

MMA CONFIDENTIAL STAFF

NOVATIME USER MANUAL

JANUARY 2018

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Welcome

The purpose of this guide is to inform employees how to use the NOVAtime time and attendance application at MMA. NOVAtime provides:

- 1) A single, web-based application for both employees and supervisors to manage all activities related to time and attendance.
- 2) Access 24 hours a day from any computer, tablet, or mobile device that has internet access.
- 3) Better visibility into work schedules.
- 4) Provides for easier management of leave balances.

Section 1: Employee User Types

NOVAtime is a web-based application that will collect time and attendance information for all MMA staff and student employees. Beginning February 4, 2018, NOVAtime will also be the system of record for these employees. For the purposes of this guide, the four types of employees that access NOVAtime are defined as follows:

- 1) SSP Hourly Employees
- 2) SSP and Supervisory Salaried Employees
- 3) Confidential (formerly “Exempt”) Employees
- 4) Students

Section 2: Accessing NOVAtime

Accessing the NOVAtime launch site to log in to NOVAtime, navigate to the launch site using one of the following supported web browsers:

1. Google Chrome 18.0.x and higher
2. Internet Explorer 7.0 and higher
3. Mozilla Firefox 3.x and higher
4. Safari 4.0.5
5. Safari 5.0.3 on Mac OS X 10.6.6

There are several methods to access the NOVAtime website through your phone, tablet or computer.

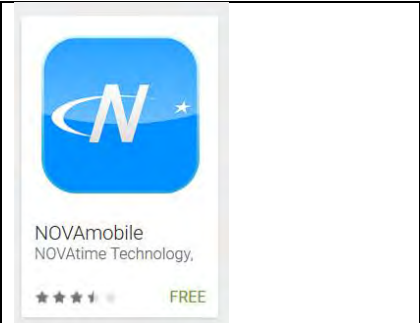
1) You may access it through the MMA Business Portal:

<p>To access the launch site, type mymma.mma.edu into the address bar of your web browser. That will take you to the Business Portal. Click on timecards.</p>	
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2) You may access it directly online with the direct web link:

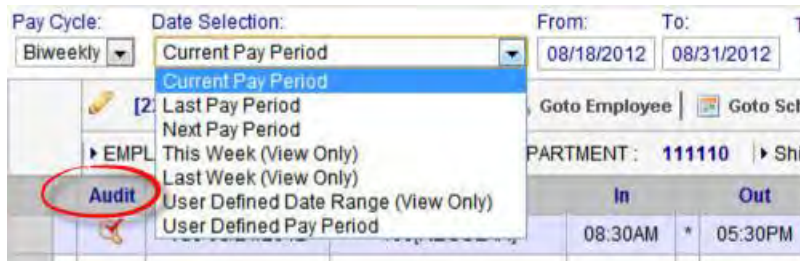
<p>The direct access web links are, which you may save directly to your desktop:</p>	<p>For SSP/Supervisory Units Hourly and Salary https://online3.timeanywhere.com/novatime/ewslogin.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&</p>
	<p>For Confidential https://online3.timeanywhere.com/novatime/ewskiosk.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&</p>
	<p>For Students https://online3.timeanywhere.com/novatime/ewsfuctionkey.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&</p>

3) You may access it through the NOVAtime App:

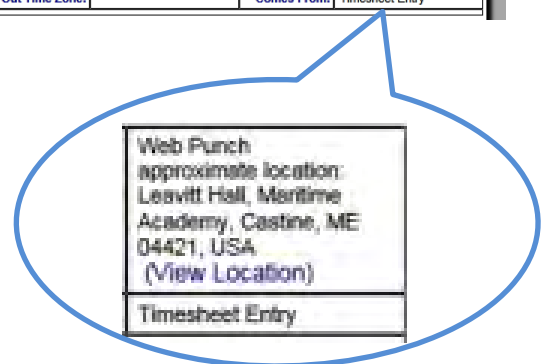
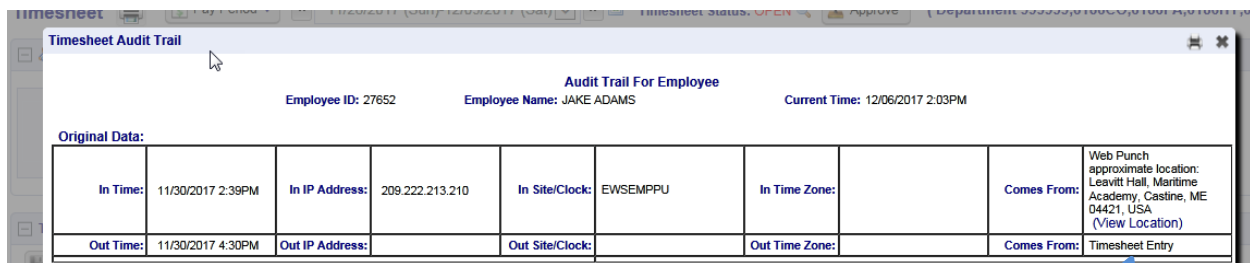
<p>The free mobile app, called NOVAmobile is available on iTunes and Google Play and may be downloaded to your phone or other mobile device. The icon to the right shows the correct app.</p> <p>Client ID: AND17049</p>	
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Section 3: Audit Trail – Location Services

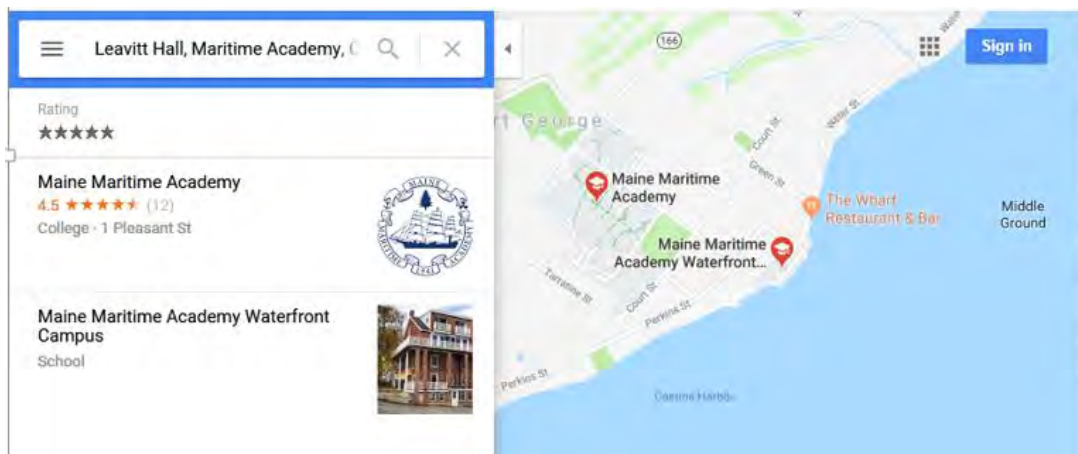
The supervisor view of an employee timesheet provides many of the same fields the employee sees, but in addition, the supervisor has access to an audit column.



This column provides an icon to indicate that a timesheet has been manually edited. Clicking on the icon will provide a report of who edited the timesheet and when, as well as, the approximate location of the punch.



By clicking on “view location” a Google map will appear of approximate location of the punch:



Section 4: Confidential Employees

A. Exception Only Reporting

Confidential employees (formerly “Exempt”) are required to update and submit their timesheet only when submitting paid time off (Vacation, Sick, Bereavement, Jury etc.) or unpaid time off (Leave of Absence without Pay, Military Leave without Pay).

Client ID: AND17049 is prefilled. Users will not need to edit this field.

1. ID:
Type your network user name into this field (the name you use to login to your MMA computer).
2. Password:
Type your network password into this field (the password you use to login to your MMA computer).
3. Click “LOGIN” or press Enter

This will open Employee Web Services (EWS) shown below.

MAINE
MARITIME
ACADEMY

English

Tuesday, 12/19/2017 1:05:30 PM

AND17049

1 Enter User ID

2 Enter Password

3 LOGIN

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B. How to Access Timesheet through EWS

As shown below, Employee Web Services (EWS) opens to a screen (dashboard) where you can access information about your timecard and your accruals.

The screenshot shows the EWS dashboard with several sections:

- Timesheet:** Includes a "Submit" button and a table of exceptions. Callout: "Click on arrow to access Timesheet to add vacation etc." (pointing to the Timesheet header arrow). Another callout: "Holidays are pre-populated into timesheet" (pointing to the exception table).
- Leave Management:** Shows a table of leave requests with columns for Pay Code, Last Post Date, Post Type, Accrued/Used, and Available. Callouts: "Used Time" and "Available Time Off" (pointing to the Accrued/Used and Available columns respectively).
- Schedule:** Shows a calendar view for Dec 17, 2017 - Dec 23, 2017. Callout: "Not applicable to Confidential EEs" (pointing to the schedule header).
- Leave-Shared Calendar:** Shows a monthly calendar for December. Callout: "Monitor department leave requests" (pointing to the calendar).
- Message:** A section for messages.

Timesheet Access:

To open your timesheet, click on the arrow next to the word Timesheet.

This close-up shows the "Timesheet" header with a right-pointing arrow icon. Below it is the "Pay Period" dropdown set to "Current Pay Period" and a date range of "12/01/2017 (Fri) - 12/14/2017 (Thu)". A "Submit" button is visible, along with the status "Status: OPEN".

Exception:

Date	Pay Code	In	Out	Reg	OT-1 - SDIFF
12/07/2017	20[STAFF SALARY HR]	12:57 PM		0.00	0.00

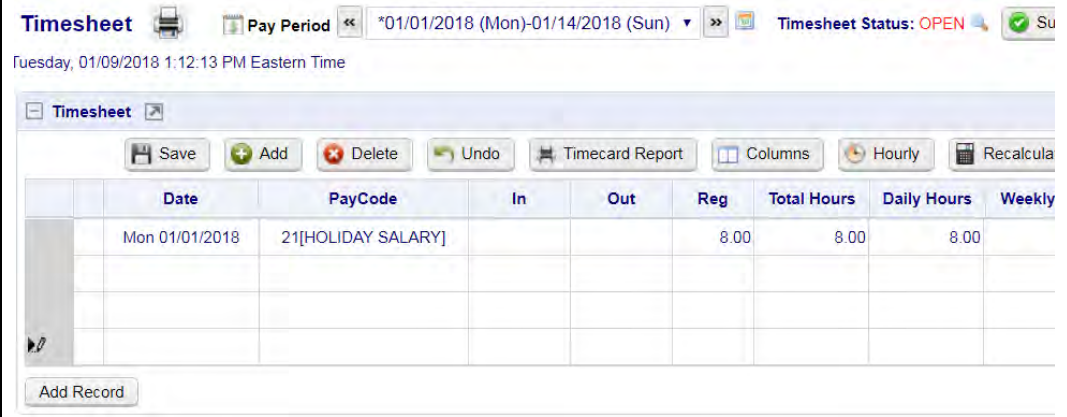
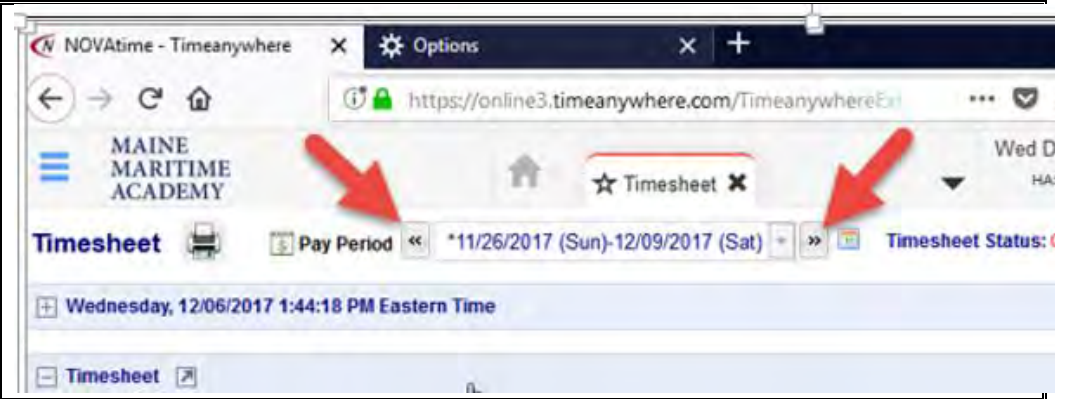
Summary:

	Reg	OT
Dec 1, 2017 - Dec 14, 2017	0.00	0.00

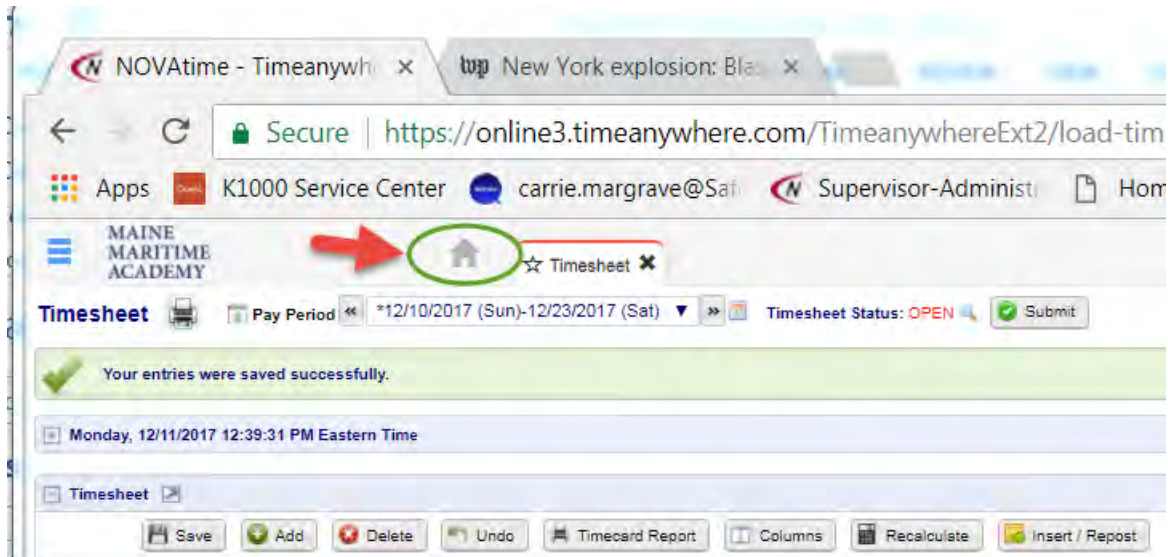
By Default, your timecard will open to the current pay period.

To move forward or backward to another pay period use the arrows << or >> on either side of the pay period.

Holidays will prepopulate into all employee timesheets. Confidential employees only need to access their timecards to submit holiday, sick vacation and other types of leave, such as bereavement or military leave.



To return to Employee Web Services (EWS) Home from any page, click on the house icon at the top of the screen.



C. How to Add Time Off

To add time off:

1. Click on next available cell.
2. Choose date from drop down list.

The screenshot shows the 'Timesheet' application interface. At the top, there are buttons for 'Save', 'Add', 'Delete', 'Undo', 'Timecard Report', 'Columns', and 'Hourly'. Below these is a table with columns: Date, PayCode, In, Out, Reg, Total Hours, and Daily. The table contains three rows for dates Mon 12/25/2017, Tue 12/26/2017, and Wed 12/27/2017, all with PayCode 21[HOLIDAY SALARY] and 8.00 hours. A fourth row for Thu 12/28/2017 is highlighted in yellow, and a dropdown menu is open over it, showing dates from Fri 12/15/2017 to Sun 12/31/2017. A red callout bubble points to the dropdown with the text "To add time, click on date from drop-down".

3. Then in the next column choose appropriate pay code from drop down list.

When saved the row will reorder into correct date order.

The screenshot shows the 'Timesheet' application interface. The table now has four rows. The fourth row, Thu 12/28/2017, is highlighted in yellow, and a dropdown menu is open over it, showing various pay codes from 21[HOLIDAY SALARY] to 30[CATA SALARY]. A red callout bubble points to the dropdown with the text "Choose appropriate pay code".

4. Under the column "Reg" add the number of hours taken.

5. Click "Save" and submit timesheet when completed for the pay period. (See section F below.)

The screenshot shows the 'Timesheet' application interface. The 'Save' button is highlighted with a red box. The table now has four rows. The fourth row, Thu 12/28/2017, is highlighted in yellow, and the 'Reg' column contains the value '8.0'. A red callout bubble points to the input field with the text "add number of hours".

NOVAtime Salary Pay Codes

Paycode #	NOVAtime Description	Plain Language
21	HOLIDAY SALARY	Holiday
22	VACATION SALARY	Vacation
23	SICK SALARY	Sick
24	ADM WOP SALARY	Admin Leave without Pay
25	ADM WP SALARY	Admin Leave with Pay
26	BEREAVE SALARY	Bereavement Leave
27	JURY SALARY	Jury Duty
28	MIL WOP SALARY	Military Leave without Pay
29	MIL WP SALARY	Military Leave with Pay
30	CATA SALARY	Catastrophic Leave

Timesheet and Accruals Summary

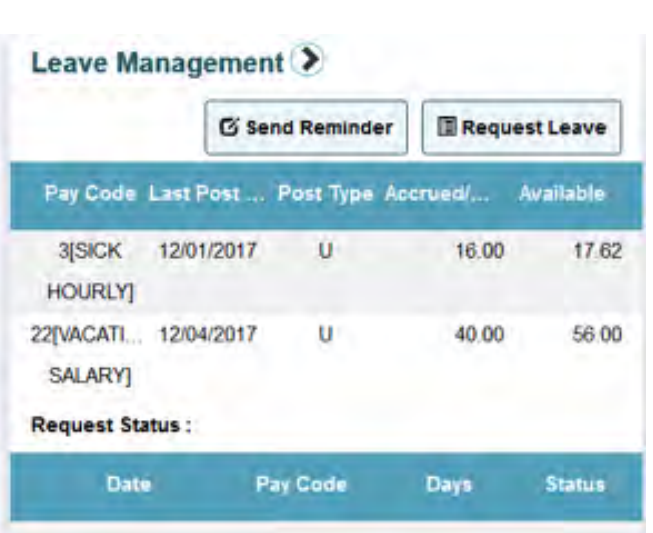
<p>As time information is saved, the Timesheet Summary will populate the total amounts of hours and type taken.</p>	<p>Timesheet Summary</p> <p>Group By: Paycode</p> <table border="1"> <thead> <tr> <th>Pay Code</th> <th>Reg Hrs</th> <th>Total Hrs</th> </tr> </thead> <tbody> <tr> <td>21[HOLIDAY SALARY]</td> <td>8.00</td> <td>8.00</td> </tr> <tr> <td>22[VACATION SALARY]</td> <td>8.00</td> <td>8.00</td> </tr> <tr> <td>Totals</td> <td>16.00</td> <td>16.00</td> </tr> </tbody> </table>	Pay Code	Reg Hrs	Total Hrs	21[HOLIDAY SALARY]	8.00	8.00	22[VACATION SALARY]	8.00	8.00	Totals	16.00	16.00						
Pay Code	Reg Hrs	Total Hrs																	
21[HOLIDAY SALARY]	8.00	8.00																	
22[VACATION SALARY]	8.00	8.00																	
Totals	16.00	16.00																	
<p>Your Accrual Summary is directly below.</p>	<p>Accrual Summary</p> <table border="1"> <thead> <tr> <th>Pay Code</th> <th>Code</th> <th>Last Post Date</th> <th>Post Type</th> <th>Accrued/Used</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>22[VACATION SALARY]</td> <td>VCNF</td> <td>01/02/2018</td> <td>T</td> <td>8.00</td> <td>160.14 Usage</td> </tr> <tr> <td>23[SICK SALARY]</td> <td>SICKCF</td> <td>12/01/2017</td> <td>+</td> <td>121.06</td> <td>121.06 Import Balance</td> </tr> </tbody> </table>	Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	22[VACATION SALARY]	VCNF	01/02/2018	T	8.00	160.14 Usage	23[SICK SALARY]	SICKCF	12/01/2017	+	121.06	121.06 Import Balance
Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available														
22[VACATION SALARY]	VCNF	01/02/2018	T	8.00	160.14 Usage														
23[SICK SALARY]	SICKCF	12/01/2017	+	121.06	121.06 Import Balance														

D. How to Request Leave

Currently, submitting Leave Requests via NOVAtime is not mandatory campus-wide, however, MMA supports any supervisor who chooses to use it as their department's preferred method for Leave Requests. The Leave Request widget is only available for use with accrued time like sick or vacation. Other types of leave must be entered directly on the timesheet.

Check Leave Accruals.

Available in the Leave Management Section of the dashboard - vacation, sick and comp time accruals and available balances.



The screenshot shows the 'Leave Management' section of a dashboard. It features a 'Send Reminder' button and a 'Request Leave' button. Below these is a table with columns: Pay Code, Last Post ..., Post Type, Accrued/..., and Available. The table contains two rows of data. A red arrow points from the text on the left to the first row of the table.

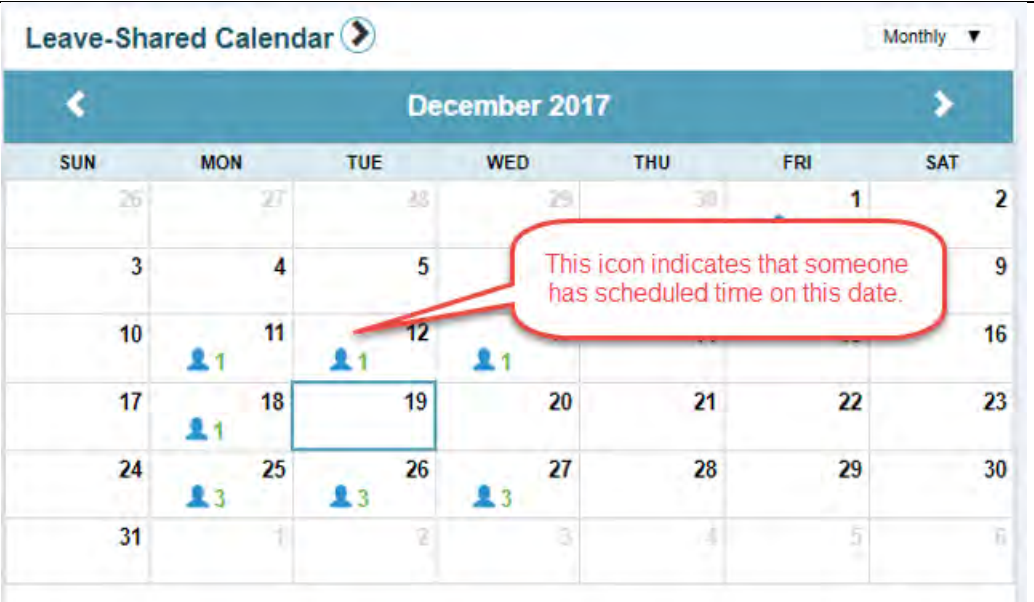
Pay Code	Last Post ...	Post Type	Accrued/...	Available
3[SICK HOURLY]	12/01/2017	U	16.00	17.62
22[VACATI SALARY]	12/04/2017	U	40.00	56.00

Request Status :

Date	Pay Code	Days	Status
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Check Department Calendar.


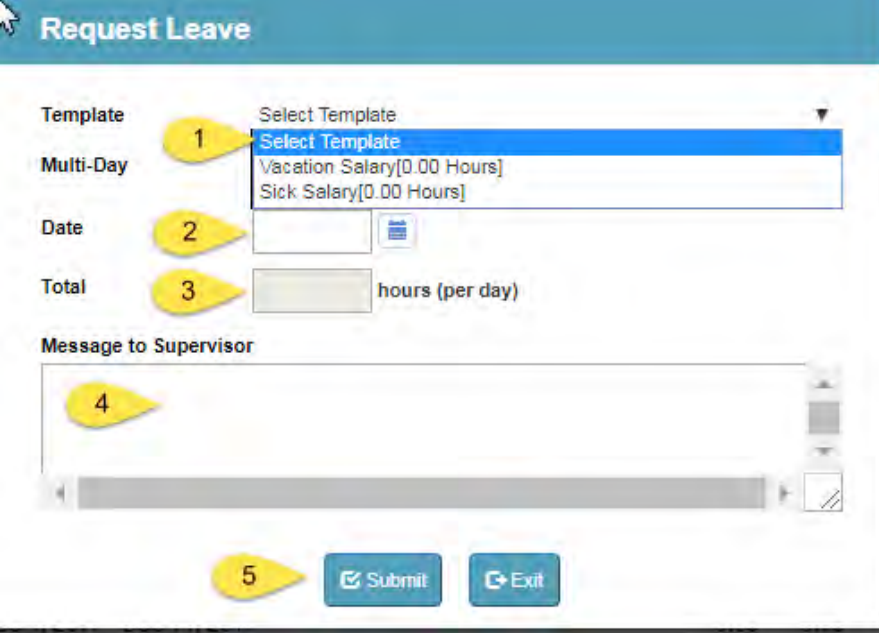
If your department uses this capability, then the shared leave calendar, shown to the right, will display all department employee leave.



The screenshot shows the 'Leave-Shared Calendar' for December 2017. The calendar grid displays days from Sunday to Saturday. Employee icons (represented by small blue figures) are placed on various dates to indicate scheduled time. A red callout box points to an icon on December 12th with the text: 'This icon indicates that someone has scheduled time on this date.'

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5				9
10	11 (1 icon)	12 (1 icon)	13 (1 icon)			16
17	18 (1 icon)	19	20	21	22	23
24	25 (3 icons)	26 (3 icons)	27 (3 icons)	28	29	30
31	1	2	3	4	5	6

How to Submit Leave Request

<p>1. Click on "Request Leave" button.</p>	 <p>The screenshot shows the 'Leave Management' section with a table of leave types and their accrued/available hours. The 'Request Leave' button is highlighted with a red arrow.</p> <table border="1"> <thead> <tr> <th>Pay Code</th> <th>Last Post ...</th> <th>Post Type</th> <th>Accrued/...</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>3[SICK HOURLY]</td> <td>12/01/2017</td> <td>U</td> <td>16.00</td> <td>17.62</td> </tr> <tr> <td>22[VACATI... SALARY]</td> <td>12/04/2017</td> <td>U</td> <td>40.00</td> <td>56.00</td> </tr> </tbody> </table>	Pay Code	Last Post ...	Post Type	Accrued/...	Available	3[SICK HOURLY]	12/01/2017	U	16.00	17.62	22[VACATI... SALARY]	12/04/2017	U	40.00	56.00
Pay Code	Last Post ...	Post Type	Accrued/...	Available												
3[SICK HOURLY]	12/01/2017	U	16.00	17.62												
22[VACATI... SALARY]	12/04/2017	U	40.00	56.00												
<p>1. Select Vacation or Sick Template.</p> <p>2. Enter date(s).</p> <p>3. Enter total number of hours requested.</p> <p>Hours requested may not exceed accrual.</p> <p>4. Enter note to supervisor. (If required/desired.)</p> <p>5. Click Submit.</p>	 <p>The screenshot shows the 'Request Leave' form with numbered callouts 1 through 5. Callout 1 points to the 'Template' dropdown menu, callout 2 points to the 'Date' field, callout 3 points to the 'Total' field, callout 4 points to the 'Message to Supervisor' text area, and callout 5 points to the 'Submit' button.</p>															
<p>Time will automatically populate in Time Sheet when/if approved by supervisor.</p>	<p>NOTE:</p> <p>If supervisor changes the number of hours in request, i.e., if request is for hours and supervisor grants permission for only 4 hours, the system will generate a message stating that the request has been denied and will reiterate scheduled work day.</p> <p>A new request will have to be submitted for approved # hours.</p>															

E. Review Timecard before Submission

Due Date and Time. All timecards must be submitted and approved no later than 11:00 a.m. on the Tuesday immediately following the end of the pay period. For this reason, it is recommended that both employees and supervisors review their timecards frequently throughout the pay period to ensure there no exceptions, i.e., missed punches, absentee records.

Required time. Employees who are scheduled for a 40-hour week, must submit no less than 40 hours. (Employees who are scheduled for 35, must submit 35 etc.) If an employee misses time, paid time off of some kind, sick, vacation etc. must be used.

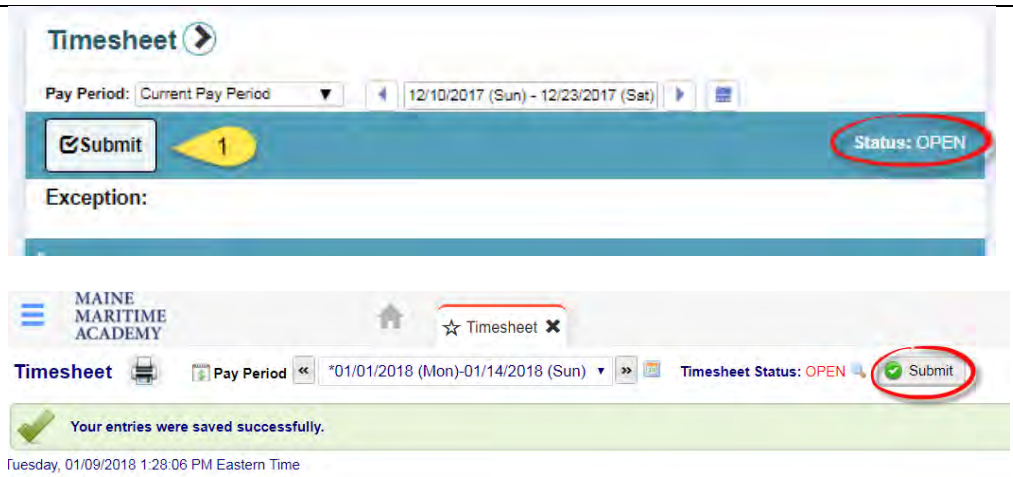
Example 1: Employee “A” is scheduled to work Monday through Friday for 40 hours. Employee “A” works Monday through Thursday, but not Friday due to illness. “A” must submit 8 hours sick before submitting their time card.

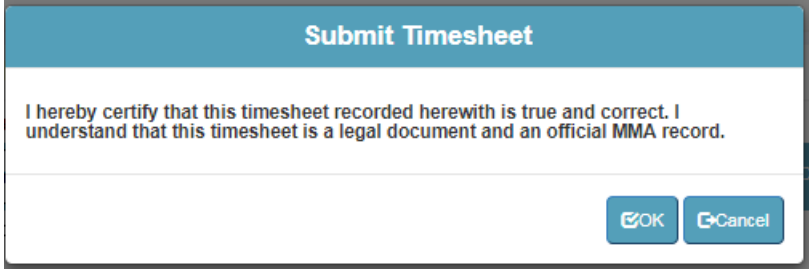
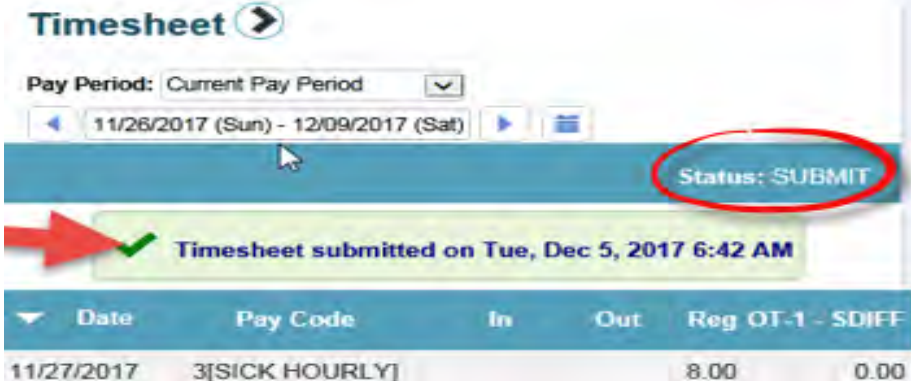
Responsibility. Both the employee and the supervisor are responsible for ensuring that a complete, accurate timecard is submitted. If the employee has failed to submit a full week, then the supervisor may either reject the card, ask the employee to complete it properly or may complete/correct the timecard for the employee before approving it.

Legal Documents. Timecards are legal documents and are directly tied to pay. Submission of an inaccurate timecard may lead to disciplinary proceedings, up to and including termination of employment and/or legal action.

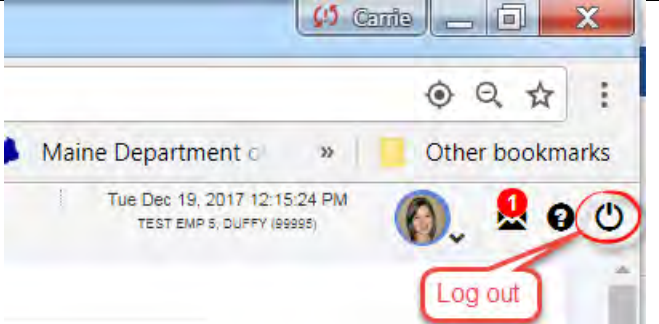
F. How to Submit Timesheet

It is vital that Confidential employees submit their paid time off via the NOVAtime system. Vacation has a monetary value and up to 320 hours is paid out upon termination of employment. Failure to submit vacation time taken may be considered a form of unjust enrichment and conversion. Therefore, upon completion of a pay period in which vacation, sick, etc. was taken the Confidential employee must enter the time taken into the timesheet (see section C above) and submit it no later than Tuesday morning at 1100 following the close of the pay period.

<p>From either the timesheet or the dashboard, once the pay period has closed and all information has been entered, click “Submit” button.</p>	
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<p>The following dialog box will display asking you to certify that your time sheet is correct. To certify accuracy, Click "OK".</p>	 <p>The dialog box titled "Submit Timesheet" contains a certification statement: "I hereby certify that this timesheet recorded herewith is true and correct. I understand that this timesheet is a legal document and an official MMA record." Below the text are two buttons: "OK" and "Cancel".</p>										
<p>If you are successful, the following message will display "Timesheet submitted" and the status will be updated to read: Submit.</p>	 <p>The screenshot shows the "Timesheet" interface. At the top, it says "Timesheet" with a right arrow. Below that, "Pay Period: Current Pay Period" is shown with a dropdown menu. A date range "11/26/2017 (Sun) - 12/09/2017 (Sat)" is displayed with navigation arrows. A blue bar on the right indicates "Status: SUBMIT" (circled in red). A green checkmark and a red arrow point to a message: "Timesheet submitted on Tue, Dec 5, 2017 6:42 AM". Below this is a table with columns: Date, Pay Code, In, Out, Reg OT-1 - SDIFF.</p> <table border="1" data-bbox="418 808 1323 894"> <thead> <tr> <th>Date</th> <th>Pay Code</th> <th>In</th> <th>Out</th> <th>Reg OT-1 - SDIFF</th> </tr> </thead> <tbody> <tr> <td>11/27/2017</td> <td>3[SICK HOURLY]</td> <td></td> <td>8.00</td> <td>0.00</td> </tr> </tbody> </table>	Date	Pay Code	In	Out	Reg OT-1 - SDIFF	11/27/2017	3[SICK HOURLY]		8.00	0.00
Date	Pay Code	In	Out	Reg OT-1 - SDIFF							
11/27/2017	3[SICK HOURLY]		8.00	0.00							

G. How to Log Out

<p>In the upper right hand corner of the screen, click on the icon circled to the right. It is important to log out when you are done to maintain the integrity of your timesheet.</p>	 <p>The screenshot shows the top right corner of a web browser window. The user's name "Carrie" is visible in the top right. Below the browser window, the user's profile information is shown: "Maine Department of... Other bookmarks", "Tue Dec 19, 2017 12:15:24 PM", and "TEST EMP 5, DUFFY (99999)". In the bottom right corner, there are several icons: a profile picture, a notification bell, a question mark, and a power button icon (circled in red). A red callout box with the text "Log out" points to the power button icon.</p>
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