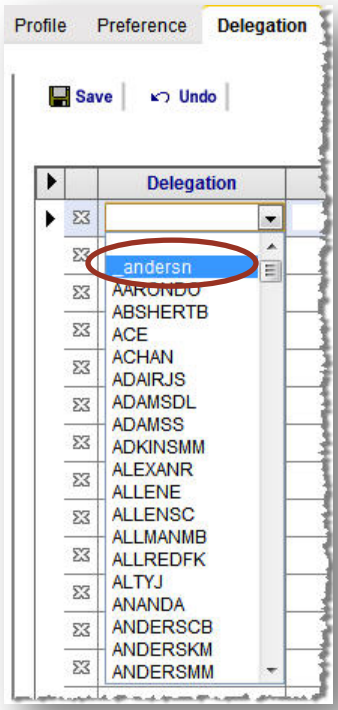


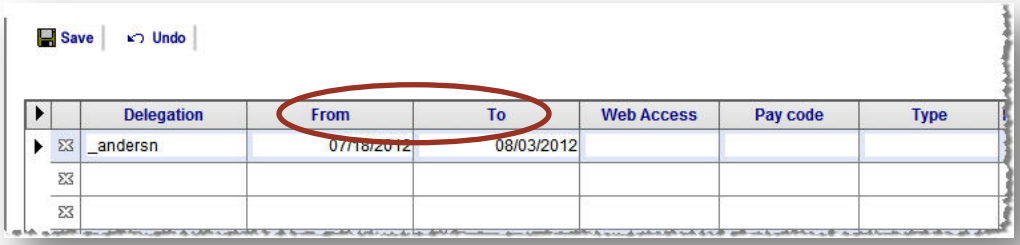
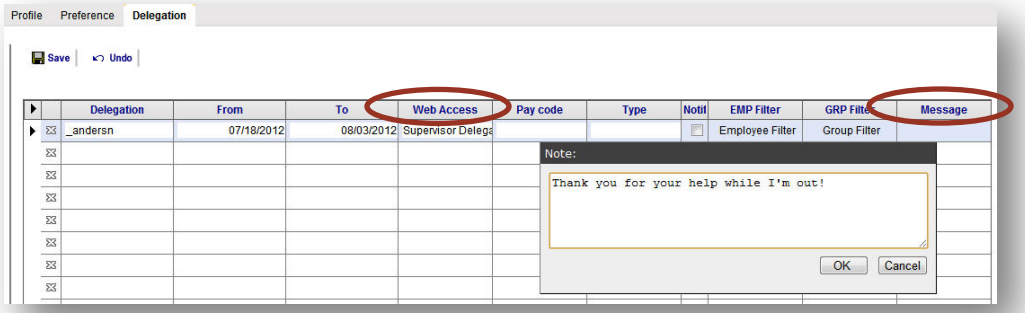
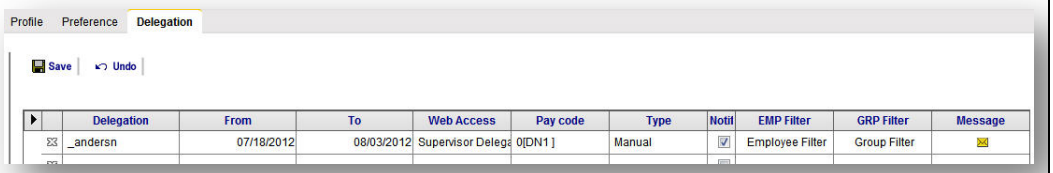
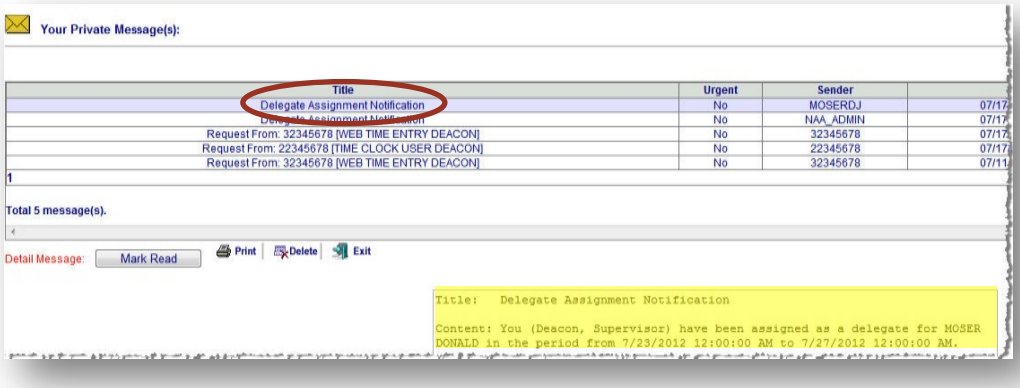
The delegation feature allows supervisors the ability to assign a substitute to perform their duties related to time and attendance management. This feature is most often used when a supervisor is out of the office or otherwise unable to manage employee time and attendance matters.

When a delegation occurs, it is for all employees for whom you are a supervisor. Upon clicking the Delegation tab, the Delegation list appears.



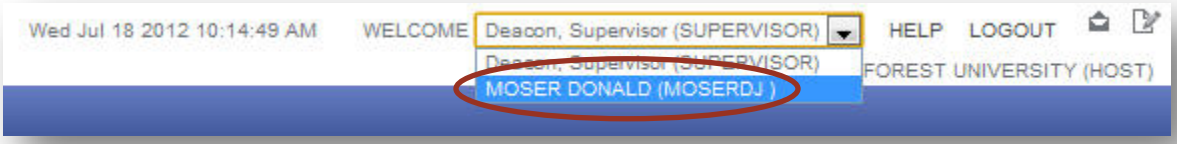
To assign a delegate:

Click inside an empty row in the **Delegation** column. A drop-down box will display for you to select the user name of the desired delegate. *NOTE*: The selected delegate must be an existing supervisor in the system.	

Use the **From** and **To** fields to select the start and end date range for this delegation. **NOTE**: The delegate will not be able to view any information about your employees until the start date of the delegation period.	
In the Web Access field, select **Supervisor Delegation.** In the Message column (last column on the row), type a message to the delegate, if desired.	
Click **Save** to commit these changes. The other fields on the row will populate with the correct information.	
After saving, an email will be sent to the delegate you selected to let them know. A private message will also be generated in the system that the delegate can view when they log into the system.	

Managing Time and Attendance as a Delegate

During the delegation time period, a drop down box will appear in the top right corner of the screen for you to select the supervisor for whom you are a delegate.



Upon selecting the delegated supervisor, you will be logged in as that person (drop down box will disappear) and have the ability to perform all time and attendance responsibilities, just as if you were that supervisor. All of the NOVAtime screens will be identical to your normal supervisor logon; however, you will not be able to view employee pay rates.

Once you have completed the necessary tasks for that delegation, you will need to log out of NOVAtime and log back in as yourself, if needed.