

**NOVAtime Employee Time and Attendance System**

**SUPERVISORS**

**Table of Contents**

Logging into NOVAtime	2
A. Reviewing and Approving an Employee Timesheet	3
❖ Completing a Timesheet	3
❖ Reviewing and Approving a Timesheet	3
Summary	3
Timesheet	5
❖ Payroll Deadlines	7
❖ Revising a Timesheet	7
❖ While an Employee is Out	8
B. Reviewing Employee Leave Balances	9
C. Running Reports	10
D. Viewing Employee Contact Information	11

## NOVAtime Employee Time and Attendance System

### SUPERVISORS

When logging into NOVAtime as a supervisor, navigate to <http://supervisor.cpsd.us>.

Software as a Service

**NOVAtimeAnywhere**  
4000 SaaS ADMINISTRATOR / SUPERVISOR WEB SERVICES

Wednesday, 07/17/2013 2:56:06 PM

Client ID:

User ID:  1

Password:  2

3 LOGIN CANCEL

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\$1 MILLION GUARANTEE  
**SECURE**  
DATA ENCRYPTED  
NS network solutions

1. Enter your CPS network login in the box labeled 'User ID'
2. Enter your CPS network password you use when starting your computer in the morning.
3. Click "LOGIN".

Using NOVAtime, as a supervisor, you can:

- A. Review and approve employee timesheets
- B. Review employee leave balances
- C. Run reports
- D. View employee contact information

## A. Reviewing and Approving an Employee Timesheet

### ❖ Completing a timesheet

Each individual employee is responsible for completing his/her timesheet. A supervisor should NOT complete an employee's timesheet.

### ❖ Reviewing and approving a timesheet

If an employee timesheet status is:

- **OPEN**, the employee has not yet submitted his/her timesheet to the supervisor for approval. You will be unable to approve an OPEN timesheet.
- **SUBMIT**, the employee has completed and verified that his/her timesheet is accurate. This timesheet is ready for you to review and approve.
- **REVIEWED**, if a timekeeper has been designated, the timekeeper has reviewed an employee's submitted timesheet, and it is now ready for your approval.
- **APPROVED**, you, the supervisor, have reviewed and approved the timesheet.
- **PAYROLL**, the Payroll Department has reviewed and approved the timesheet.

Once logged-in, you can approve a group of timesheets under the **Summary**, or you can approve an individual timesheet under the **Timesheet**.

### **Summary**

To approve a timesheet, you will need to:

- a. Select the **Pay Cycle**. There are two Pay Cycles used:
  - **Weekly, starting Fri**- Hourly employees who submit timesheets on a weekly basis.
  - **Semi-monthly**- Salaried employees who submit timesheets on a semi-monthly basis.
- b. Choose the **Date Selection**. Typically, a supervisor will choose to view and approve the Current Pay Period. You can also choose to view a prior or future pay period by changing the Date Selection.

- c. Select the **Group**. Typically, a supervisor will choose to view 'ALL' groups of employees within the particular Pay Cycle. You, however, can choose to filter the list of employees by Location, Department, Job, Position, Reports To, Pay Group, or Union Code.
- d. If you would like to search for a particular employee, you can use the **Employee Search** feature.
- e. Choose the **Status Filter**. Select the '**Submitted**' Status. A list of employees who have completed and submitted their timesheets will appear.

If the summary view of the employees' time is satisfactory, and you can elect to:

- f. **APPROVE THIS PAGE**. Please note that your list of employees may exceed the one page. If this is the case, you will have to approve each individual page.
- g. Change an individual time sheet status to 'APPROVE'.
- h. Be sure to 'SAVE'.

Once approved, the Timesheet Status for the timesheets selected will be changed to 'APPROVED'. The timesheets for this period have been sent to the Payroll Department.

The screenshot shows a 'Summary' page for timesheets. It includes a header with 'Pay Cycle: Weekly, starting Fri', 'Date Selection: Last Pay Period', and 'From: 12/2013 To: 07/18/2013'. Below this are filters for 'Group / Filter By: All', 'Employee Search', and 'Status Filter: All'. A table lists employees with columns for 'ID', 'Name', 'Timesheet Status', 'Sch.Hr', 'Total Hrs', and various hour categories like REG, SCK, PERS, PSCK, VAC, OT-1, OT-2, UNPD, and Other Hrs. Annotations a through h point to specific UI elements: 'a' points to the Pay Cycle dropdown, 'b' to the Date Selection dropdown, 'c' to the Group/Filter By dropdown, 'd' to the Employee Search input, 'e' to the Status Filter dropdown, 'f' to the 'Approve this Page' button, 'g' to the dropdown arrow in the Timesheet Status column, and 'h' to the 'Save' button.

ID	Name	Timesheet Status	Sch.Hr	Total Hrs	REG	SCK	PERS	PSCK	VAC	OT-1	OT-2	UNPD	Other Hrs
9999001	MOUSE, MINNIE	SUBMIT	40.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9999004	MOUSE, SAMUEL	SUBMIT	40.00	40.00	24.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	
9999005	BIRD, BIG	SUBMIT	40.00	42.00	40.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	
9999010	BERNE, ROGER	OPEN	40.00	40.00	24.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	
9999011	BROWN, MARY	SUBMIT	40.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9999012	IBRAHIM, ABDUL	OPEN	40.00	43.00	40.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	
9999013	TAJ, SHIN	SUBMIT	40.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- i. Using the Status Filter, you should now choose to select the '**Open**' Status. This will provide you with a list of employees who have not yet submitted their timesheets. You MUST contact the employee and ask that s/he submit his/her timesheet. Once these 'OPEN' timesheets have been submitted, you will have to approve them.

Please note that you can review an employee's 'OPEN' timesheet under the Timesheet.

## Timesheet

You can review an employee's individual timesheet, and rather than using the 'Summary' option, you may elect to approve the individual timesheet. To do so, navigate to **Timesheets**.

To view and approve a timesheet:

- If you would like to search for a particular employee, you can use the **Search** feature.
- You may select a **Group** filter within the particular Pay Cycle. Typically, a supervisor will choose to view 'ALL' groups of employees. S/he, however, can choose to filter the list of employees by Location, Department, Job, Position, Reports To, Pay Group, or Union Code.
- You may choose to review all timesheets, or only those that are OPEN, SUBMITTED, REVIEWED or APPROVED.
- You also may choose to view a set of timesheets by Pay Cycle or Date Selection.
- After making your selections, a list of employees who meet your criteria will appear. Select the employee whose timesheet you would like to review.

The screenshot shows the Timesheet application interface. Callouts a-e highlight the following features:

- a**: Timesheet title bar
- b**: Search field
- c**: Filter dropdowns (All Timesheets, Count: 7)
- d**: Date Selection fields (Pay Cycle, Date Selection, From, To)
- e**: Employee list table

The main interface displays the following information:

- Employee:** MOUSE, MINNIE - 9999001
- Details:** Department: 895860, Job: 572, Pay Policy: 4, Shift Number: 601, Pay Category: 10, Holiday Rule: 1
- Week 1 [07/07/2013-07/13/2013]:**

Pay Code	Job	Sunday Jul-7	Monday Jul-8	Tuesday Jul-9	Wednesday Jul-10	Thursday Jul-11	Friday Jul-12	Saturday Jul-13	Total
[REGULAR]	572 [Clerk]	---	---	---	---	---	8.00	---	8.00
<b>Daily Totals:</b>									

- Week 2 [07/14/2013-07/20/2013]:**

Pay Code	Job	Sunday Jul-14	Monday Jul-15	Tuesday Jul-16	Wednesday Jul-17	Thursday Jul-18	Friday Jul-19	Saturday Jul-20	Total
[REGULAR]	572 [Clerk]	---	8.00	8.00	8.00	8.00	---	---	32.00
<b>Daily Totals:</b>									

A summary view of the employee's timesheet will appear, including:

- a. The total hours reported on a particular work day.
- b. A summary of the Pay Codes used or type of hours reported (regular, vacation, sick, personal, etc.) during the particular pay period, as well as the total number of hours worked.

Department: 895860 Job: 572 Pay Policy: 4 Shift Number: 501 Pay Category: 10 Holiday Rule: 1

**Week1 [07/07/2013-07/13/2013]**

Pay Code	Job	Sunday Jul-7	Monday Jul-8	Tuesday Jul-9	Wednesday Jul-10	Thursday Jul-11	Friday Jul-12	Saturday Jul-13	Total
0[REGULAR]	572 [Clerk]	---	---	---	---	---	8.00	---	8.00
<b>Daily Totals:</b>		0.00	0.00	0.00	0.00	0.00	8.00	0.00	

**Week2 [07/14/2013-07/20/2013]**

Pay Code	Job	Sunday Jul-14	Monday Jul-15	Tuesday Jul-16	Wednesday Jul-17	Thursday Jul-18	Friday Jul-19	Saturday Jul-20	Total
0[REGULAR]	572 [Clerk]	---	8.00	8.00	8.00	8.00	---	---	32.00
<b>Daily Totals:</b>		0.00	8.00	8.00	8.00	8.00	0.00	0.00	

**Timesheet Summary**

Timesheet Summary: Group By: Paycode

Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs
0[REGULAR]		40.00	0.00	0.00
<b>Totals</b>		40.00	0.00	40.00

You can also look at a detail view of the employee's time using the "DETAIL" option. This will enable you to view an hourly employee's total and daily hours worked as well as the employee's 'In' and 'Out' times.

Active Timesheet

Search: [ ]

All (No Group Filter)

All Timesheets Count: 1

NAME	ID
MOUSE, MINNIE	9999001

Save | Undo | Recalculate | **Detail**

Pay Cycle: Weekly, starting Fri Date Selection: Current Pay Period From: 07/12/2013 To: 07/18/2013 Timesheet Status: SUBMIT Approve

In both the “Detail” and “Hourly” views, you can approve an employee’s individual timesheet. Select “Approve” and “Save”.

### ❖ Payroll Deadlines

	Employee Submission	Supervisor Approval
<b>Weekly Timesheet</b>	Thursday of each week	Friday of each week
<b>Semi-Monthly Timesheet</b>	15 <sup>th</sup> and last day of the month	2 days after the pay period end

### ❖ Revising a Timesheet

An employee cannot make changes to a submitted timesheet.

If an employee needs to make a change after submitting the timesheet, s/he must contact the supervisor.

Additionally, if a supervisor feels that an employee’s timesheet is incorrect, the employee should be asked to correct his/her timesheet.

To allow an employee access to a submitted timesheet that needs to be revised, the supervisor will need to log-in to NOVAtime and change the employee's timesheet status to 'OPEN'. The employee now will be able to revise that timesheet and will re-submit it to the supervisor for approval.

A supervisor may also directly make revisions/edits to an employee's timesheet. The system keeps a log of any timesheet changes and who made them.

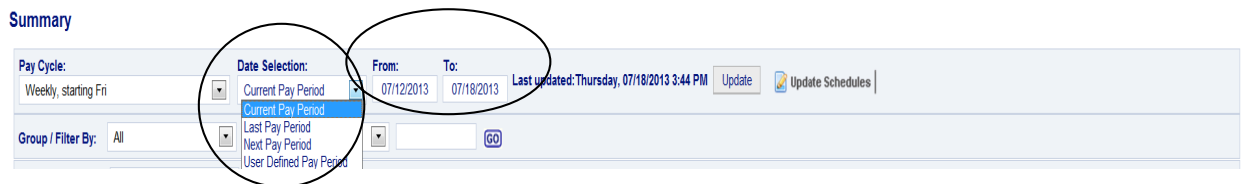
**Once a supervisor "APPROVES" a timesheet, any changes that need to be made, will need to be submitted to the Payroll Department in writing.**

### ❖ While an Employee is Out

If an employee is on vacation, sick, or personal leave, s/he can:

1. Complete his/her timesheet prior to his/her leave and submit it. The timesheet will be available for the supervisor's review and approval during the pay period.
2. Complete his/her timesheet upon their return. In this instance, the employee's timesheet may not be completed and submitted prior to the pay period end. In this case, the employee's timesheet will be "OPEN", and the supervisor will be unable to "APPROVE" it until s/he returns. The supervisor will be notified periodically via email that a timesheet remains "OPEN". Upon the employee's return, s/he will complete and "SUBMIT" his/her timesheet.

When approving timesheets for the current pay period, the supervisor must **remember** to approve this prior period timesheet. To do so, the supervisor will need to define the "Date Selection". Once the "OPEN" timesheet appears, the supervisor will then need to follow the appropriate steps to approve the timesheet.





**B. Reviewing employee leave balances**

A supervisor may review an employee’s leave balances and leave activity, using the **Accrual**.

- a. By **Pay Code** (or leave type), you will be able to view your leave balances.
- b. The **Post Date** signifies the date you took leave or when an adjustment or entry was made to your time.
- c. The **Post Type** reflects the type of transaction:

<b>Post Type</b>		
<b>I/+</b>	<b>Import</b>	Rollover of your accrued balances to the system as of June 30 <sup>th</sup> .
<b>U</b>	<b>User Posting</b>	<p>The Payroll Department made an adjustment to your timesheet. After submitting your timesheet and your supervisor has approved it, you discovered that an adjustment or correction needed to be made to your timesheet. For example, you reported your absence as sick leave rather than bereavement leave. You and/or your supervisor contacted the Payroll Department, who manually adjusted your timesheet.</p> <p>Please note NOVAtime will reflect your annual accrued sick time as well as three personal days. If personal days are taken, the Payroll Department will manually adjust your sick leave balance accordingly.</p>
<b>S</b>	<b>System Posting</b>	Upload of new annual balances to the system in July.
<b>T</b>	<b>Timesheet Edit Posting</b>	Time taken as you reported on your timesheet and as approved by your supervisor.

- d. **Accrued/Used** reflects the time you used or the time you accrued during a particular period.
- e. **Available** or **Carry Hours** is the number of hours that are available to you or your leave balance.

Clicking on the "+" symbol will expand the selection, letting you view your leave history.

Choose the employee.

If you would like to view your leave balance activity for a particular period, you can choose to filter your selection by entering a date range.

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Notes					
[20]SCK	10/11/2013	T	8.00	9.00	Usage					
	10/11/2013	10S	T	0.00	17.00	8.00	0.00	0.00	9.00	Usage
	07/11/2013	10S	U	0.00	-3.00	0.00	20.00	0.00	17.00	
	07/10/2013	10S	T	0.00	0.00	3.00	0.00	0.00	-3.00	Usage
[21]VAC	07/11/2013	T	8.00	25.00	Usage					
[29]PERS	07/08/2013	U	2.00	8.00						

### C. Running reports

We are currently working on developing some employee time reports that we think supervisors will find useful. During this pilot, we would encourage you to provide feedback and make suggestions/recommendations for reports that you may find helpful. Once these reports are developed, they will be saved and made available to supervisors in the **Reports** section of NOVAtime.

Report Generator

Overview Properties Preview Stored Reports

Public Reports:

Report Name	Report Type	Description	Created By	Report Scope	Delete
Weekly Unpaid	Detail Report.LC	NEUADMIN-05/31/2013	NEUADMIN	Shared	Delete

## D. Viewing employee contact information

Employee contact information is available in NOVAtime under the **Employee, Personal** section. Please note that this information is loaded from the City of Cambridge's official Human Resources system PeopleSoft on a daily basis. Should you or an employee need to update an employee's contact information, you **MUST** contact Human Resources. Human Resources will update the information in the official HR system, and this information will then be uploaded into NOVAtime.

Attendance **Employees** Reports

**Personal**

Active

Search:

All

NAME	ID
MOUSE, MINNIE	9999001
DUCK, DAISY	9999002
FROG, KERMIT	9999003
MOUSE, SAMUEL	9999004
BIRD, BIG	9999005
WAYNE, BRUCE	9999006
BERNIE, ROGER	9999010
BROWN, MARY	9999011
IBRAHIM, ABDUL	9999012
TAI, SHIN	9999013

MOUSE, MINNIE - 9999001 [Goto Timesheet](#)

Department: 895860 Job: 572 Pay Policy: 4 Shift Number: 601 Pay Category: 10 Holiday Rule: 1

**Personal Info**

Gender: <--Select--> Marital Status: <--Select-->

**Contact Information**

Email: aepstein3@cpsd.us Phone #: (617)555-9954

Phone #2: Emergency Phone: (617)555-3992

Emergency Contact: Daffy Duck Relationship:

Address #1: 45 MAIN ST Address #2:

City: CAMBRIDGE State: MA

Country: Zip: 02139

**User Defined**

UserDate1: UserDate2:

UserField1: UserField2: