

CAMBRIDGE PUBLIC SCHOOLS

NOVAtime Employee Time and Attendance System

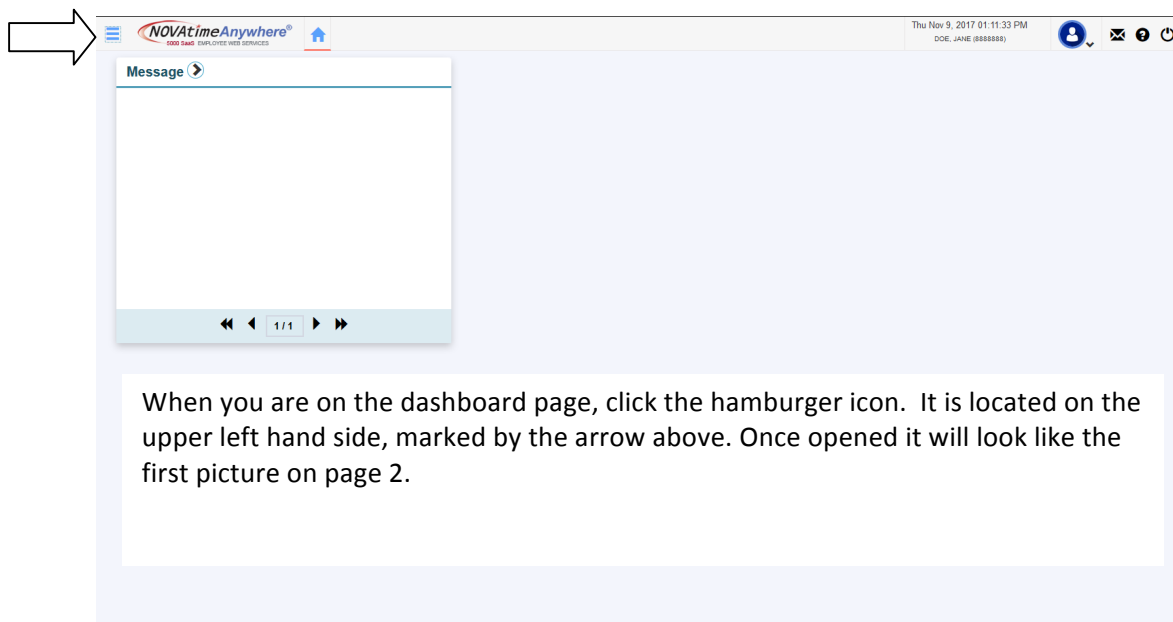
Accrual Inquiry Only

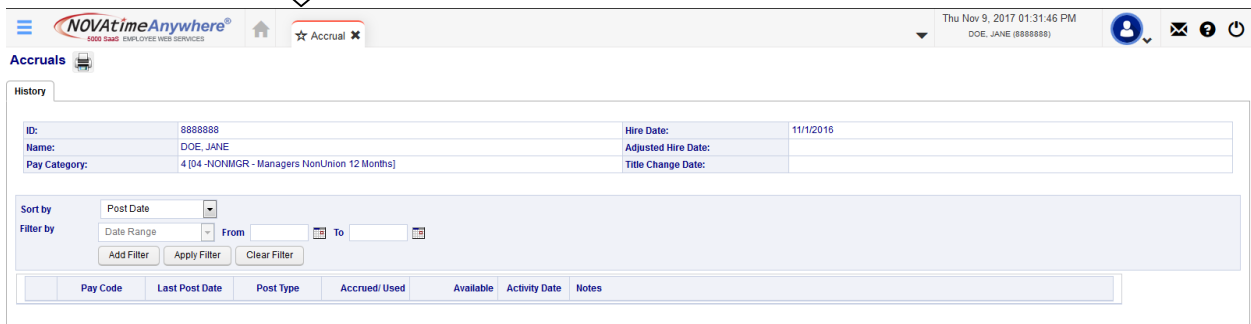
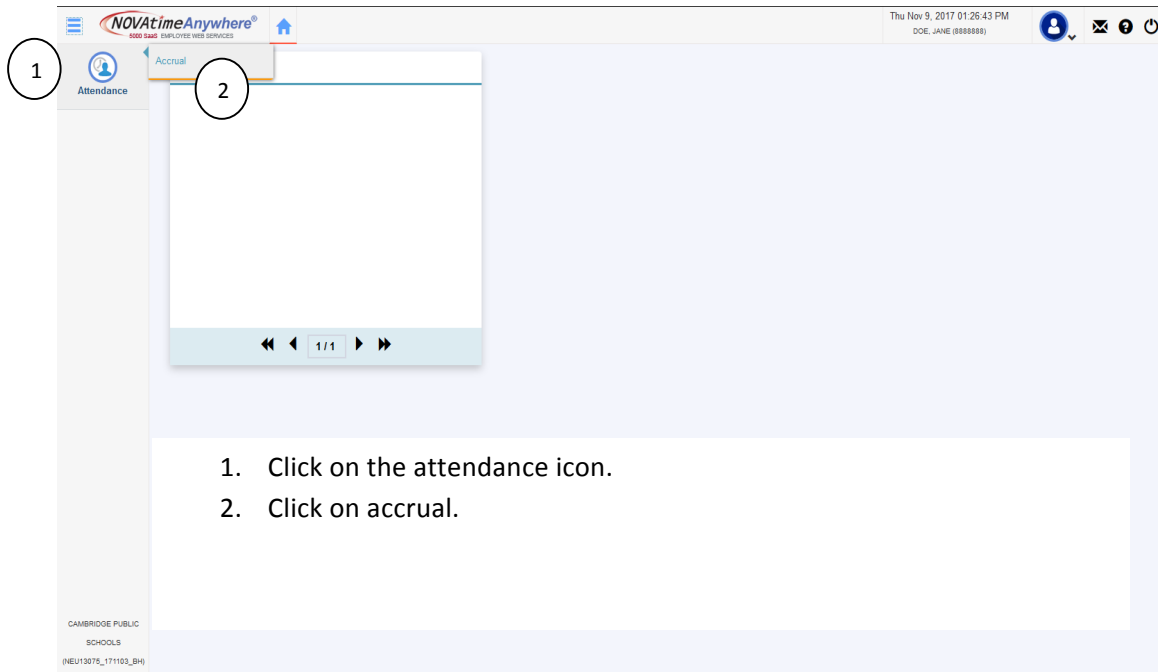
NOVAtime allows you to view your leave balances, including your sick and personal time.

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".





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.

Attendance

Accruals

Accruals

History

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	Activity Date	Notes					
[20]SCK	09/01/2016	S	90.00	250.00	09/09/2016	System Accrual Hours					
Year											
2016 Subtotal											
					Hours	Used					
					90.00	18.00					
Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Adj. Earned	Earned	Available	Activity Date	Notes
09/01/2016	11S	S	90.00	160.00	0.00	0.00	0.00	0.00	250.00	09/09/2016	System Accrual Hour
07/08/2016	11S	T	0.00	166.00	6.00	0.00	0.00	0.00	166.00	08/17/2016	Usage
07/07/2016	11S	T	0.00	172.00	6.00	0.00	0.00	0.00	166.00	08/17/2016	Usage
07/05/2016	11S	T	0.00	178.00	6.00	0.00	0.00	0.00	172.00	08/17/2016	Usage
2015 Subtotal											
									40.00		12.00
2014 Subtotal											
									150.00		0.00
[29]PERS	09/01/2016	S	6.00	6.00	09/09/2016	System Accrual Hours					
[30]PSCK	09/01/2016	U	0.00	12.00	09/17/2016	Reset					

Available time in hours.

Reviewing Leave Balances

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

- By **Pay Code**, you will be able to view your leave balances.
- The **Post Date** signifies the date you took leave or when an adjustment or entry was made to your time.
- 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.

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