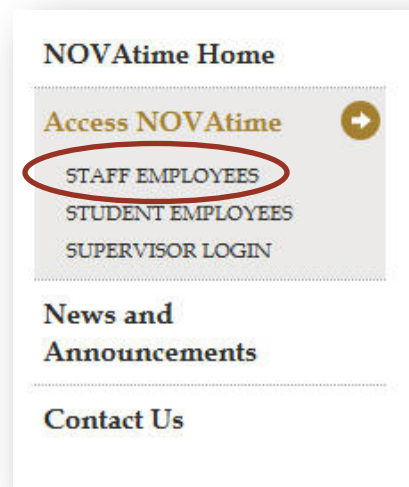


Exempt Staff Employee Quick Guide

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

Logging in to NOVAtime

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



1. **ID:** Type your **network user name** into this field.
2. **Password:** Type your **network password** into this field.
3. Click “**Employee Web Services**”.



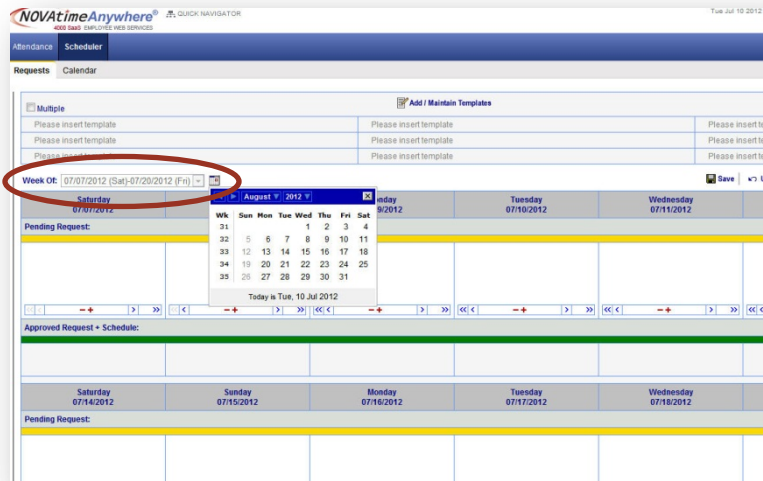
Requesting PTO Using the Scheduler

Navigate to the requests tab of the Scheduler category to make a leave request.

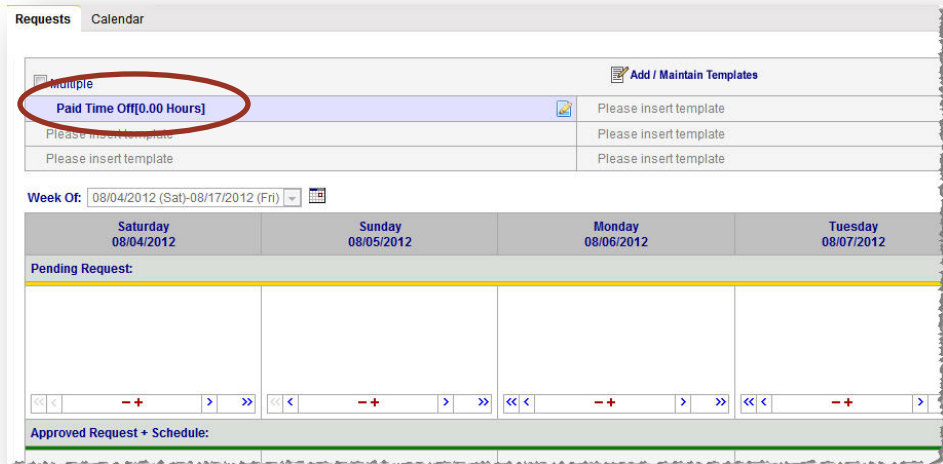
Begin by clicking the Scheduler category at the top of the screen.



A calendar will display, defaulting to the week that we are currently in. To select a date other than those for the current pay period, click the calendar icon and select the appropriate date.



Click on the Paid Time Off[0.00Hours] Template once to highlight it.



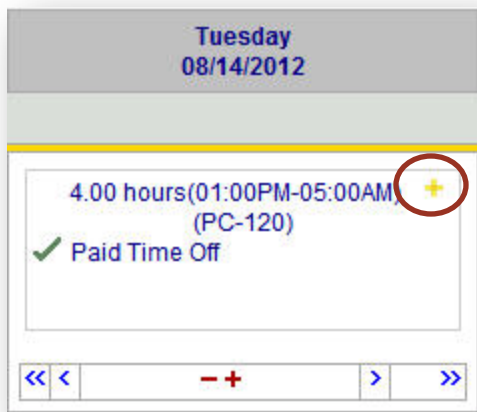
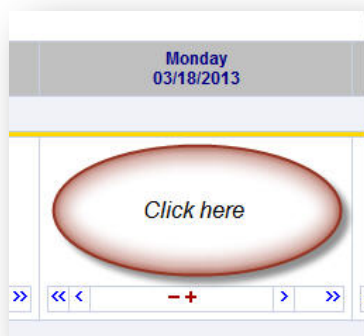
Click within the empty calendar box for the date PTO is being requested to “drop” the template on that date.

The Schedule Hour Editor dialog box will display. Enter the total number of PTO hours you are requesting for that day. Then click “**Confirm**”.

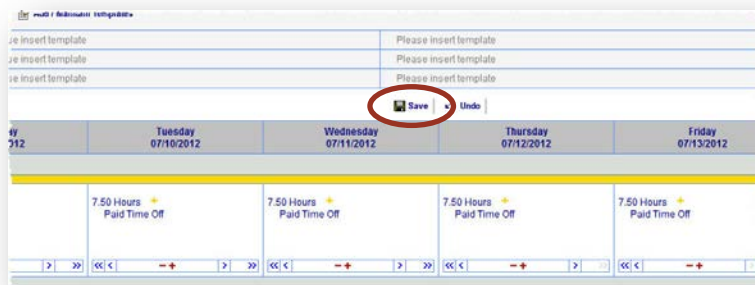
It is recommended that if you are requesting less than a full day that you add a note to let your Supervisor know which hours you will be out. To add a note to the request, click the yellow + symbol.

To copy this PTO request to one previous or next day in the week, click the single carat > symbol at the bottom of the day. To copy this PTO request to all days prior or remaining in the week, click the double carat >> symbol.

To remove requested PTO that has not yet been approved from a date, click the red minus sign.



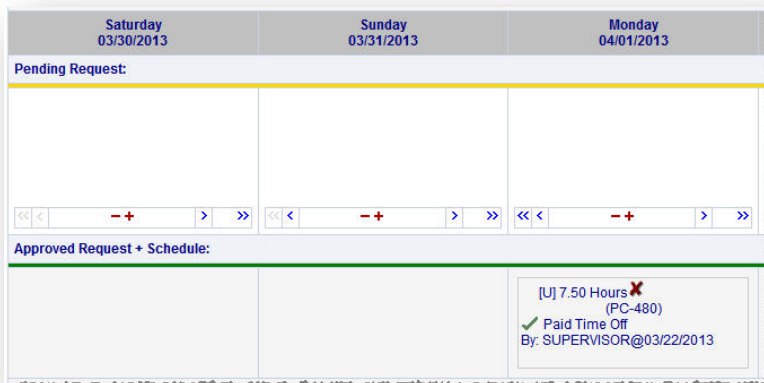
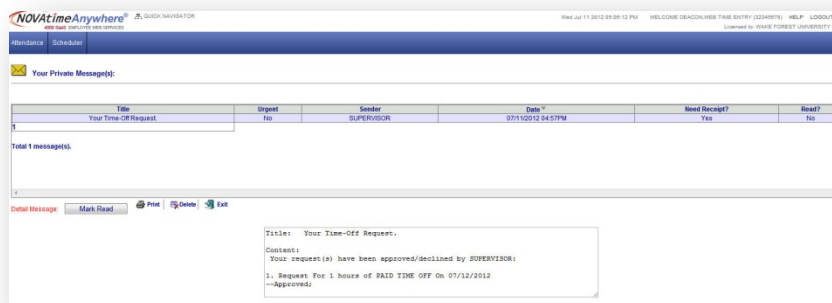
After selecting the appropriate dates, click **Save**.



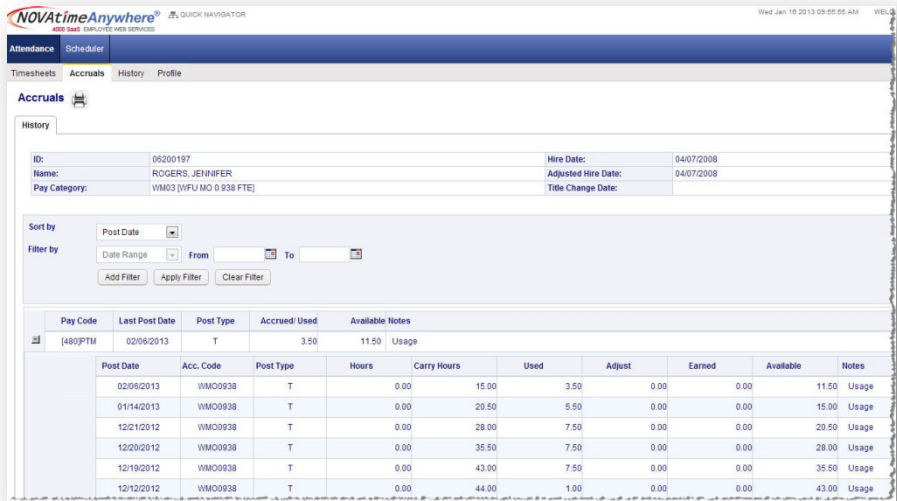
Once your PTO request has been saved, your supervisor will receive an email and a system message regarding your request. Once action is taken on your request:

1. An email will be sent to you indicating the status of the request.
2. A system message will display that you can read the next time you log into NOVAtime.
3. Approved PTO will be reflected on your timesheet automatically and the approved hours removed from your available balance.

Approved PTO requests will display on the requests tab under the green line for Approved Requests.

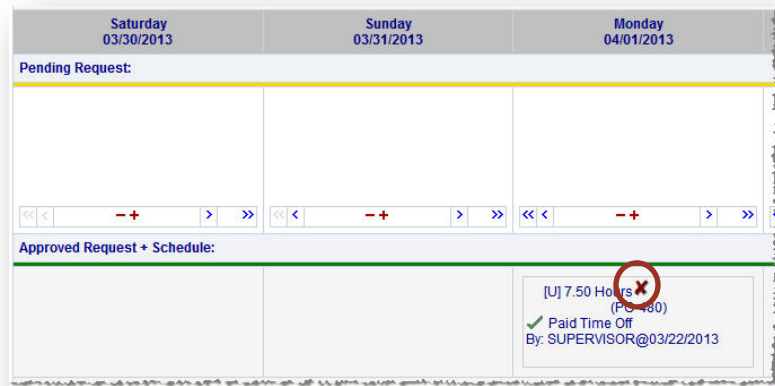


To view a “running tab” of your PTO accruals and usage, select the Accruals tab under the Attendance Category.

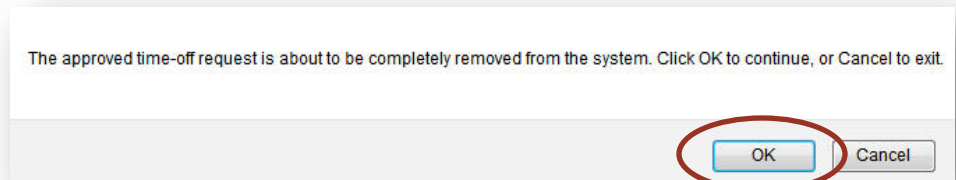


To remove an approved PTO date that you are unable to take, go back to the Request tab of the Scheduler and locate the requested PTO date.

Click the red X to begin the removal process.



A pop-up alert will display to be sure that you want to completely remove the request. Click 'OK'.



The red X will begin to flash. Click 'Save' at the top of the screen to remove the request. Upon clicking Save:

1. An email and system will be sent to your supervisor to let them know that you did not take that day after all.
2. The hours will be removed from your timesheet automatically.
3. The hours will be added back into your available balance.

