CAMBRIDGE PUBLIC SCHOOLS

NOVAtime Employee Time and Attendance System
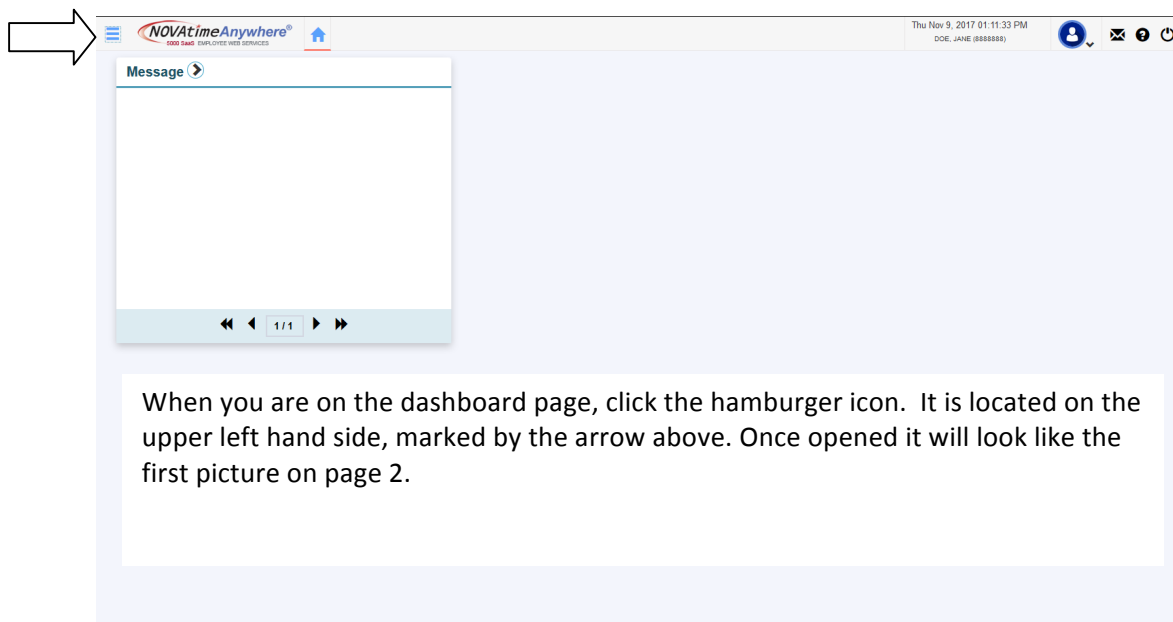
Accrual Inquiry Only
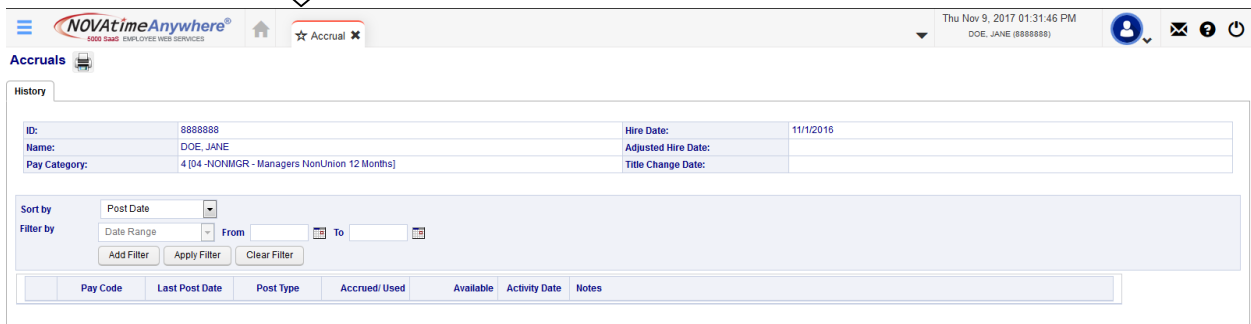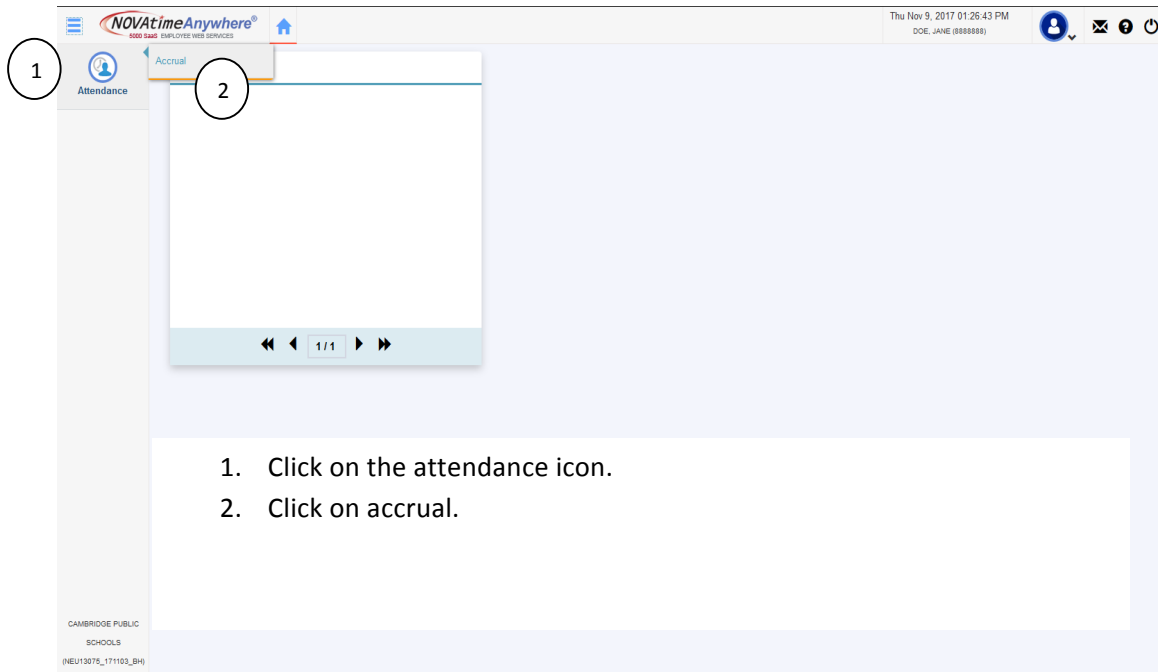
NOVAtime allows you to view your leave balances, including your sick and personal time.

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".

When you are on the dashboard page, click the hamburger icon. It is located on the upper left hand side, marked by the arrow above. Once opened it will look like the first picture on page 2.

1. Click on the attendance icon.
2. Click on accrual.

Once you click on the word "accrual" it will bring you to this page. If you want to set this as a preference screen, you will need to click on the star. Next time you sign in, you will have the option at the dashboard page to click on the accrual tab immediately.

Reviewing Leave Balances

NOVAtime allows you to view your leave balances, including your sick and personal time.

a. By **Pay Code**, 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:

Post Type		
I/+	**Import**	Rollover of your accrued balances to the system.
U	**User Posting**	Please note NOVAtime will reflect your annual accrued sick time as well as three personal days. If personal sick days are taken, NOVAtime will automatically adjust your sick leave balance accordingly.
S	**System Posting**	Upload of new annual balances to the system.
T	**Timesheet Edit Posting**	Time taken entered by your school clerk 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** is the number of hours that are available to you or your leave balance.