

NOVAtime Employee Time and Attendance System

HOURLY EMPLOYEES

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NOVAtime Employee Time and Attendance System

HOURLY EMPLOYEES

Beginning in July 2013, CPS employees will begin to use NOVAtime, an Employee Time and Attendance System. This system will replace our current paper timesheets. Using this system, employees will be able to submit timesheets electronically and view leave balances. Supervisors will approve timesheets electronically.

Logging into NOVAtime

Navigate to <http://novatime.cpsd.us>

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

Using NOVAtime's 'Employee Web Services', you can:

- A. Complete and submit your timesheet
- B. Report overtime
- C. Review leave balances

A. Completing your Timesheet

In order to take full advantage of the system and its "real-time" benefits, we encourage you to record your time on a daily basis.

Once logged-in, you will see your timesheet. Your Timesheet Status will be **OPEN** A

To view your current timesheet, be sure the 'Date Selection' is set to the 'Current Pay Period' B

You can also choose to view a prior pay period or complete a future pay period by changing the 'Date Selection'.

The screenshot shows the 'Timesheet' page with a navigation bar containing 'Timesheets', 'Accruals', 'History', and 'Profile'. Below the navigation bar is the 'Timesheet' header and a toolbar with 'Save', 'Add', 'Delete', 'Undo', and 'Recalculate' buttons. The 'Date Selection' dropdown menu is open, showing options: 'Current Pay Period', 'Last Pay Period', 'Next Pay Period', 'This Week (View Only)', 'Last Week (View Only)', 'User Defined Date Range (View Only)', and 'User Defined Pay Period'. The 'Current Pay Period' option is selected. The 'From' date is 07/05/2013 and the 'To' date is 07/11/2013. The 'Timesheet Status' is 'OPEN'. A table below shows a single row for 'REGULAR' pay code with 'In' time 08:00AM, 'Out' time 04:00PM, 'Reg' hours 8.00, and 'Total Hours' 8.00. Callout 'A' points to the 'Submit' button, and callout 'B' points to the 'Date Selection' dropdown.

To complete your timesheet:

1. Click on the "Date" field, and select the date worked.

To navigate through the fields in your timesheet, use the tab key.

The screenshot shows the 'Timesheet' page with the 'Date Selection' dropdown set to 'Current Pay Period'. The 'From' date is 07/05/2013 and the 'To' date is 07/11/2013. The 'Timesheet Status' is 'OPEN'. A table below shows a single row for 'Date' with a dropdown menu open, showing options: 'Fri 07/05/2013', 'Sat 07/06/2013', 'Sun 07/07/2013', 'Mon 07/08/2013', 'Tue 07/09/2013', 'Wed 07/10/2013', 'Thu 07/11/2013', and 'Fri 07/12/2013'. The 'Fri 07/05/2013' option is selected. Callout '1' points to the selected date in the dropdown.

2. Tab to the "PayCode" field, and select the "01-Regular" Pay Code.
3. Enter your 'In' and 'Out' times.

When entering your 'In' and 'Out' times in NOVAtime:

- For morning hours, enter the hour and minutes followed by "a" or "am". If you arrived at work at 8:00 a.m., you can enter it as "8a", "8am", "8:00a", or "8:00am".
- For afternoon and evening hours, enter the hour and minutes followed by "p" or "pm". If you are to leave work at 4:15 p.m., you can enter it as "415p", "415pm", "4:15p", or "4:15pm"

4. Finally, be sure to 'SAVE' your entry. Once you have saved your entry, your hours worked automatically will be calculated. Please note that after you save an entry, you may revise it if necessary.
5. After entering your third working day for a pay period, you will need to 'ADD A RECORD' or line, so you can enter your additional work or leave time. Click on the 'Add Record' button or the "Add" menu item.

The screenshot shows the NOVAtime Timesheet interface. At the top, there are buttons for Save, Add, Delete, Undo, and Recalculate. Below these are date selection fields for 'From' (07/05/2013) and 'To' (07/11/2013), along with a 'Timesheet Status: OPEN' indicator and a 'Submit' button. The main table has columns for Date, PayCode, In, Out, Reg, OT-1, OT-2, and Total Hours. A dropdown menu for PayCode is open, showing options from 01[REGULAR] to 102[LOA UNPAID]. A 'Weekly Summary' section shows a total of 40.00 hours for the week of 07/05/2013 to 07/11/2013. A 'Timesheet Summary' section shows a total of 40.00 hours for the week. A 'Group By: Paycode' dropdown is also visible.

Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours
Fri 07/05/2013	01[REGULAR]	08:00AM	04:00PM	8.00	0.00	0.00	8.00

❖ **Reporting an absence from work, such as a personal, sick or vacation day**

To record a full-day absence on your timesheet:

1. Enter the date you were absent.
2. Next, you will need to select the Pay Code.

A Pay Code is used to describe your regular time worked or your leave (or absence) time (sickness, personal day, vacation). The NOVAtime system is set-up so that you only see Pay Codes that you are eligible to use. A sample list of Pay Codes follows this section.

3. Enter your total leave hours used in the 'REG' field. You do not need to enter an 'In' and 'Out' time when recording leave hours.
4. After reporting your time, please be sure to 'SAVE' the entry. Saving the entry will save your record and recalculate your time.

Timesheets Schedules Accruals History Profile

Timesheet

Timesheet

4 Save Add Delete Undo Recalculate

Date Selection: From: 07/05/2013 To: 07/11/2013 Timesheet Status: OPEN Submit

Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours
Wed 07/10/2013	20[SICK]			8.00	0.00	0.00	3.00

1 2 3

0[REGULAR]
18[STAFF ON ASSIGN]
20[SICK]
21[VACATION]
22[SCHOOL VAC]
23[HOLIDAY]
24[FLOATING HOL]
27[SNOW DAY]
29[PERSONAL]
30[PERSONAL SICK]
34[COMP TIME]
36[BEREAVEMENT]
38[JURY DUTY]
40[BUILDING CLOSED]
41[WORKERS COMP]
42[WORKERS COMP SK]
43[SICK BANK]
44[ADMIN LEAVE]
46[SUSPENDED]
60[UNPAID TIME]
102[LOA UNPAID]

Weekly Summary

Timesheet Summary

Group By: Paycode

Pay C	Reg Hrs	OT-1
0[REG]	29.00	0.00
20[SI]	3.00	0.00
21[VAC]	8.00	0.00

To report, a partial day absence (e.g. you had a doctor’s appointment in the morning and arrived to work three hours late), you will need to enter two records or lines on your timesheet for the one work day.

1. Enter the date you were partially absent.
2. Select the “Pay Code”. In this instance, choose Pay Code “20-Sick”.
3. Enter the total amount of time you were absent from work in the “REG” field.
4. You will need to enter another record or line in your timesheet to reflect the hours you were present at work. Remember to enter:
 - ✓ the date,
 - ✓ select the proper “Pay Code” [In this instance, choose Pay Code “0-Regular”],
 - ✓ enter the time you arrived at work (‘In’) and the time you will be leaving work (‘Out’).
5. Again, please be sure to “Save” your entry. When combining the two records, the total hours reflected should equal a complete working day.

Timesheet

Timesheet

5 Save Add Delete Undo Recalculate

Date Selection: From: 07/05/2013 To: 07/11/2013 Timesheet Status: OPEN Submit

	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours
1	Wed 07/10/2013	20[SICK] 2			3.00 3	0.00	0.00	3.00
	Wed 07/10/2013	0[REGULAR]	11:00AM	04:00PM	5.00	0.00	0.00	5.00

PAY CODES

In any given week, you must account for your time each day, even those days on which you are not at work. Pay codes describe the type of time that you are reporting. For instance “Regular” indicates that you were in attendance at work, while “holiday” indicates that you were not in attendance at work because of an official work holiday such as Thanksgiving. There are many different pay codes; however, you will see only those that apply to your particular job category.

Sample List of Pay Code	
Pay Codes	Description
01-Regular	Regular Work Time
02-Additional Hours	Additional straight time hours worked
12-Paraprof Subbing	Paraprofessional Substitutes for Teacher
18-Staff on Assign	Staff on Assignment
Leaves	
20-Sick	Sick/Illness
22-School Vac	School vacation weeks
21-Vacation	Vacation
23-Holiday	Legal Holidays per school calendar or contracts
24-Floating Hol	Floating Holiday per contract
27-Snow Day	School cancellations because of snow
29-Personal	Personal Time
30-Personal/Sick	Personal Time charged to Sick
32-Prof'l Day	Professional Day
34-Comp Time	Compensatory Time

❖ Adding a note to your Timesheet

When reporting your time, you can leave a note for your supervisor. This feature will be particularly helpful when explaining or providing detail about an absence from work.

To add a note:

1. Select and click on the “Notes” field at the end of your time sheet record.
2. A pop-up field will appear. Type your note to your supervisor in this field.
3. When complete, choose “Ok”.
4. Be sure to “Save”.
5. After saving your entry and note, a small envelope icon will now appear in the “Note” field at the end of your record. You can view or edit your note by clicking on the “envelope” icon.

Timesheet

Save | Add | Delete | Undo | Recalculate |

Date Selection: From: 07/26/2013 To: 08/01/2013 Timesheet Status: OPEN Submit

	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours	Notes
	Fri 07/26/2013	0[REGULAR]	08:00AM	04:00PM	8.00	0.00	0.00	8.00	
	Mon 07/29/2013	36[BEREAVEMENT]			8.00	4.00	4.00	16.00	

Notes:
My grandfather passed away.

OK Cancel

Timesheet

Your entries were saved successfully.

Save | Add | Delete | Undo | Recalculate |

Date Selection: From: 07/26/2013 To: 08/01/2013 Timesheet Status: OPEN Submit

	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours	Notes
	Fri 07/26/2013	0[REGULAR]	08:00AM	04:00PM	8.00	0.00	0.00	8.00	
	Mon 07/29/2013	36[BEREAVEMENT]			8.00	0.00	0.00	8.00	

Notes:
My grandfather passed away.

OK Cancel

❖ Revising your Timesheet

To **REVISE** your timesheet:

1. You can update an existing entry. Click on the information you would like to update. For example, if you would like to update your 'In' time, with your mouse, double-click on the 'In' field. Once the field is highlighted in blue, you can manually revise your 'In' time. Once you have entered your revised time, using the 'tab' key on your keyboard, you can exit the field.
2. You can also delete an existing entry, and manually enter the correct data. Select the entry you would like to delete, and choose the '**DELETE**' option. Re-enter the time record.
3. Remember to '**SAVE**' your change. By saving your change, your working hour total will be updated. Please note that once your timesheet is '**SUBMITTED**' to your supervisor for approval, you will be unable to revise it.

The screenshot shows the 'Attendance Scheduler' interface. A green message bar at the top states 'Your entries were saved successfully.' Below this is the 'Timesheet' section with a toolbar containing 'Save', 'Add', 'Delete', 'Undo', and 'Recalculate' buttons. The 'Save' button is circled with a '3'. The 'Date Selection' area shows 'Current Pay Period' with a dropdown arrow, and 'From: 06/28/2013' and 'To: 07/04/2013'. The 'Timesheet Status' is 'OPEN' with a 'Submit' button. A table displays timesheet entries with columns: Date, PayCode, In, Out, Reg, OT-1, OT-2, and Total Hours. The entry for 'Wed 07/03/2013' has '08:02AM' in the 'In' field, which is highlighted in blue and circled with a '1'. The 'Delete' button in the toolbar is circled with a '2'.

	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours
	Fri 06/28/2013	0[REGULAR]	08:00AM	04:00PM	8.00	0.00	0.00	8.00
✎	Wed 07/03/2013	0[REGULAR]	08:02AM	03:59PM	7.95	0.00	0.00	7.95

❖ **Submitting your Timesheet**

At the end of the weekly pay period, you **MUST** remember to ‘*SUBMIT*’ your correct and complete timesheet. For employees who receive a weekly paycheck, your pay period begins Friday of each week and ends the following Thursday. All timesheets **MUST** be submitted by the end of the working day on **Thursday**. When entering your time at the end of your work day on Thursday, you will also have to ‘Submit’ your timesheet.

Before submitting your timesheet, please **REVIEW** for accuracy.

- a. Be sure that it reflects the total days and working hours for the week. If you work five days a week, at least five entries should appear on your timesheet.
- b. In the Weekly Summary section of your timesheet, your total number of reported hours will appear. This total should equal your total number of required hours for a pay period.

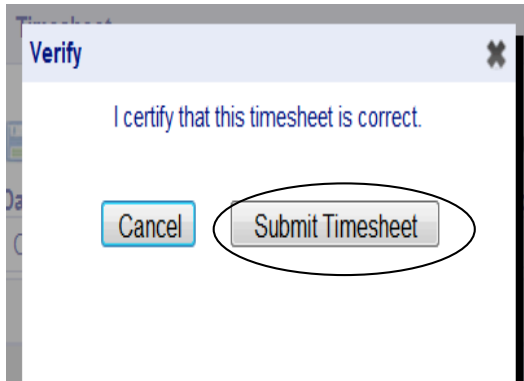
Once you have reviewed your timesheet and you are certain that it is accurate, select ‘**SUBMIT**’ c

The screenshot shows a web-based timesheet application. At the top, there are navigation tabs for 'Attendance' and 'Scheduler'. Below that, a sub-menu includes 'Timesheets', 'Schedules', 'Accruals', 'History', and 'Profile'. The main heading is 'Timesheet', followed by a green success message: 'Your entries were saved successfully.' Below this is a toolbar with 'Save', 'Add', 'Delete', 'Undo', and 'Recalculate' buttons. The 'Date Selection' section shows 'From: 07/05/2013' and 'To: 07/11/2013'. The 'Timesheet Status' is 'OPEN' with a 'Submit' button. A table lists timesheet entries with columns for Date, PayCode, In, Out, Reg, OT-1, OT-2, and Total Hours. An 'Add Record' button is below the table. The 'Weekly Summary' section shows a table with 'Date Range Of Week' (07/05/2013 - 07/11/2013) and 'Reg' (40.00). Annotations: 'a' points to the table rows, 'b' points to the 'Reg' value in the summary, and 'c' points to the 'Submit' button.

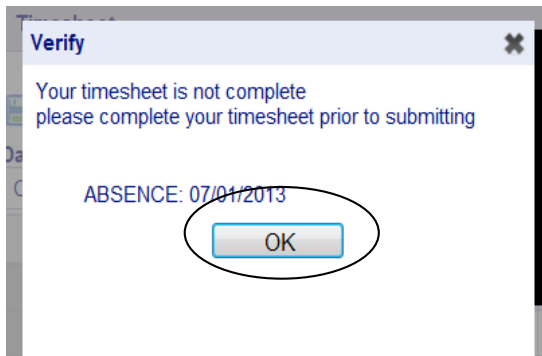
	Date	PayCode	In	Out	Reg	OT-1	OT-2	Total Hours
1	Fri 07/05/2013	0[REGULAR]	08:00AM	04:00PM	8.00	0.00	0.00	8.00
2	Mon 07/08/2013	0[REGULAR]	08:00AM	04:00PM	8.00	0.00	0.00	8.00
3	Tue 07/09/2013	0[REGULAR]	08:00AM	04:00PM	8.00	0.00	0.00	8.00
4	Wed 07/10/2013	20[SICK]			3.00	0.00	0.00	3.00
5	Wed 07/10/2013	0[REGULAR]	11:00AM	04:00PM	5.00	0.00	0.00	5.00
	Thu 07/11/2013	21[VACATION]			8.00	0.00	0.00	8.00

Date Range Of Week	Reg
07/05/2013 - 07/11/2013	40.00

The following notice will appear. Choose to "Submit Timesheet".



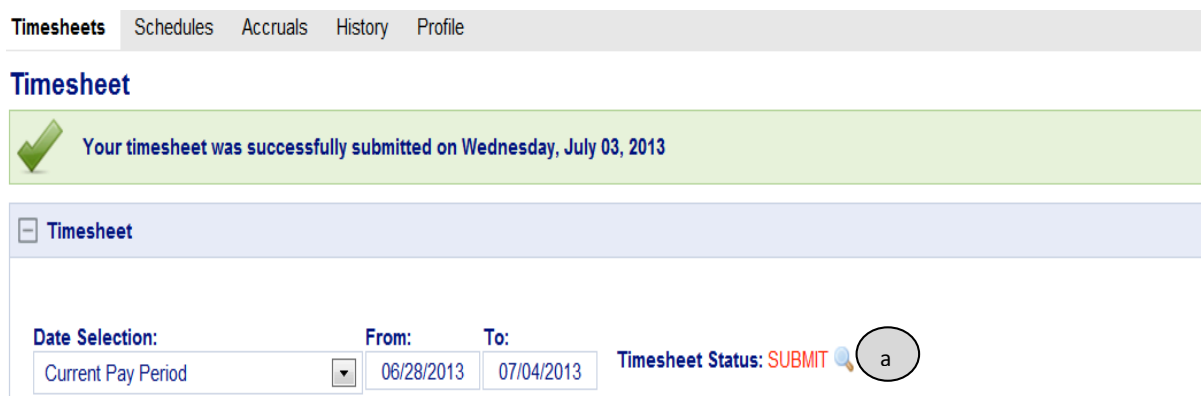
Should you have any missing items or a day where your time was not reported on your timesheet, you will receive a notice. Select 'Ok', and update your timesheet.



After making any further revisions, you will need to 'Submit' your timesheet again.

Once your timesheet has been successfully submitted, your Timesheet Status will change to 'SUBMIT' a

Please note that once you 'Submit' your timesheet, you cannot make any further revisions to it. You will need to speak to your direct supervisor to make any further edits.



B. Reporting Overtime

If you are eligible for overtime pay, when you have exceeded your regular working hours during a work week, NOVAtime will automatically calculate your overtime hours. All hours, including overtime, will be submitted to your supervisor for approval.

C. Reviewing Leave Balances

In addition to electronically submitting your timesheet, NOVAtime allows you to view your leave balances, including your sick, personal and vacation time. Navigate to 'Accruals'.

- a. By **Pay Code**, you will be able to view your leave balances. See the "Sample List of Pay Codes" on page 7 of this booklet.
- 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:

Post Type		
I/+	Import	Rollover of your accrued balances to the system as of June 30 th .
U	User Posting	<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>
S	System Posting	Upload of new annual balances to the system in July.
T	Timesheet Edit Posting	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.

Attendance

Timesheets **Accruals** Profile

ID:
Name:
Pay Category:

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

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.

Sort by: Post Date

Filter by: Date Range From [] To []

Add Filter Apply Filter Clear Filter

	Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Usage	
+	[20]SCK	07/02/2013	T	8.00	122.00	Usage	
		Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used
		07/02/2013	10S	T	0.00	130.00	8.00
		07/01/2013	10S	S	120.00	10.00	0.00
		05/02/2013	10S	U	10.00	0.00	0.00
+	[21]VAC	07/26/2013	T	8.00	84.00	Usage	
+	[29]PERS	07/01/2013	S	16.00	16.00	System Accr	
+	[30]PSCK	07/01/2013	S	8.00	8.00	System Accr	