Cambridge Public Schools

CPS Guide to Novatime Mobile App

Contents

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Overview

Novatime supports a mobile app (NOVAmobile) for iPhones and Android devices. This tutorial orients users in configuring and using this app.

Download and Configure the Mobile App

For iPhones, download the **NOVAmobile®** app from the App Store.
*NB: Do not download the obsolete "NOVAtime Mobile" app.*

For Android devices, download the NOVAmobile® App from the Google Play Store.

Open the app and enter your information on the Device Registration screen. Use **NEU13075** as the Client ID, and your domain Login ID and Password. Touch Done and then Next.
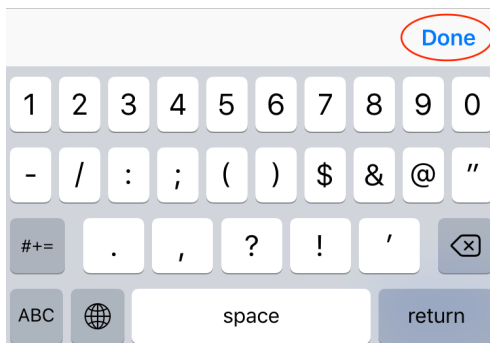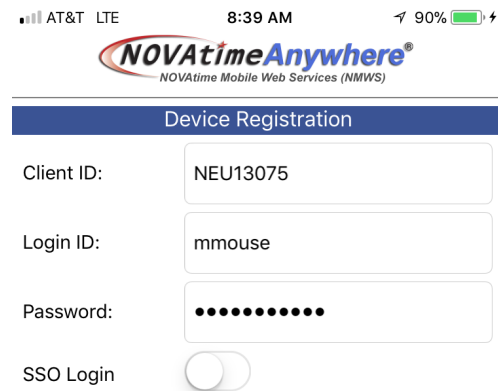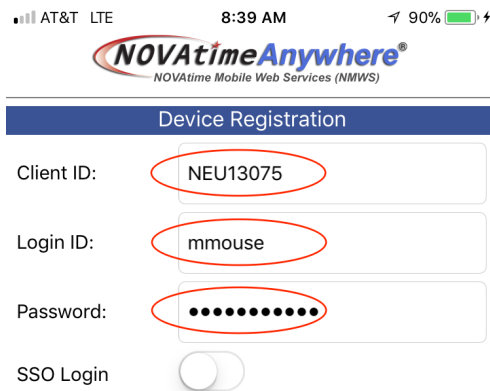
NB: You must have used Novatime with a desktop computer before using the Mobile app.

On the Security code screens, add a mark to the left of your email address and touch Next.
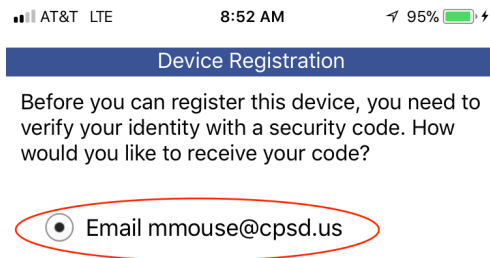
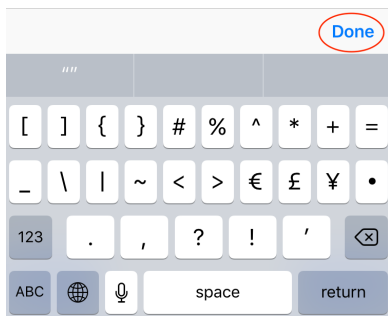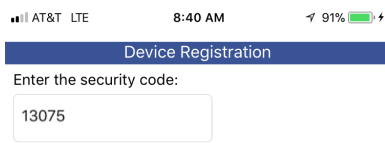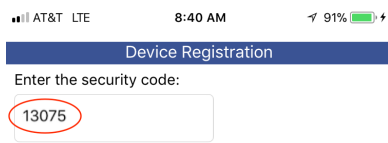Look for an email with your temporary security code.

Enter the temporary security code from the email into the app, then touch Done and Next to log on.

Subsequent logins will only require you to type your password.

Using the Mobile App

The main screen will have a My Accruals option. If you submit your own timesheets, you will also have a My Timesheet option. In either case, there will also be a "Hamburger" or three bar icon in the upper left corner.
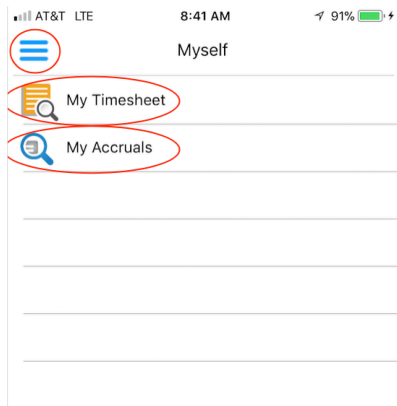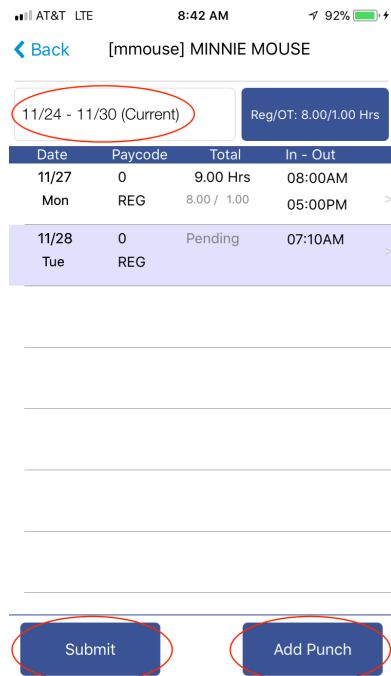

Touch My Accruals to view accrual balances. Click on any accrual paycode to view current accrual activity.
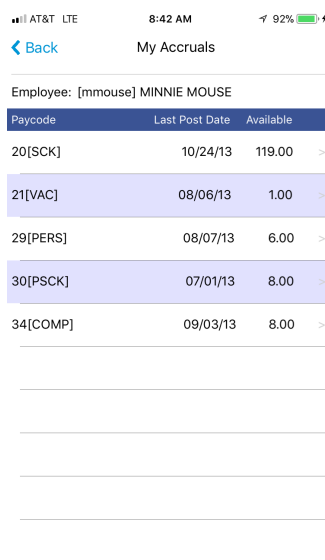
Touch Back to return to the main screen.

Touch My Timesheet to update your timesheet. You can change the date range, Submit a completed timesheet, or add a daily entry (Add Punch).

The Hamburger icon allows you to change to Dashboard view, return to the main (Myself) view, or Logout.
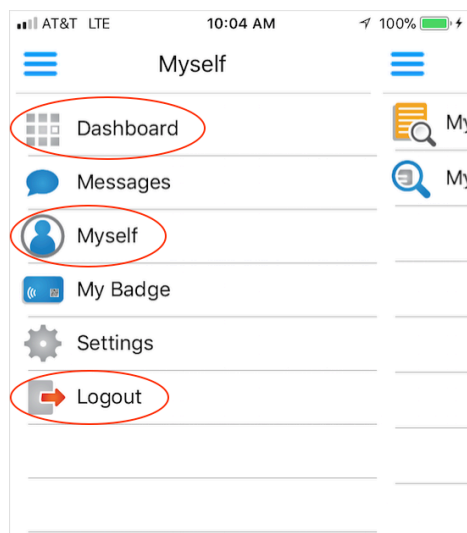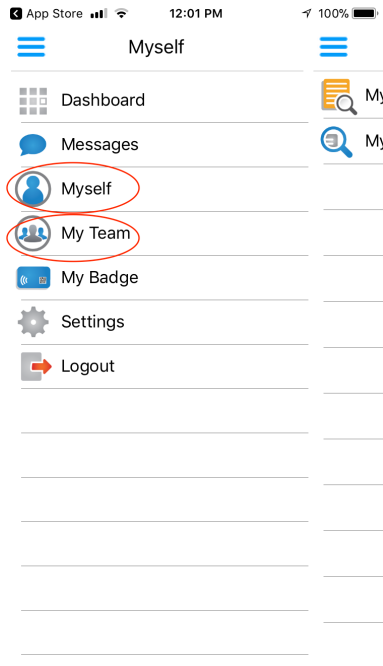
The Dashboard provides a higher level view of today. From here you can Submit a completed timesheet, or Go to Timesheet (if permitted).
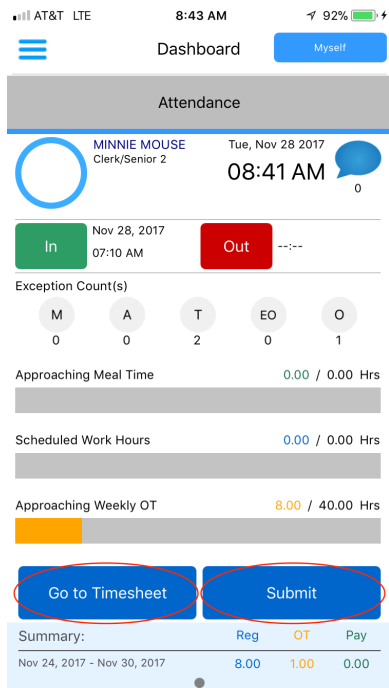
Supervisor View

Supervisors can also use the Hamburger icon to toggle between viewing their Team members' timesheets (My Team), and their own timesheet (Myself).

Log out

When finished, be sure to use the Hamburger icon and select Logout.