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Welcome

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

1. A single, web-based application for both student 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.

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 below:

<table>
<thead>
<tr>
<th>NOVAtime Support:</th>
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<tbody>
<tr>
<td>Launch Page:</td>
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<td>Email:</td>
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Section 1: 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 **Student 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**”.

By default, your timesheet will display for the current pay period under the Attendance category.
Section 2: Attendance

Timesheet
The employee timesheet is what Payroll uses to prepare your pay statement for each pay period. With NOVAtime, all time and attendance information for all jobs that you perform for the University is entered on one timesheet.

To update the timesheet:

Be sure that the pay period for which you need to enter time is displayed correctly in the date selection field. The system will default to the current pay period.

To add a record of time information, simply click on an empty row in the date column and select the appropriate date from the drop-down.
By default, your primary job will display in the JOB field. If you have more than one job that you perform, you may select it from the drop-down.

Select Pay Code 100 [Reg Hour by Day].

Enter the actual time in and time out for that job for the selected day.

NOTE: The system assumes military time. If you do not wish to use military time, use “a” for am or “p” for pm.

After entering any time data, always be sure to click the save button.
Once the pay period has closed and all time information has been entered, click the “Submit” link.

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 Summary
As time information is added, 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.

Schedules
View work schedules by clicking the schedules tab. NOTE: Each department chooses whether or not to use the schedule feature in NOVAtime. Therefore, this section of the guide is only applicable if the department in which you work has chosen to utilize them.

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.
The calendar view on the lower portion of the screen will show you your work schedule per day for the selected pay period.

**History**

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.
- 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. NOTE: The exceptions at the bottom of the Summary is applicable only to those employees that swipe a time clock.
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.