

Grinnell College uses NOVAtime as our Time and Attendance System. This system allows employees to enter and edit their work time and time off, and provide a smooth process for moving your time from employee to supervisor to payroll, and ultimately to your paycheck.

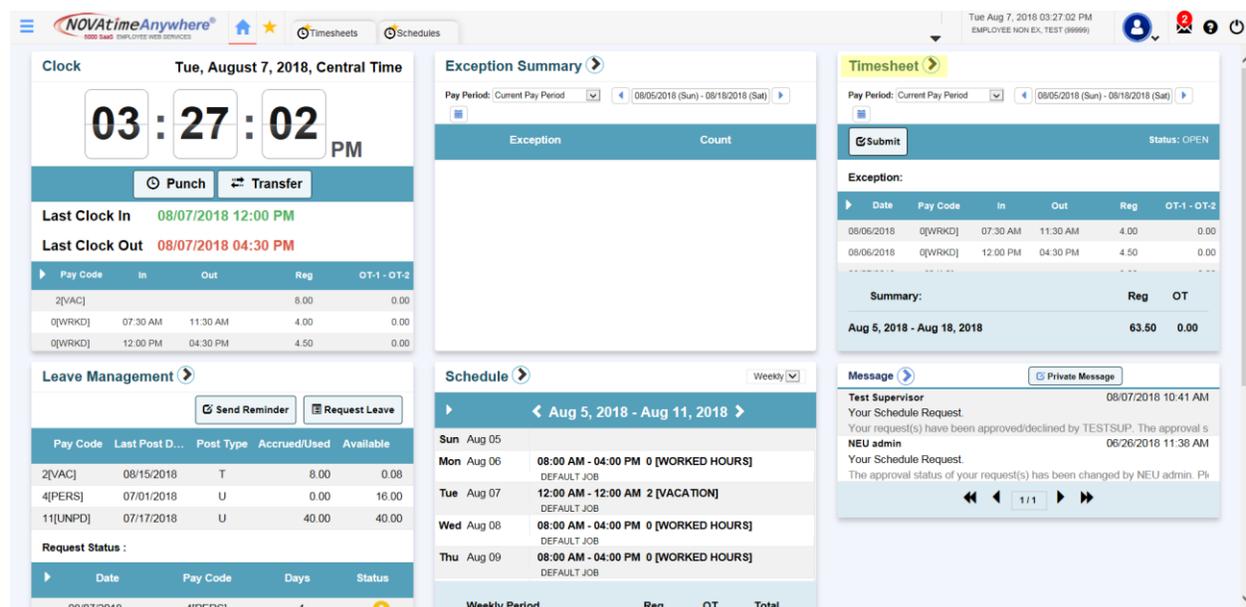
This sheet will provide basic instructions on how to use this system.

Logging in:

There are two options for employees to sign into the system.

- NOVAtime is network single-sign-on enabled. If you are logged in to the Grinnell College network, you may access NOVAtime using this link [NOVAtime Network Single Sign On Access](#). Credentials are verified between the network and NOVAtime and the employee is given access to the system.
- Employees are able to log in from outside of the network using this [NOVAtime Employee Login](#). Employee user IDs are the employee number printed on your Grinnell College ID card, without the leading zeros. Type in any password for the initial login, click Employee Web Services, and NOVAtime will have you create and verify a new password.

Dashboard:



The screenshot shows the NOVAtime dashboard for a user on Tuesday, August 7, 2018, at 03:27:02 PM. The interface includes several key sections:

- Clock:** Displays the current time and allows for punching in and out. It shows the last clock in and out times from the previous day.
- Exception Summary:** A table for logging exceptions, currently empty.
- Timesheet:** Shows a summary of time worked for the current pay period (Aug 5, 2018 - Aug 18, 2018), including regular (Reg) and overtime (OT) hours.
- Leave Management:** A table for tracking leave requests, including pay code, last post date, post type, and accrued/used days.
- Schedule:** A weekly view of the user's schedule, showing worked hours, vacation, and default jobs.
- Message:** A notification area showing messages from supervisors regarding schedule requests.

On the main screen, you will see much information about your time and attendance; schedules, days off, exceptions (early in, late out, missed punches), and have the ability to punch in and out. This page is configurable to your own preferences, and each section has an arrow to send you to the main page for that function. Click the Home icon at the top of the screen to return to this page at any time.

Note that by default, you will be looking at information about the current pay period. Use the dropdown menu or the arrows left and right of the dates to move between the current period, and previous, next, or any historical or future timeframe.

Tabs:



By clicking on the icon on each tab, you can “pin” or make a favorite of the selected screens. This will help you keep the information you use most often at your fingertips.

Your Timesheet:

Pay Period: Status:

+ Wednesday, 08/08/2018 07:35:02 AM Central Time

- Timesheet EMPLOYEE NON EX, TEST - 99999

	Date	Pay Code	In	Out	Reg	OT-1	Daily Hours *	Shift Exp	Schedule	Total Hours *	OT-2	Department
<input type="checkbox"/>	Mon 08/06/2018	0[WRKD]	07:30 AM	* 11:30 AM	4.00	0.00	0.00	00100@Mo	08:00-16:00	4.00	0.00	3104010501405 [HUMAN RES STD T WAGE]
<input type="checkbox"/>	Mon 08/06/2018	0[WRKD]	12:00 PM	* 04:30 PM	4.50	0.00	8.50	00100@Mo	08:00-16:00	4.50	0.00	3103060201405 [ADMISSION STD T WAGE]
<input type="checkbox"/>	Tue 08/07/2018	0[WRKD]	07:30 AM	* 11:30 AM	4.00	0.00	0.00	00100@Tu		4.00	0.00	3103060201405 [ADMISSION STD T WAGE]
<input type="checkbox"/>	Tue 08/07/2018	0[WRKD]	12:00 PM	* 04:30 PM	4.50	0.00	8.50	00100@Tu		4.50	0.00	3103060201405 [ADMISSION STD T WAGE]
<input type="checkbox"/>	Wed 08/08/2018	0[WRKD]	08:00 AM	* 11:30 AM	3.50	0.00	0.00	00100@We	08:00-16:00	3.50	0.00	3103060201405 [ADMISSION STD T WAGE]
<input type="checkbox"/>	Wed 08/08/2018	0[WRKD]	01:00 PM	* 04:00 PM	3.00	0.00	6.50	00100@We	08:00-16:00	3.00	0.00	3103060201405 [ADMISSION STD T WAGE]
<input type="checkbox"/>	Thu 08/09/2018	0[WRKD]	08:00 AM	* 04:00 PM	8.00	0.00	8.00	00100@Th	08:00-16:00	8.00	0.00	3103060201405 [ADMISSION STD T WAGE]
<input checked="" type="checkbox"/>	Fri 08/10/2018	Scheduled	08:00 AM	04:00 PM	0.00	0.00	0.00		08:00-16:00	0.00	0.00	
<input type="checkbox"/>	Mon 08/13/2018	0[WRKD]	07:30 AM	* 11:30 AM	4.00	0.00	0.00	00100-Mo	08:00-16:00	4.00	0.00	3104010501405 [HUMAN RES STD T WAGE]
<input type="checkbox"/>	Mon 08/13/2018	0[WRKD]	12:30 PM	* 04:30 PM	4.00	0.00	8.00	00100-Mo	08:00-16:00	4.00	0.00	3103060201405 [ADMISSION STD T WAGE]
<input type="checkbox"/>	Tue 08/14/2018	0[WRKD]	08:00 AM	* 04:00 PM	8.00	0.00	8.00	00100-Tu	08:00-16:00	8.00	0.00	3103060201405 [ADMISSION STD T WAGE]
<input type="checkbox"/>	Wed 08/15/2018	2[VAC]			8.00	0.00	8.00	00100		8.00	0.00	3103060201405 [ADMISSION STD T WAGE]
<input checked="" type="checkbox"/>	Thu 08/16/2018	Scheduled	08:00 AM	04:00 PM	0.00	0.00	0.00		08:00-16:00	0.00	0.00	
<input checked="" type="checkbox"/>	Fri 08/17/2018	Scheduled	08:00 AM	04:00 PM	0.00	0.00	0.00		08:00-16:00	0.00	0.00	
<input type="checkbox"/>												
<input type="checkbox"/>												

After navigating to your timesheet, you can enter or edit hours that you have worked, as well as save and/or submit your hours. In this example, the blue and white rows are banded by day, to aid in differentiating days. The green lines are for your scheduled work (if a schedule has been built for you), and can help in more efficient time entry if you work a consistent schedule.

Date	Pay Code	In	Out
Mon 08/06/2018	0[WRKD]	07:30 AM	* 11:30 AM
Mon 08/06/2018	0[WRKD]	12:00 PM	* 04:30 PM
Tue 08/07/2018	0[WRKD]	07:30 AM	* 11:30 AM
Tue 08/07/2018	0[WRKD]	12:00 PM	* 04:30 PM

To complete your timesheet, you will need to input or verify the **Date**, **Pay Code**, and **In** and **Out** columns. Many of the other columns will be pre-populated or calculated based on your entries. Each

employee will have a default **Department** that hours are charged to. Student employees will need to use the information given to them by their supervisor to change that entry if they work across multiple departments.

If you need to add multiple shifts through the day, use a blank line at the bottom of the sheet to enter your information. Once saved, it will place your entry chronologically onto your timecard.

Be sure to save your work frequently.

Pay Codes:

0[WRKD]
2[VAC]
3[SICK]
4[PERS]
5[WELL]
6[PPAR]
7[STDS]
8[BRV]
9[JURY]
10[OFFT]
11[UNPD]
15[CLSD]
16[TRVL]
18[FMLS]
19[FMLU]
20[FMLV]

Use the appropriate pay code to denote what type of pay you are using for each time entry: (student employees should only use WRKD)

WRKD – Normal working hours (hourly staff- in and out times. Not just totals.)

VAC – Vacation Time

SICK – Sick Time

PERS – Personal Time

WELL – Wellness Time

PPAR – Paid Parental Leave (HR approval needed)

STDS – Short Term Disability (HR approval needed)

BRV – Bereavement Leave

JURY – Jury Duty

OFFT – Off Term Time (for employees on less than 12 month terms)

UNPD – Unpaid Leave (HR approval needed)

CLSD – College was closed due to weather or other emergency

TRVL – For hourly employees traveling on college business

FMLS – FMLA time, using Sick hours (HR approval needed)

FMLU – FMLA time, unpaid (HR approval needed)

FMLV – FMLA time, using Vacation hours (HR approval needed)

When using pay codes other than WRKD, place the total number of hours requested in the Reg (Regular Hours) column.

Department:

Department
3104010501405 [HUMAN RES STDT WAGE]
3103060201405 [ADMISSION STDT WAGE]

Student employees, and select staff members, need to identify the location they worked for appropriate charging of hours. This information should be given to you by your supervisor, and changed in the **Department** column for each shift. Staff working in one department need to make no changes, as all wages are paid from a single source.

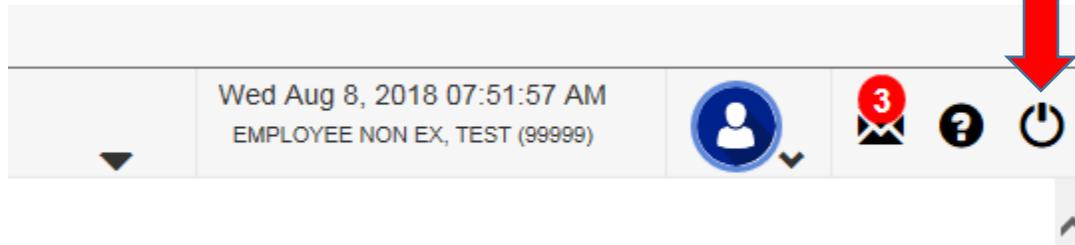
Note: each code is derived from the budget line for expenses. Contact Payroll if you have any questions about using these codes.

Approvals:



At the end of each pay period, be sure that all your time has been entered, and that you then click the **Submit** button to notify your supervisor that your timesheet is ready for their approval. The **Status** section will let you know where in the process your timesheet is sitting. **OPEN** allows you to edit; **SUBMIT** means you have sent it to your supervisor, and they can make edits; **APPROVED** signals that they have given their OK; and **PAYROLL** means it has moved into the payroll process.

Logging Out:



Be sure to use the logout button in the upper right hand corner of the screen when you are finished with each session. This will help ensure that you are done with your hours, and that you have saved your work, as it will prompt you if you have not saved.