

**NOVAtime Employee Time and Attendance System**

**SALARIED EMPLOYEES**

**Table of Contents**

Introduction	2
Logging into NOVAtime	2
A. Completing and submitting your Timesheet	3
❖ Reporting an absence from work, such as a personal, sick or vacation day	5
❖ Pay Codes	7
❖ Adding a note to your Timesheet	8
❖ Revising your Timesheet	9
❖ Submitting your Timesheet	10
B. Reviewing Leave Balances	12

## NOVAtime Employee Time and Attendance System

### SALARIED 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>

**NOVAtimeAnywhere®**  
4000 SaaS EMPLOYEE WEB SERVICES

Wednesday, 07/03/2013 2:20:31 PM

● Ready...

Client ID: NEU13075

ID: mmouse

Password: .....

PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES

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SECURE  
DATA ENCRYPTED  
network solutions

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. 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'.

Location	Sunday Jun-30	Monday Jul-1	Tuesday Jul-2	Wednesday Jul-3	Thursday Jul-4	Friday Jul-5	Saturday Jul-6	Total	
[RSE]	---	8.00						8.00	⊕
Daily Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00		

To complete your timesheet:

1. Click on the "PayCode" field, and select the "01-Regular" Pay Code.

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

Pay Code	Location	Sunday Jun-30	Monday Jul-1	Tuesday Jul-2	Wednesday Jul-3	Thursday Jul-4	Friday Jul-5	Saturday Jul-6	Total	
[REGULAR]	SCH ADMIN [SCH ADMIN]	---								⊕
Daily Totals:		0.00	8.00	8.00	8.00	8.00	8.00	0.00		

Pay Code	Location	Sunday Jul-7	Monday Jul-8	Tuesday Jul-9	Wednesday Jul-10	Thursday Jul-11	Friday Jul-12	Saturday Jul-13	Total	
[REGULAR]	SCH ADMIN [SCH ADMIN]									⊕
Daily Totals:		0.00	8.00	8.00	8.00	8.00	8.00	0.00		

Pay Code	Location	Sunday Jul-14	Monday Jul-15	Tuesday Jul-16	Wednesday Jul-17	Thursday Jul-18	Friday Jul-19	Saturday Jul-20	Total	
[REGULAR]	SCH ADMIN [SCH ADMIN]									⊕
Daily Totals:		0.00	8.00	8.00	8.00	8.00	8.00	0.00		

2. Tab to the "Location" field, and select your work location.
3. In the blank field below the date you worked, enter your total working hours for the day.

Please note that though weekend days and three full weeks of time will appear on your timesheet, blank fields for you to enter your hours are only accessible for those days that are part of your current pay period. You will not be able to enter hours for days that are not counted as part of your current pay period.

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.

The screenshot shows a web-based timesheet application. On the left, a sidebar contains a 'Timesheet' tab and a 'Save' button. A dropdown menu is open, showing a list of locations including 'SCH ADMIN [SCH ADMIN]'. A green checkmark icon is next to the text 'Your entries were saved'. In the main area, there are three sections for different weeks. The first section, 'Week1 [06/30/2013]', has a table with columns for days of the week and a 'Total' column. The 'Monday Jul-1' cell contains '8.00'. The 'Total' cell contains '8.00'. The second section, 'Week2 [07/07/2013-07/13/2013]', has a similar table with 'Monday Jul-8' containing '8.00' and 'Total' containing '8.00'. The third section, 'Week3 [07/14/2013-07/20/2013]', has a similar table. Callout 2 points to the 'SCH ADMIN [SCH ADMIN]' option in the location dropdown. Callout 3 points to the '8.00' entry in the 'Monday Jul-1' cell. Callout 4 points to the 'Save' button in the sidebar.

Pay Code	Location	Sunday Jun-30	Monday Jul-1	Tuesday Jul-2	Wednesday Jul-3	Thursday Jul-4	Friday Jul-5	Saturday Jul-6	Total
<-Select-->	SCH ADMIN [SCH ADMIN]		8.00						8.00
Daily Totals:		0.00	8.00	8.00	8.00	8.00	8.00	0.00	

Pay Code	Location	Sunday Jul-7	Monday Jul-8	Tuesday Jul-9	Wednesday Jul-10	Thursday Jul-11	Friday Jul-12	Saturday Jul-13	Total
<-Select-->	SCH ADMIN [SCH ADMIN]								
Daily Totals:		0.00	8.00	8.00	8.00	8.00	8.00	0.00	

Pay Code	Location	Sunday Jul-14	Monday Jul-15	Tuesday Jul-16	Wednesday Jul-17	Thursday Jul-18	Friday Jul-19	Saturday Jul-20	Total
<-Select-->									
Daily Totals:									

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

To record a full-day absence on your timesheet:

1. Using the green “+” icon, add a record or line to your timesheet.
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. Select your work location.
4. In the blank field below the date you worked, enter your total leave hours used.
5. After reporting your time, please be sure to ‘**SAVE**’ the entry. Saving the entry will save your record.

The screenshot shows the NOVAtime Timesheet interface. At the top, there are tabs for Timesheets, Accruals, History, and Profile. Below the tabs, there's a header area with 'Timesheet' and 'Timesheet' labels. A toolbar contains 'Save', 'Undo', and 'Recalculate' buttons. The 'Date Selection' section shows 'From: 07/01/2013' and 'To: 07/15/2013', with a 'Timesheet Status: OPEN' and a 'Submit' button. The main table displays time entries for 'Week 1 [06/30/2013-07/06/2013]'. The table has columns for 'Pay Code', 'Location', and days of the week (Sunday through Saturday), followed by a 'Total' column. A green '+' icon in the top right corner of the table is labeled '1'. A dropdown menu for 'Pay Code' is open, showing various options like '0[REGULAR]', '1[SICK]', '2[PERSONAL]', etc., with '1[SICK]' selected; this dropdown is labeled '2'. The 'Location' dropdown for the selected row is labeled '3'. A callout '4' points to the 'Total' column for the selected row, which shows '8.00'. A callout '5' points to the 'Save' button in the toolbar. The bottom of the screen shows a status bar with 'Internet | Protected Mode: On'.

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 make two entries in your timesheet for the one work day.

1. Using the green "+" icon, add a record or line to your timesheet.
2. Select the "Pay Code". In this instance, choose Pay Code "20-Sick".
3. Select your work location.
4. In the blank field below the date you worked, enter the amount of time you were absent from work.
5. You will need to enter another record in your timesheet to reflect the hours you were present at work.
  - ✓ If you have already established a "Regular" Pay Code record for your current pay period, in the blank field below the date you worked, enter the amount of time you were present at work.
  - ✓ If you have not already set-up a "Regular" Pay Code record, use the green "+" icon to add a record or line to your timesheet. Now, in the added line and below the date you worked, in the blank field enter the amount of time you were present at work.
6. Again, please be sure to "Save" your entry. When combining the two records, the total hours reflected should equal a complete working day.

The screenshot shows the 'Timesheet' application interface. At the top, there are tabs for 'Timesheets', 'Accruals', 'History', and 'Profile'. Below these, the 'Timesheet' section is active. A 'Date Selection' bar shows 'From: 07/01/2013' and 'To: 07/15/2013'. The 'Timesheet Status' is 'OPEN'. A 'Save' button is circled with a '6'. Below the status bar, a table for 'Week1 [06/30/2013-07/06/2013]' is displayed. The table has columns for 'Pay Code', 'Location', and days of the week from Sunday to Saturday, plus a 'Total' column. The first row shows '0[REGULAR]' with a location of 'SCH ADMIN [SCH ADMIN]' and a total of 12.00. The second row shows '20[SICK]' with a location of 'SCH ADMIN [SCH ADMIN]' and a total of 4.00. A third row is partially visible. A 'Daily Totals' row shows 0.00 for Sunday, 8.00 for Monday, 8.00 for Tuesday, 8.00 for Wednesday, 8.00 for Thursday, 8.00 for Friday, and 0.00 for Saturday. A 'Pay Code' dropdown menu is open on the left, showing options like '20[SICK]', '22[SCHOOL VAC]', '23[HOLIDAY]', '27[SNOW DAY]', '28[PERSONAL]', '30[PERSONAL SICK]', '34[COMP TIME]', '36[BEREAVEMENT]', '38[JURY DUTY]', '40[BUILDING CLOSED]', '41[WORKERS COMP]', '42[WORKERS COMP SK]', and '43[SICK BANK]'. A 'Location' dropdown menu is also open, showing 'SCH ADMIN [SCH ADMIN]'. A green '+' icon is circled with a '1'. A green checkmark icon is circled with a '5'. A green minus icon is circled with a '4'. A green plus icon is circled with a '3'. A green minus icon is circled with a '2'.

To find out how to view your leave balances, see Section **B. Reviewing Leave Balances**.

## ❖ 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.

<b><u>Sample</u> List of Pay Code</b>	
<b>Pay Codes</b>	<b>Description</b>
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
<b>Leaves</b>	
20-Sick	Sick/Illness
22-School Vac	School vacation*
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

**\*When to use “School Vacation” to report time:** All 10 and 11 month employees who do not accrue vacation time will select “*School Vac*” to report days off during the December winter break, and February and April vacation weeks. Eleven month employees who are required to work a number of days after school ends, will use the “*School Vac*” to report days NOT at work during the summer break (and “*Regular*” to report days in attendance at work).

## ❖ 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 yellow highlighted “pencil” icon next to the hours you entered. Before you can add a note, you must first enter your hours.
2. A pop-up field will appear. Type your note to your supervisor in the field.
3. When complete, select “Confirm”.
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 | Undo | Recalculate | Copy

Date Selection: From: 08/16/2013 To: 08/31/2013 Timesheet Status: OPEN Submit

Week1 [08/11/2013-08/17/2013]

Pay Code	Location	Sunday Aug-11	Monday Aug-12	Tuesday Aug-13	Wednesday Aug-14	Thursday Aug-15	Friday Aug-16	Saturday Aug-17	Total	
36[BEREAVEMENT]	CRLS [CRLS]						8.00		8.00	
Daily Totals:		0.00	0.00	0.00	0.00	0.00	8.00	0.00		

**Timesheet Note**

My grandfather passed away.

Confirm

**Timesheet**

Save | Undo | Recalculate | Copy

Date Selection: From: 08/16/2013 To: 08/31/2013 Timesheet Status: OPEN Submit

Week1 [08/11/2013-08/17/2013]

Pay Code	Location	Sunday Aug-11	Monday Aug-12	Tuesday Aug-13	Wednesday Aug-14	Thursday Aug-15	Friday Aug-16	Saturday Aug-17	Total	
36[BEREAVEMENT]	CRLS [CRLS]						8.00		8.00	
Daily Totals:		0.00	0.00	0.00	0.00	0.00	8.00	0.00		



## ❖ 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 hours for a particular day, with your mouse, double-click on the field. Once the field is highlighted in blue, you can manually revise your hours. Once you have entered your revised time, using the 'tab' key on your keyboard, you can exit the field.
2. Using the red “-” icon, you can also delete an existing record entirely, and manually enter the correct data. 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.

Timesheets | Accruals | History | Profile

### Timesheet

3

Save | Undo | Recalculate

Date Selection: From: 07/01/2013 To: 07/15/2013 Timesheet Status: OPEN Submit

Week1 [06/30/2013-07/06/2013]

Pay Code	Location	Sunday Jun-30	Monday Jul-1	Tuesday Jul-2	Wednesday Jul-3	Thursday Jul-4	Friday Jul-5	Saturday Jul-6	Total	
0[REGULAR.]	SCH ADMIN [SCH ADMIN]	---	8.00	12.00	8.00	8.00	8.00	0.00	12.00	2
Daily Totals:		0.00	8.00	12.00	8.00	8.00	8.00	0.00		

Week2 [07/07/2013-07/13/2013]

Pay Code	Location	Sunday Jul-7	Monday Jul-8	Tuesday Jul-9	Wednesday Jul-10	Thursday Jul-11	Friday Jul-12	Saturday Jul-13	Total	
<-Select-->	SCH ADMIN [SCH ADMIN]									
Daily Totals:		0.00	8.00	8.00	8.00	8.00	8.00	0.00		

Week3 [07/14/2013-07/20/2013]

Pay Code	Location	Sunday Jul-14	Monday Jul-15	Tuesday Jul-16	Wednesday Jul-17	Thursday Jul-18	Friday Jul-19	Saturday Jul-20	Total	
<-Select-->	SCH ADMIN [SCH ADMIN]			---	---	---	---	---		
Daily Totals:		0.00	8.00	0.00	0.00	0.00	0.00	0.00		

Done Internet | Protected Mode: On

## ❖ Submitting your Timesheet

At the end of the semi-monthly pay period, you **MUST** remember to ‘**SUBMIT**’ your correct and complete timesheet. For employees who receive a semi-monthly paycheck, your pay period typically ends on the 15<sup>th</sup> and 30<sup>th</sup> or 31<sup>st</sup> of each month. All timesheets **MUST** be submitted by the last day of the pay period.

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

- Be sure that it reflects the total days and working hours for the pay period. a
- In the Timesheet Summary section of your timesheet, your total number of reported b 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

Timesheet

Save | Undo | Recalculate

Date Selection:

Current Pay Period

▼

From: 07/01/2013
To: 07/15/2013

Timesheet Status: OPEN

Submit

c

Week1 [06/30/2013-07/06/2013]

Pay Code	Location	Sunday Jun-30	Monday Jul-1	Tuesday Jul-2	Wednesday Jul-3	Thursday Jul-4	Friday Jul-5	Saturday Jul-6	Total	
0[REGULAR]	SCH ADMIN [SCH ADMIN]	----	8.00		8.00				16.00	✗
20[SICK]	SCH ADMIN [SCH ADMIN]	----		8.00					8.00	✗
21[VACATION]	SCH ADMIN [SCH ADMIN]	----					8.00		8.00	✗
23[HOLIDAY]	SCH ADMIN [SCH ADMIN]	----				8.00			8.00	✗
Daily Totals:		0.00	8.00	8.00	8.00	8.00	8.00	0.00		

Week2 [07/07/2013-07/13/2013]

Pay Code	Location	Sunday Jul-7	Monday Jul-8	Tuesday Jul-9	Wednesday Jul-10	Thursday Jul-11	Friday Jul-12	Saturday Jul-13	Total	
0[REGULAR]	SCH ADMIN [SCH ADMIN]		8.00	8.00	8.00	8.00	8.00		40.00	✗
Daily Totals:		0.00	8.00	8.00	8.00	8.00	8.00	0.00		

Week3 [07/14/2013-07/20/2013]

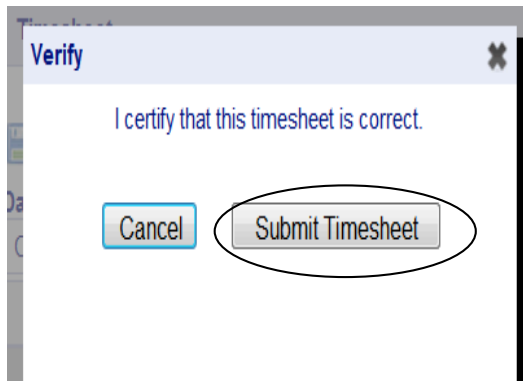
Pay Code	Location	Sunday Jul-14	Monday Jul-15	Tuesday Jul-16	Wednesday Jul-17	Thursday Jul-18	Friday Jul-19	Saturday Jul-20	Total	
0[REGULAR]	SCH ADMIN [SCH ADMIN]		8.00	----	----	----	----	----	8.00	✗
Daily Totals:		0.00	8.00	0.00	0.00	0.00	0.00	0.00		

Timesheet Summary: Group By: Paycode ▼

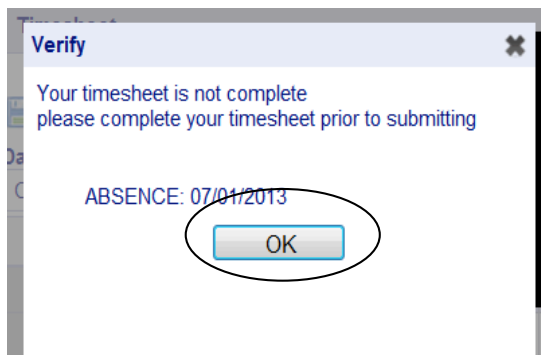
Pay Code	Reg Hrs	Total Hrs
0[REGULAR]	64.00	64.00
20[SICK]	8.00	8.00
21[VACATION]	8.00	8.00
23[HOLIDAY]	8.00	8.00
Totals	88.00	88.00

b

The following notice will appear. Choose to “Submit Timesheet”.



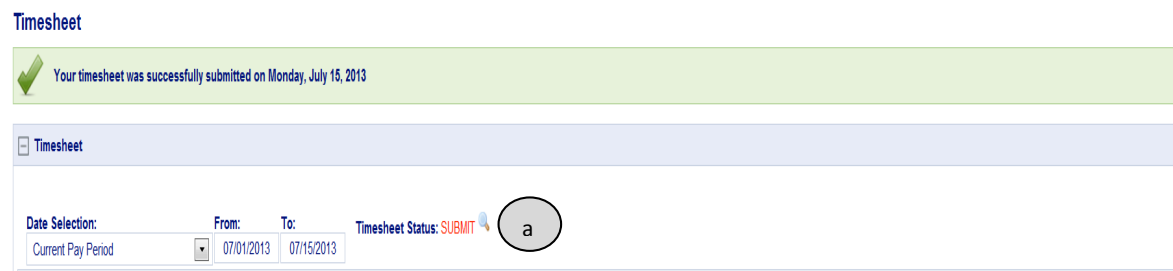
Should you have any missing items or a day where your time was not reported on your timesheet, you will receive a notice. Select 'Ok', and update your timesheet.



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. 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 <sup>th</sup> .
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.

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

Filter by

Post Date

Date Range

From

To

Add Filter

Apply Filter

Clear Filter

	Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Notes	
	[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	