



WAKE FOREST
UNIVERSITY



EMPLOYEE USER GUIDE

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Welcome

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

1. A single, web-based application for both 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.
4. More accurate and easier management of leave balances and PTO requests.

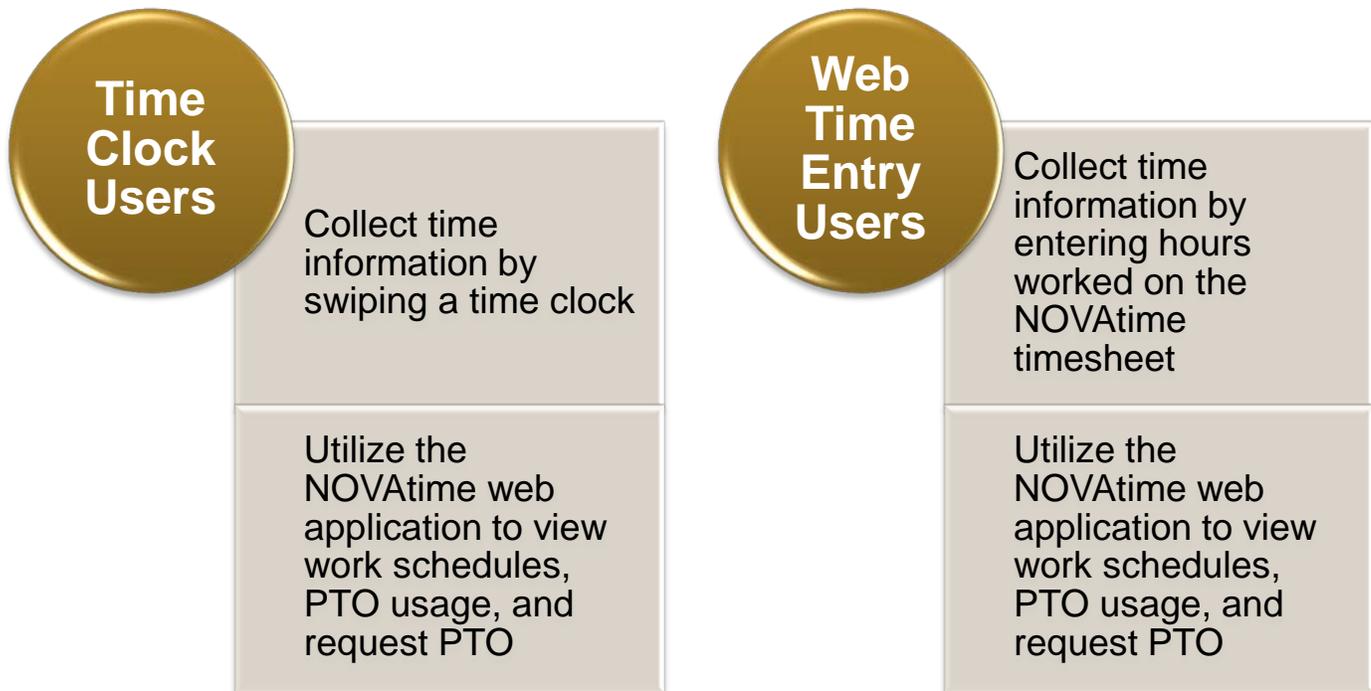
This guide has been designed to offer comprehensive knowledge for utilizing the NOVAtime application. If additional information or assistance is needed after reviewing this guide, please note the contact information in the following table:

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

Section 1: Employee User Types

NOVAtime is a web-based application that will collect time and attendance information for all campus employees. Beginning January 1, 2013, NOVAtime will also be the system of record for all employees, including exempt staff employees, to use for leave management.

For the purposes of this guide, the two types of staff employees that access NOVAtime are defined as follows:



Section 2: 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:

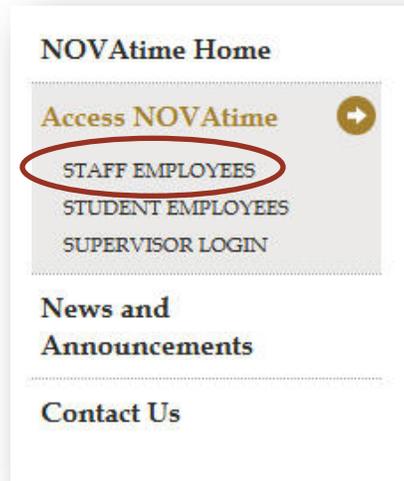
1. Google Chrome 18.0.x and higher
2. Internet Explorer 7.0 and higher
3. Mozilla Firefox 3.x and higher
4. Safari 4.0.5
5. Safari 5.0.3 on Mac OS X 10.6.6

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

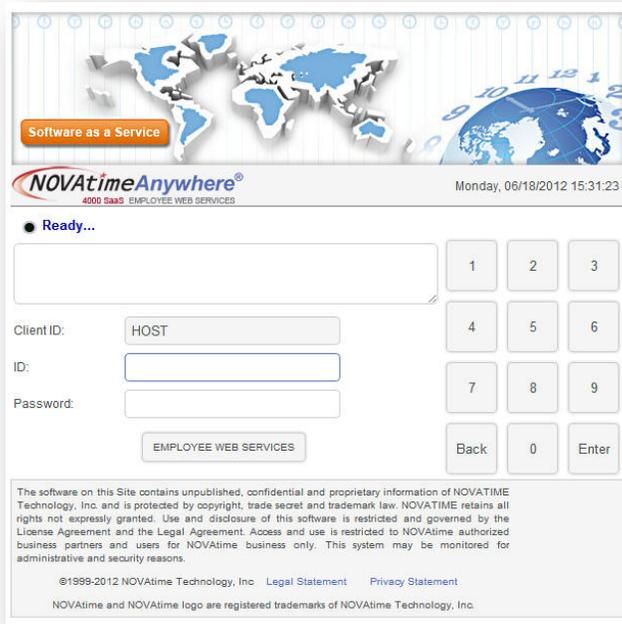


Accessing the NOVAtime Application

On the left side menu, click **Staff 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. At the top, there is a banner with a world map and the text "Software as a Service". Below the banner is the NOVAtimeAnywhere logo and the text "4000 SaaS EMPLOYEE WEB SERVICES". The date and time "Monday, 06/18/2012 15:31:23" are displayed in the top right corner. The main content area has a "Ready..." status indicator. Below this is a large text input field. To the right of this field is a numeric keypad with buttons for 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, Back, and Enter. Below the large field are three smaller input fields labeled "Client ID:" (with the value "HOST"), "ID:", and "Password:". Below these fields is a button labeled "EMPLOYEE WEB SERVICES". At the bottom of the page, there is a small text block containing a disclaimer and copyright information: "©1999-2012 NOVAtime Technology, Inc. Legal Statement Privacy Statement. NOVAtime and NOVAtime logo are registered trademarks of NOVAtime Technology, Inc."

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

1 Time Clock User timesheet

2 Web Time Entry user timesheet.

NOTE: Users will not see both types of timesheets, but only the one associated with their user type.

1

NOVAtimeAnywhere® QUICK NAVIGATOR
4000 SaaS EMPLOYEE WEB SERVICES

Attendance Scheduler

Timesheets Schedules History Profile

Recalculate

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

Date Selection: From: 08/04/2012 To: 08/17/2012 Timesheet Status: OPEN Submit

Audit	Date	JOB	PayCode	In	Out	Reg	OVT	HWP	Weekly Hours	Reason	Notes

Timesheet Summary: Group By: Paycode

Pay Code	Reg Hrs	OVT	HWP	Total Hrs

2

NOVAtimeAnywhere® QUICK NAVIGATOR
4000 SaaS EMPLOYEE WEB SERVICES

Attendance Scheduler

Timesheets Schedules History Profile

Save Undo Recalculate

Date Selection: From: 08/04/2012 To: 08/17/2012 Timesheet Status: OPEN Submit

Week1 [08/04/2012-08/10/2012]

PayCode	JOB	Saturday Aug-4	Sunday Aug-5	Monday Aug-6	Tuesday Aug-7	Wednesday Aug-8	Thursday Aug-9	Friday Aug-10	Total
--Select--	32345678-688777-00 [Lab coordinator]								
Daily Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Week2 [08/11/2012-08/17/2012]

PayCode	JOB	Saturday Aug-11	Sunday Aug-12	Monday Aug-13	Tuesday Aug-14	Wednesday Aug-15	Thursday Aug-16	Friday Aug-17	Total
--Select--	32345678-688777-00 [Lab coordinator]								
Daily Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Swiping the Time Clock

Time clock users should follow these steps to swipe the time clock or “punch” in or out:

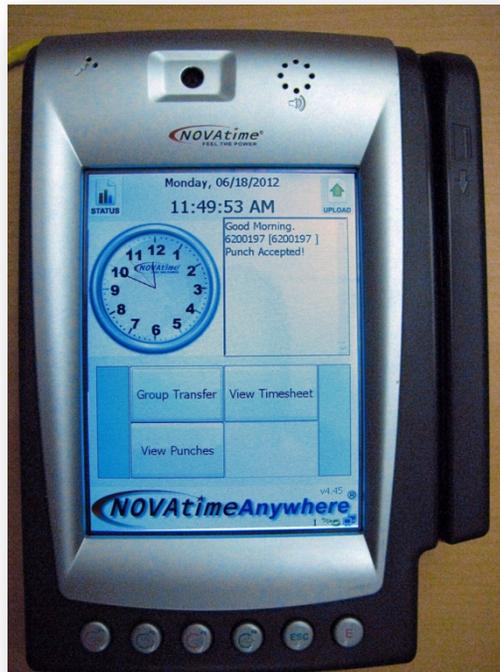
Place your thumb over the Wait Chapel image and swipe the Wake Forest Deacon OneCard at the time clock to “punch” in.

To “punch” out, swipe the card in the same manner.

If you forget your ID card, contact your Supervisor so that he or she can add your punch.



A successful swipe or “punch” will be indicated by an audible beep and text on the screen that will read, “Punch Accepted”.



Section 3: Attendance

Timesheet

The employee timesheet is what Payroll uses to prepare your pay statement for each pay period. Time clock users and web time entry users will complete their timesheets using different methods.

Time Clock Users

As employees swipe in and out using the time clock, the timesheet will automatically populate the information

NOVAtimeAnywhere® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR Thu Aug 23 2012 03:27:20 PM

Attendance Scheduler

Timesheets Schedules History Profile

Recalculate |

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

Date Selection: From: To: Timesheet Status: OPEN Submit |

Current Pay Period: 08/18/2012 08/31/2012

Audit	Date	JOB	PayCode	In	Out	Reg	OVT	HWP	Weekly Hours	Reason	Notes
	Tue 08/21/2012	22345678-555444-00 [Groundskeeper]	100[REGULAR]	08:30AM	05:30PM	8.50	0.00	0.00	8.50		

Timesheet Summary: Group By: Paycode

Pay Code	Reg Hrs	OVT	HWP	Total Hrs
100[REGULAR]	8.50	0.00	0.00	8.50
Totals	8.50	0.00	0.00	8.50

on the timesheet. If you forget to swipe your card, either to indicate time in or time out, therefore missing your “punch”, please alert your Supervisor so that your timesheet can be adjusted.

Transferring Jobs

At this time, if you need to transfer from one job to another, your supervisor will complete this for you and update your timesheet accordingly.

Web Time Entry Users

To complete your timesheet, you will need to access NOVAtime to update your hours worked for each day and job (if you have more than one). By default, the current pay period will display.

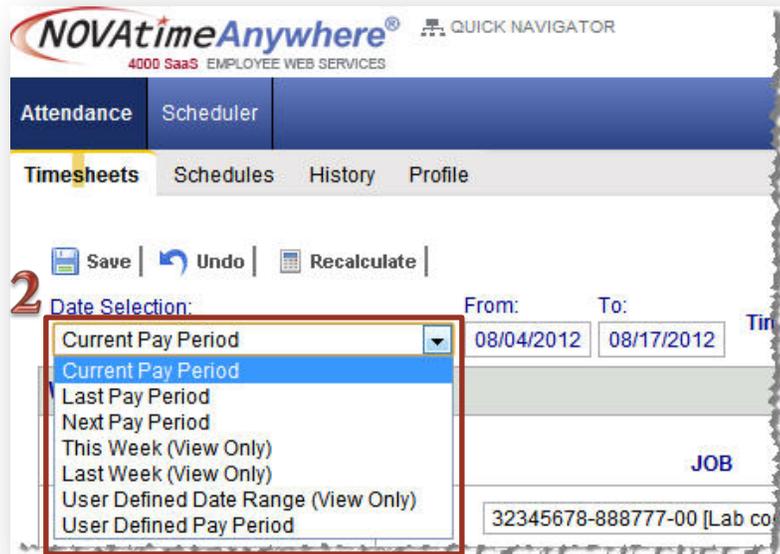
The screenshot shows the NOVAtimeAnywhere web interface. At the top, there is a navigation bar with 'Attendance' and 'Scheduler' tabs. Below that, there are tabs for 'Timesheets', 'Schedules', 'History', and 'Profile'. The main content area displays a timesheet for the current pay period (08/18/2012 to 08/31/2012). The timesheet is organized into two weeks. Each week has a table with columns for 'PayCode', 'JOB', and days of the week (Saturday through Friday), followed by a 'Total' column. The first week shows 7.50 hours for Monday, Tuesday, and Wednesday. Below the timesheet, there is a 'Timesheet Summary' table with columns for 'Pay Code', 'Reg Hrs', 'OVT', 'HWP', and 'Total Hrs'. The summary shows 22.50 regular hours and 0.00 overtime hours.

To update the timesheet:

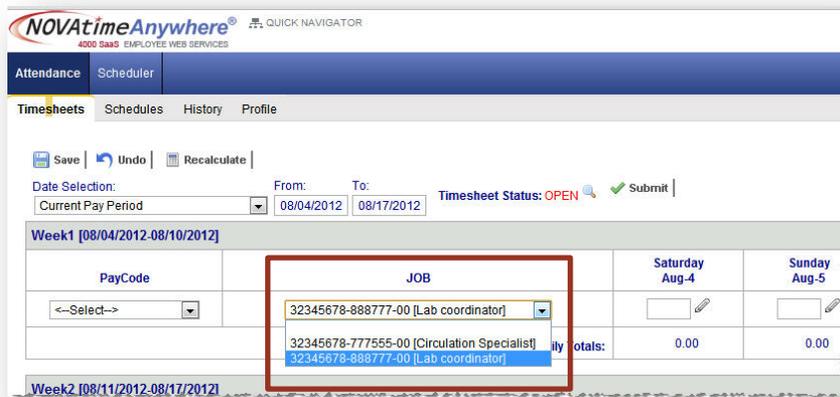
1. Select the appropriate Pay Code by clicking the down arrow on the drop down box. Only pay codes applicable to your job will be available. [View a list of Pay Codes.](#)

The screenshot shows the NOVAtimeAnywhere web interface with a red box highlighting the PayCode dropdown menu. The dropdown menu is open, showing a list of available pay codes: 100[REGULAR], 120[PAID TIME OFF], 160[ADMIN LEAVE], 180[ADOPTION LV REP], 240[BEREAVEMENT LV], 260[CIVIL LEAVE], 380[PARENTAL LV REP], 520[RELEASE TIME], 600[SICK LV RESERVE], 640[ST DISABTY REP], and 660[CALL BACK TIME]. The main content area displays a timesheet for the current pay period (08/04/2012 to 08/17/2012). The timesheet is organized into two weeks. Each week has a table with columns for 'PayCode', 'JOB', and days of the week (Saturday through Sunday), followed by a 'Daily Totals' column. The first week shows 0.00 hours for Saturday and Sunday. Below the timesheet, there is a 'Timesheet Summary' table with columns for 'Pay Code', 'Reg Hrs', and 'Total Hrs'.

2. You may also select a different pay period by clicking the drop down arrow under the Date Selection field.



By default, your primary job will display in the JOB field. If you have more than one job that you perform, you may select the appropriate JOB by clicking the down arrow.



For the corresponding days, click inside the box and type in the hours spent on that job.

To enter a comment on a day where you have entered hours, click the pencil icon. When a comment is present, the pencil icon becomes a blinking envelope.

If you worked another job during the week, or need to indicate time using another Pay Code, click the green + button to add another line.

JOB	Saturday Jun-23	Sunday Jun-24	Monday Jun-25	Tuesday Jun-26	Wednesday Jun-27	Thursday Jun-28	Friday Jun-29	Total
32345678-777555-00 [Circulation Specials]	<input type="text"/>	<input type="text"/>	7.50	7.50	7.50	<input type="text"/>	<input type="text"/>	22.50
Daily Totals:	0.00	0.00	7.50	7.50	7.50	0.00	0.00	



Wednesday Jul-11	
5.50	<input type="text"/>
2.00	<input type="text"/>
7.50	

PayCode	JOB	Saturday Jun-23	Sunday Jun-24	Monday Jun-25	Tuesday Jun-26	Wednesday Jun-27	Thursday Jun-28	Friday Jun-29	Total
100[REGULAR]	32345678-777555-00 [Circulation Specials]	<input type="text"/>	<input type="text"/>	7.50	7.50	7.50	<input type="text"/>	<input type="text"/>	22.50
<-Select-->	32345678-888777-00 [Lab coordinator]	<input type="text"/>							
Daily Totals:		0.00	0.00	7.50	7.50	7.50	0.00	0.00	

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

NOVAtimeAnywhere® QUICK NAVIGATOR
4000 SAAS EMPLOYEE WEB SERVICES

Attendance Scheduler

Timesheets Schedules History Profile

Undo Recalculate

Date Selection: From: 08/04/2012 To: 08/17/2012 Timesheet Status: OPEN Submit

PayCode	JOB	Saturday Aug-4	Sunday Aug-5	Monday Aug-6
<-Select-->	32345678-888777-00 [Lab coordinator]	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Totals:		0.00	0.00	0.00

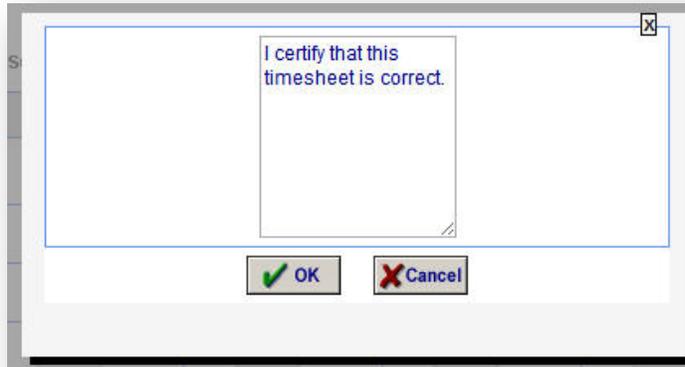
PayCode	JOB	Saturday Aug-11	Sunday Aug-12	Monday Aug-13
<-Select-->	32345678-888777-00 [Lab coordinator]	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Totals:		0.00	0.00	0.00

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

Date Selection: From: 08/04/2012 To: 08/17/2012 Timesheet Status: OPEN

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

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



Timesheet and Accruals Summary

As time information is added for both Time Clock users and Web Time Entry users, 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. Regular hours include leave time, such as paid time off, civil leave, etc.

The Accrual Summary section will be active after January 1, 2013. This section will provide a summary of the leave time accrued during the pay period, any hours used, and the hours available. For information on how to view your Leave balances and history prior to January 1, 2013, see the section of this guide entitled, [Viewing Leave Accruals and Attendance History](#).

NOVAtime Pay Codes

These are the Pay Codes that are available for recording your 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)

Schedules

View work schedules by clicking the schedules tab. 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.

Schedule Summary	Saturday		Sunday		Monday		Tuesday		Wednesday	
	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.
08/18/2012-08/24/2012	--	--	--	--	--	7.50	--	7.50	--	7.50
08/25/2012-08/31/2012	--	--	--	--	16.50	--	--	--	--	--

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 Grounderkeeper Flexible (00:00-23:59)	24 Grounderkeeper Flexible (00:00-23:59)	25 Grounderkeeper Flexible (00:00-23:59)	26 Grounderkeeper Flexible (00:00-23:59)	27 Grounderkeeper Flexible (00:00-23:59)	28 Grounderkeeper Flexible (00:00-23:59)	29 Grounderkeeper Flexible (00:00-23:59)
30 Grounderkeeper Flexible (00:00-23:59)	Calendar					

July 2012						
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Grounderkeeper Flexible (00:00-23:59)	3 Grounderkeeper Flexible (00:00-23:59)	4 Grounderkeeper Flexible (00:00-23:59)	5 Grounderkeeper Flexible (00:00-23:59)	6 Grounderkeeper Flexible (00:00-23:59)	7 Grounderkeeper Flexible (00:00-23:59)

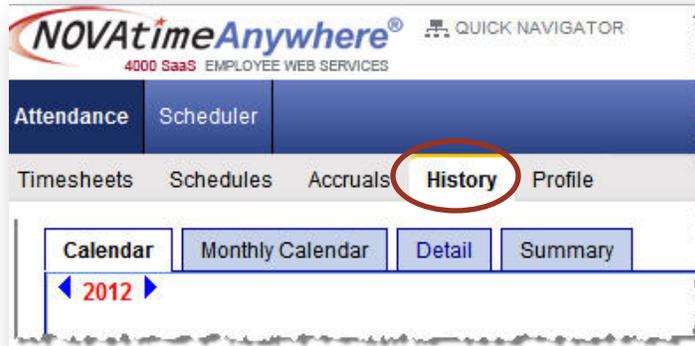
Accruals and History

Viewing Leave Accruals in NOVAtime is a feature that will be made available beginning January 1, 2013. Until that time, users may view accruals using [WF@Work](#), found in WIN. To view accruals, click “Time Off Current Balances and History” under the Leave category.

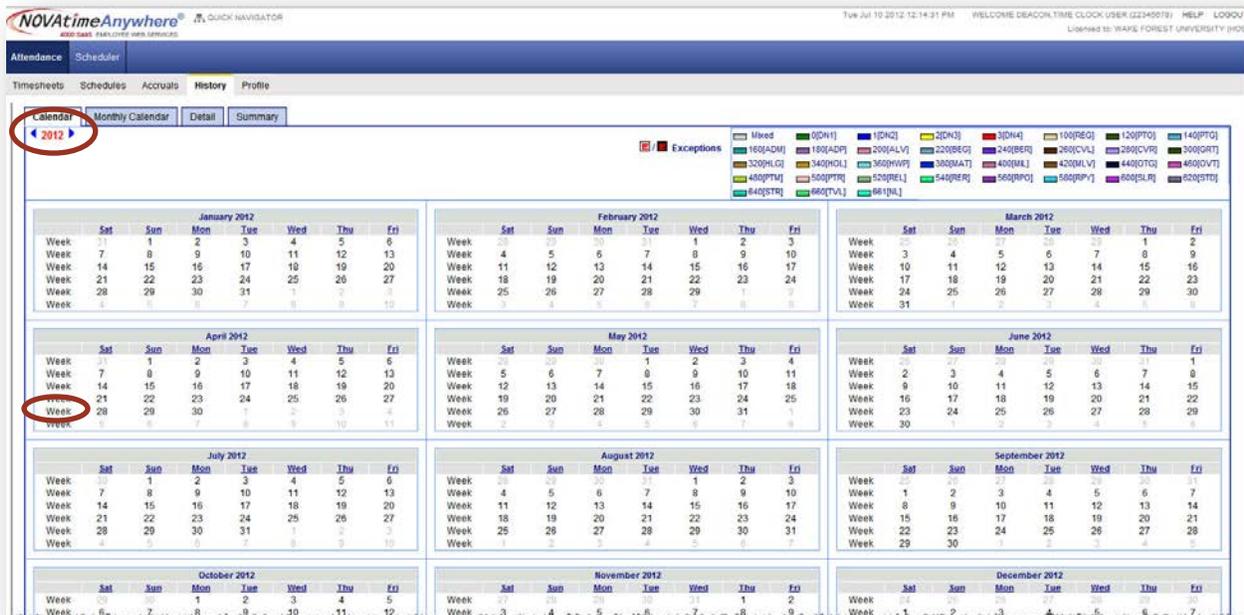
WF@Work

- Leave**
 - [Time Off Current Balances and History](#)
- Benefits and Deductions**
 - [Current Benefits Statement](#)
 - [Taxes and Miscellaneous Deductions](#)
- Pay Information**
 - [Deductions History](#)
 - [Direct Deposit Information](#)
 - [Earnings History](#)
 - [Pay Statement](#)
 - [Salary Detail](#)
- Tax Forms**
 - [Electronic W-2 Consent](#)
 - [W-2 Year End Earnings Statement](#)
- Personal Information**
 - [Social Security Number Information](#)
 - [View Address\(es\) and Phone\(s\)](#)
 - [View and Update Email Address\(es\)](#)
 - [View and Update Emergency Contacts](#)
- WF@Work Help Information**
 - [WF@Work Help](#)
 - [WF@Work User Guide](#)

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



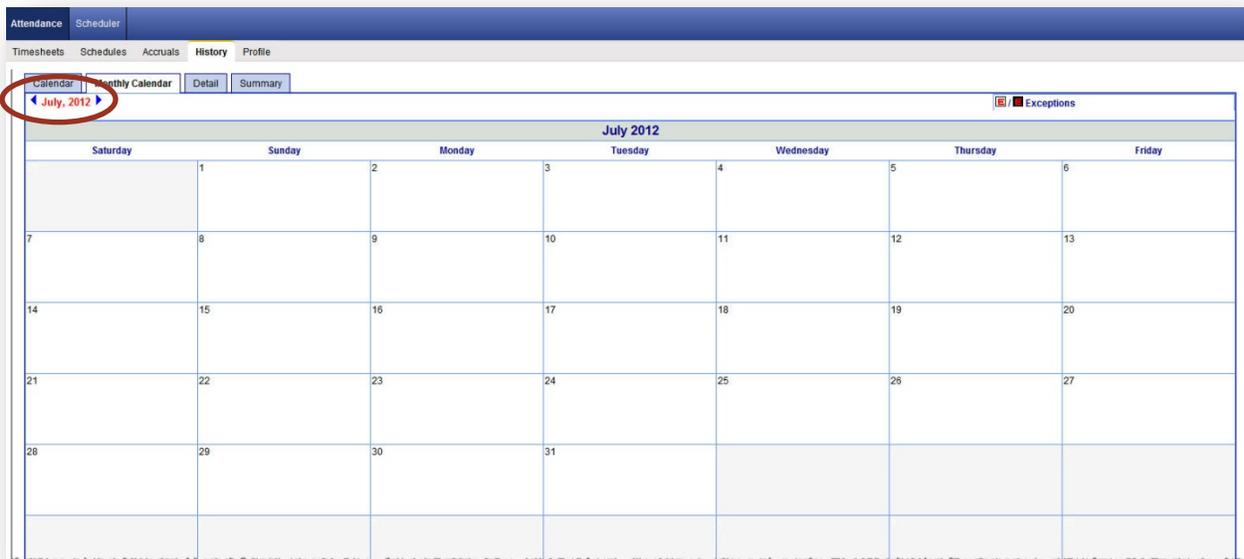
A twelve month calendar view will display, with a color coded legend for each Pay Code. As you accumulate attendance history, the calendar will be color coded by Pay Codes used. The year can be changed using the left and right arrows on either side of the year in the top left corner. NOVAtime will not include any history on leave usage for years employees worked prior to NOVAtime implementation. WF@Work will remain available for viewing leave usage history prior to NOVAtime.



- 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.



- 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.

	Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Total	
Paycode	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min
Exceptions	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min
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 Scheduler			
Timesheets Schedules Accruals History Profile			
Login ID / Password			
Login ID: <input type="text" value="32345678"/>			
Contact Information			
Email:	<input type="text" value="payroll@wfu.edu"/>	Emergency Phone:	<input type="text" value="(336)758-0000"/>
Phone #1:	<input type="text" value="(336)758-9999"/>	Emergency Contact:	<input type="text" value="Mrs. Deacon - Spouse"/>
Phone #2:	<input type="text"/>	Relationship:	<input type="text"/>
Home Address			
Address #1:	<input type="text"/>	Address #2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
Zip:	<input type="text"/>	Country:	<input type="text"/>
User Defined			
UserDate1:	<input type="text"/>	UserDate2:	<input type="text"/>
Employee Class:	<input type="text" value="N2"/>	FCS Essential?:	<input type="text"/>
Other			
Send Schedule Requests to: <input type="text" value="SUPERVISOR - Supervisor Deacon"/>			

Section 4: Scheduler

Requests

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.

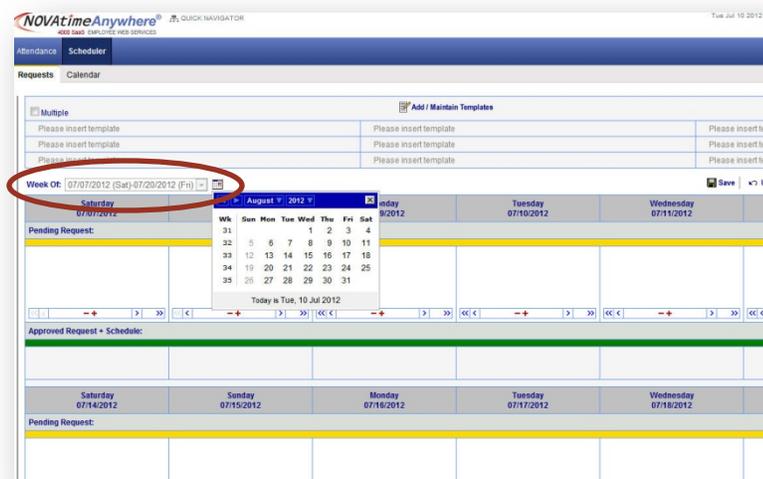
NOTE: PTO requests can only be made through NOVAtime for your primary job. To request PTO for a different job:

Web Time Entry Users – Add the time off directly to your timesheet once the time is used.

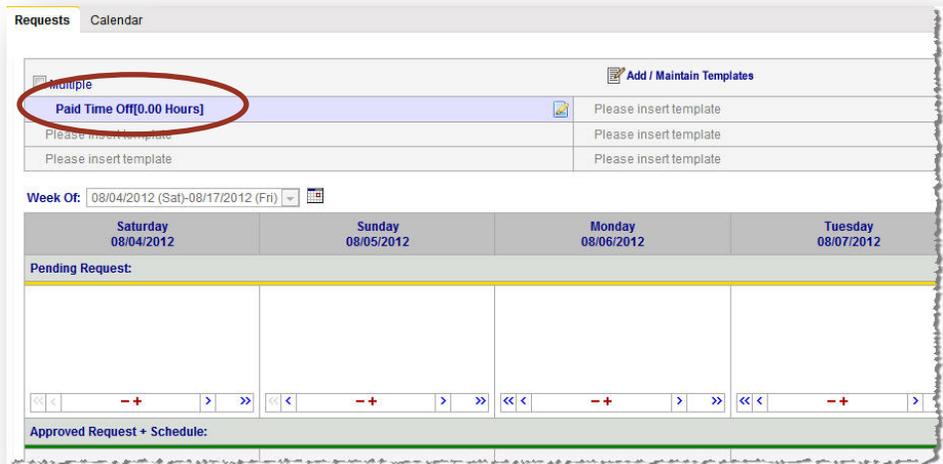
Time Clock Users – Inform your Supervisor who will edit your timesheet to reflect the request.



A calendar indicating the dates within the current pay period will display. To select a date other than those for the current pay period, click the calendar icon and select the appropriate date.

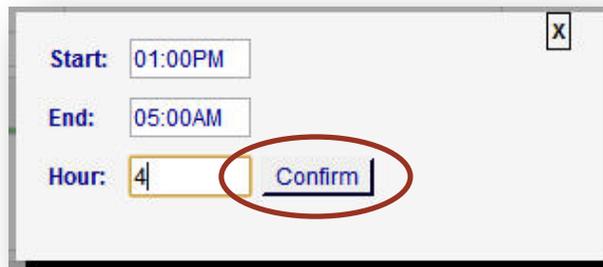


Click on the **Paid Time Off[0.00Hours]** Template once to highlight it.



Click on the calendar date for which PTO is requested to “drop” the template on that date.

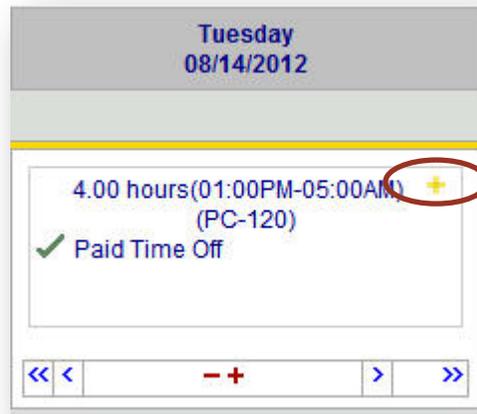
The dialog box to the right will display. Enter the start and end times of the request, as well as the total number of hours for that day. Once these fields are complete, click “**Confirm**”.



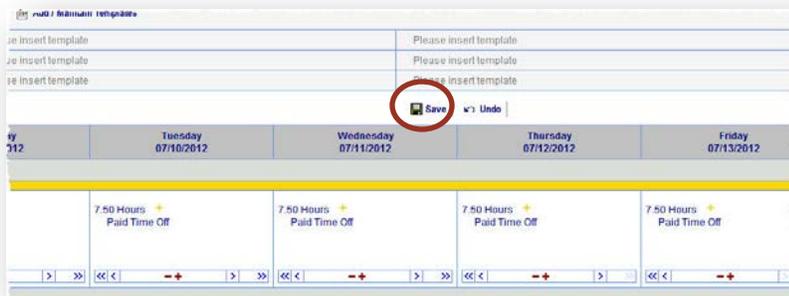
To add a note to the request, click the yellow + symbol.

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

To remove requested PTO from a date, click the red minus sign.

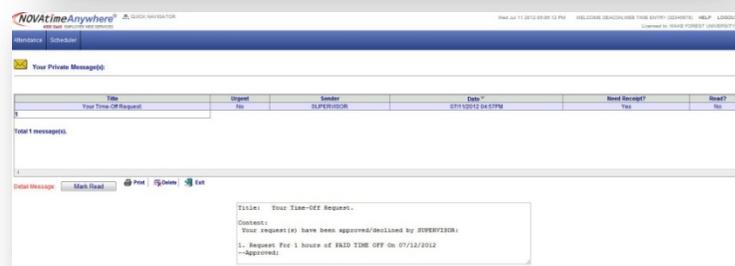


After selecting the appropriate dates, click **Save**. This will automatically generate an email to your supervisor with your request so that it can be reviewed.



Once action is taken on your request, a system email will be sent back to you indicating whether or not the request has been approved. Also, a new message pop up will display upon logging in to NOVAtime.

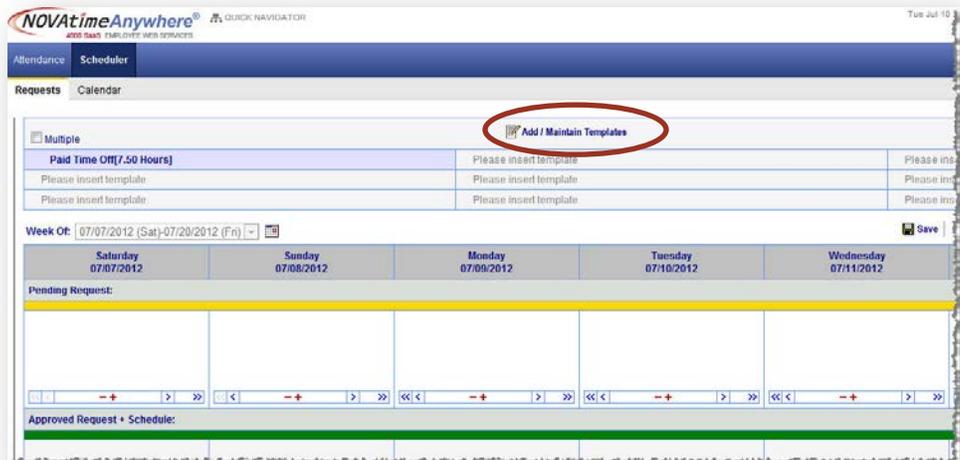
Any approved PTO will be reflected on your timesheet automatically.



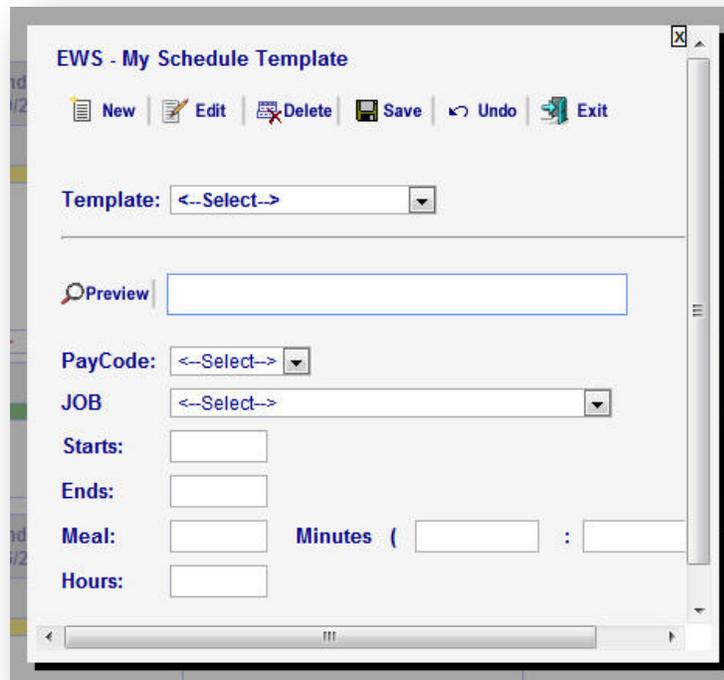
Add/Maintain Schedule Templates

Before a non-standard time off request can be made, a PTO template must be added. To add or edit a PTO template:

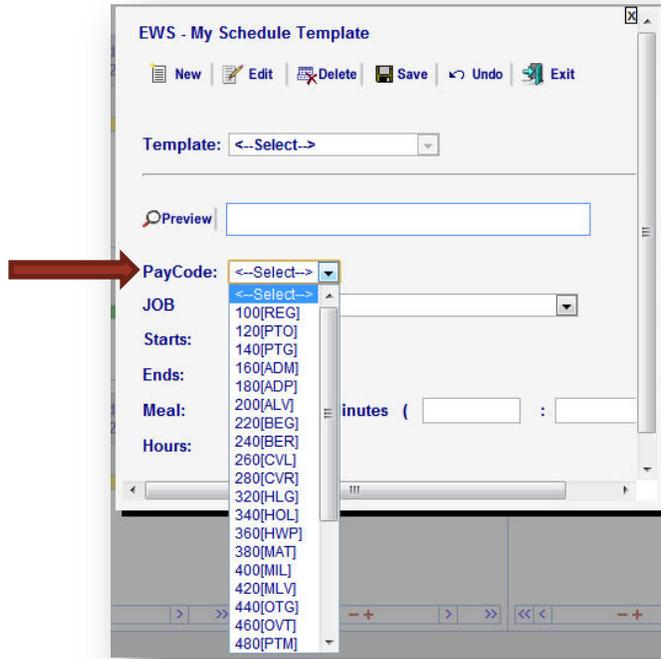
Click **Add/Maintain** Templates to create a new template.



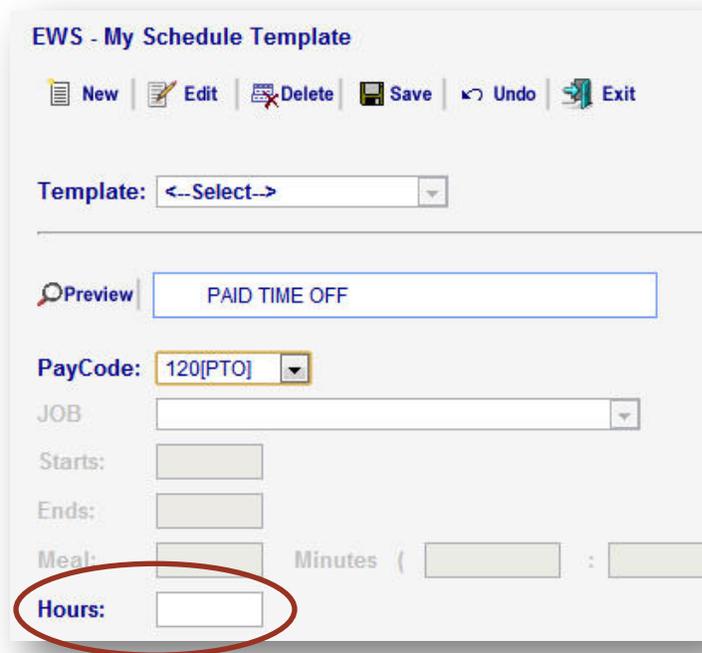
The EWS – My Schedule Template pop up screen will display.



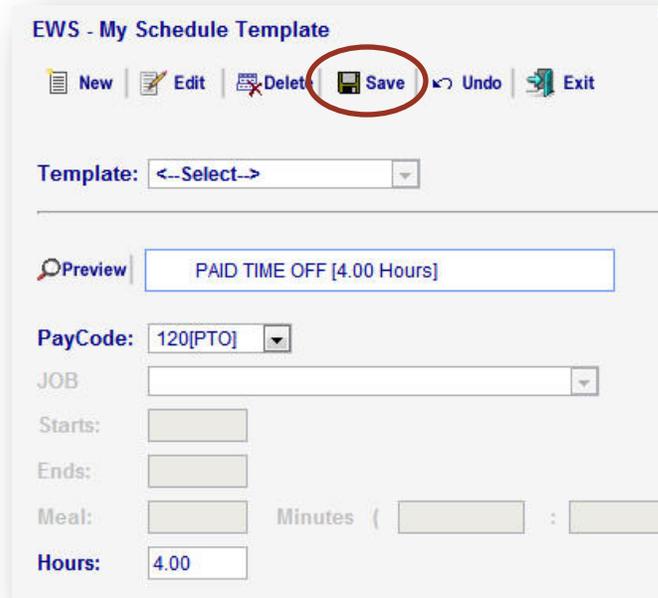
Click the drop down beside the **Pay Code** field and select the appropriate Pay Code (e.g. “120[PTO]” for paid time off).



Enter the number of daily **hours** needed for this PTO template.



Click **Save** to create this template and then exit.



The new template will display in the template selection area. To use the newly created template, follow the steps in the [Requesting Paid Time Off](#) section.



Calendar

The Calendar screen under the Scheduler tab offers a view of Pending, Approved, and Declined Paid Time Off requests for the current year. Click **Edit** to the left of any week to be taken to the Requests tab.

