

MMA HOURLY 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.

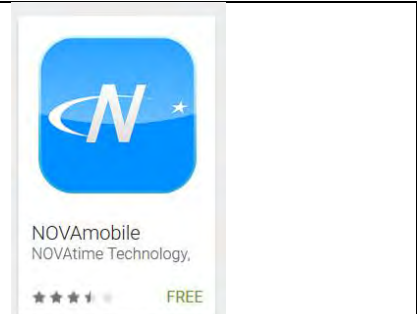
1) You may access it through the MMA Business Portal:

<p>To access the launch site, type <code>mymma.mma.edu</code> 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:

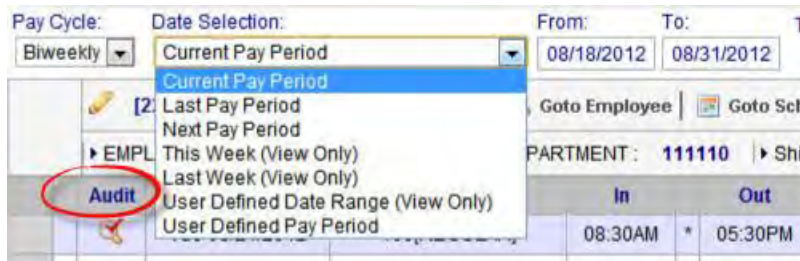
The direct access web links are, which you may save directly to your desktop:	For SSP/Supervisory Units Hourly and Salary https://online3.timeanywhere.com/novatime/ewslogin.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&
	For Confidential https://online3.timeanywhere.com/novatime/ewskiosk.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&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

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>The Client ID for the app is: 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 and the approximate location of the punch.

Timesheet

Audit Trail For Employee

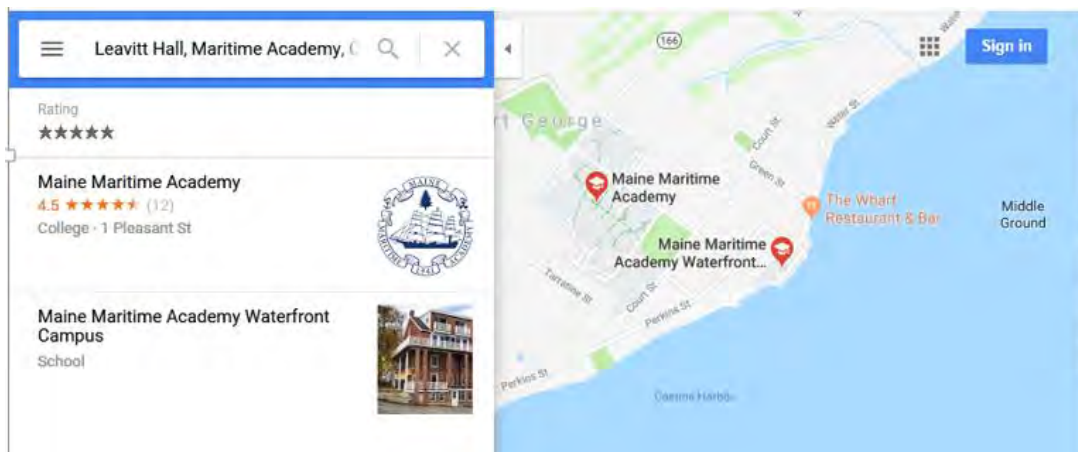
Employee ID: 27652Employee Name: JAKE ADAMSCurrent Time: 12/06/2017 2:03PM

Original Data:

In Time:	11/30/2017 2:39PM	In IP Address:	209.222.213.210	In Site/Clock:	EWSEMPPU	In Time Zone:		Comes From:	Web Punch approximate location: Leavitt Hall, Maritime Academy, Castine, ME 04421, USA (View Location)
Out Time:	11/30/2017 4:30PM	Out IP Address:		Out Site/Clock:		Out Time Zone:		Comes From:	Timesheet Entry

Web Punch
approximate location:
Leavitt Hall, Maritime
Academy, Castine, ME
04421, USA
(View Location)
Timesheet Entry

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



Section 4: Hourly Employees

A. How to LOG IN and OUT.

Hourly employees are expected to punch in within 7 minutes before or after their scheduled start time and punch out within 7 minutes before or after their scheduled work end time. You are not required to punch in or out for breaks or lunch. Thirty (30) minutes will be deducted automatically after 6 hours at work per Maine State law.

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 "Punch"

MAINE MARITIME ACADEMY

English

Thursday, 12/07/2017 9:01:54 AM

Ready...

AND17049

1 Enter Employee ID

2 Enter Password

3 PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES

4. The system will acknowledge your punch with a message that says your Punch was accepted.

MAINE MARITIME ACADEMY

English

Thursday, 11/30/2017 2:34:03 PM

Accepted!
Good Afternoon, HASLAM, WENDY.
Punch Accepted.

AND17049

1 Enter Employee ID

2 Enter Password

3 PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES

B. How to Access Timecard and Employee Web Services

Access Timecard through Employee Web Services (EWS).

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 Enter or "Employee Web Services"

As shown below, Employee Web Services opens to a screen (dashboard) where you can access information about your timecard, your accruals, your schedule and view any exceptions (problems) with your punches.

Clock

Thu, December 7, 2017, Eastern Time

12:58:21 PM

[Punch](#) [Transfer](#)

Last Clock In: 12/07/2017 12:57 PM

Last Clock Out: --:--

Pay Code	In	Out	Reg	OT-4 - SDIFF
20[STAFF SALARY HR]	12:57 PM		0.00	0.00

Timesheet

Pay Period: Current Pay Period | 12/01/2017 (Fri) - 12/14/2017 (Thu)

[Submit](#) 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:

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

Leave Management

[Send Reminder](#) [Request Leave](#)

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Request Status:

Date	Paycode	Days	Status
-	-	-	-

Schedule

Dec 3, 2017 - Dec 9, 2017

3 SUN	4 MON	5 TUE	6 WED	7 THU	8 FRI	9 SAT

Weekly Period

Period	Reg	OT	Total
Dec 3, 2017 - Dec 9, 2017	0.00	0.00	0.00

[Message](#)

Leave-Shared Calendar

December 2017

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

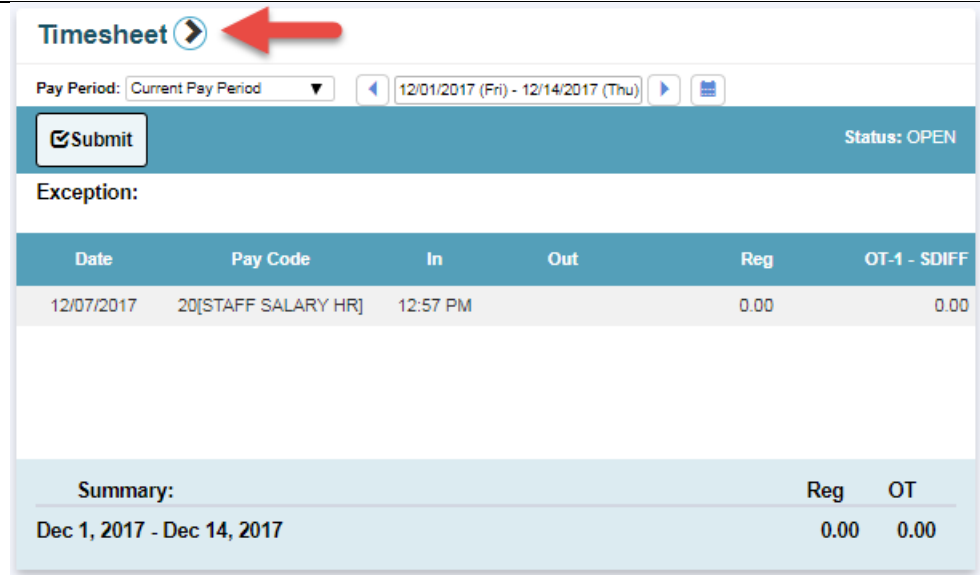
Exception Summary



Pay Period: Current Pay Period | 12/01/2017 (Fri) - 12/14/2017 (Thu)

Exception	Count

Timesheet Access:

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



Timesheet  

Pay Period: Current Pay Period 12/01/2017 (Fri) - 12/14/2017 (Thu)

Status: OPEN

Exception:

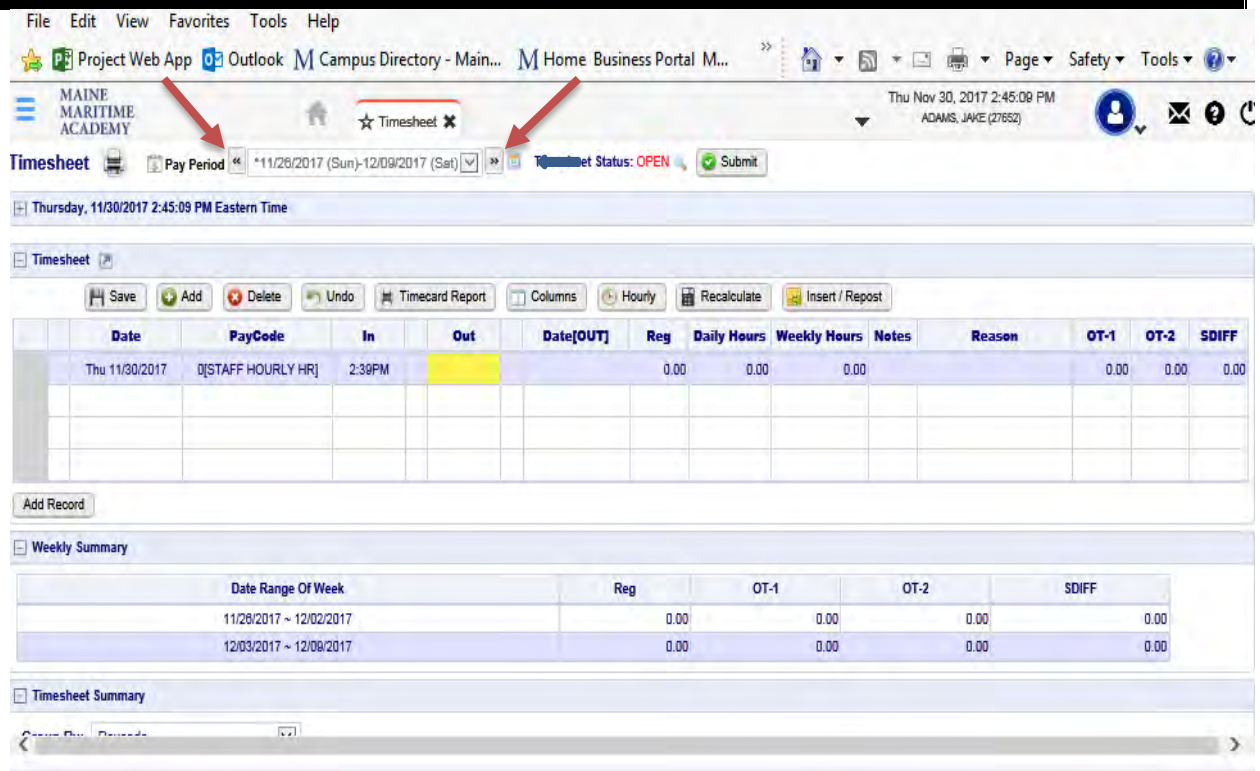
Date	Pay Code	In	Out	Reg	OT-1 - SDIFF
12/07/2017	20[STAFF SALARY HR]	12:57 PM		0.00	0.00

Summary:

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

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


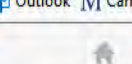
To move forward or backward to another pay period use the arrows << or >> on either side of the pay period.




File Edit View Favorites Tools Help

Project Web App Outlook Campus Directory - Main... Home Business Portal M...

MAINE MARITIME ACADEMY

Timesheet  

Pay Period << *11/26/2017 (Sun)-12/09/2017 (Sat) >>  Timesheet Status: OPEN

Thursday, 11/30/2017 2:45:09 PM Eastern Time

Timesheet

Date	PayCode	In	Out	Date[OUT]	Reg	Daily Hours	Weekly Hours	Notes	Reason	OT-1	OT-2	SDIFF
Thu 11/30/2017	0[STAFF HOURLY HR]	2:38PM			0.00	0.00	0.00			0.00	0.00	0.00

Weekly Summary

Date Range Of Week	Reg	OT-1	OT-2	SDIFF
11/26/2017 ~ 12/02/2017	0.00	0.00	0.00	0.00
12/03/2017 ~ 12/09/2017	0.00	0.00	0.00	0.00

Timesheet Summary

If you were absent for the day, the row will appear in red and be marked Absent.

If you are missing a punch, or have not yet punched out for the day, the cell will be yellow.

NOVAtime - Timeanywhere

Secure | <https://online3.timeanywhere.com/TimeanywhereExt2/load-timeanywhere?page=%2Fnovatime%2Fattendance...>

MAINE MARITIME ACADEMY

Timesheet

Thursday, 11/30/2017 3:11:06 PM Eastern Time

Timesheet

Save Add Delete Undo Timecard Report Columns Recalculate Insert / Repost

Date	PayCode	In	Out	Date[OUT]	Reg	OT-1	SDIFF	Daily Hours	Weekly
Mon 11/27/2017	2[VAC HOURLY]				8.00	0.00	0.00	8.00	
Tue 11/28/2017	2[VAC HOURLY]				8.00	0.00	0.00	8.00	
Wed 11/29/2017	Absent	8:00AM	5:00PM		0.00	0.00	0.00	0.00	
Thu 11/30/2017	0[STAFF HOURLY HR]	2:59PM			0.00	0.00	0.00	0.00	

Add Record

Weekly Summary

C. How to Fix a Missed Punch

Hourly employees must notify their supervisors of any missed punches or absences. As email is the official communication channel within MMA, the preferred method is to send your supervisor an email with the time you arrived or left work and an explanation as to why you missed the punch. Email provides clarity and eliminates the possibility of misunderstanding.

D. How to Add Other Time – Sick, Vacation, Bereavement, etc.

1. Click on the next available cell or the appropriate date. Add the correct date.

2. From the PayCode drop-down list, select the appropriate PayCode.

3. In the “Reg” column add the correct number of hours.

4. Click “Save”

The screenshot shows the NOVAtime Timesheet interface. At the top, there's a navigation bar with 'Timesheet' and a 'Pay Period' dropdown set to '11/26/2017 (Sun)-12/09/2017 (Sat)'. A green message bar states 'Your entries were saved successfully.' Below this, a table displays time entries. Red callouts are placed on the interface: '1' points to the 'Save' button, '2' points to the 'PayCode' dropdown menu, '3' points to the 'Reg' column, and '4' points to the 'Save' button again.

Date	PayCode	In	Out	Date[OUT]	Reg	OT-1	SDIFF	Daily Hours
Mon 11/27/2017	2[VAC HOURLY]				8.00	0.00	0.00	8.00
Tue 11/28/2017	2[VAC HOURLY]				8.00	0.00	0.00	8.00
Wed 11/29/2017	2[VAC HOURLY]				0.00	0.00	0.00	0.00
Thu 11/30/2017	0[STAFF HOURLY HR]	2:59PM			0.00	0.00	0.00	0.00

NOVAtime Hourly Pay Codes

Paycode #	NOVAtime Description	Plain Language
0	STAFF HOURLY HR	Regular
1	HOLIDAY HOURLY	Holiday
2	VAC HOURLY	Vacation
3	SICK HOURLY	Sick
4	ADM WOP HOURLY	Admin Leave without Pay
5	ADM WP HOURLY	Admin Leave with Pay
6	BEREAVE HOURLY	Bereavement Leave
7	JURY HOURLY	Jury Duty
8	MIL WOP HOURLY	Military Leave without Pay
9	MIL WP HOURLY	Military Leave with Pay
10	CATA HOURLY	Catastrophic Leave
11	CALL IN PAY	Call in Pay
12	COMP CASH IN	Comp Pay Cash In
13	COMP USED	Comp Time Used
14	PAGER PAY	Pager Pay
15	PER DIEM	Per Diem
16	RESEARCH HOURLY	Grant Research Funding
17	OVERTIME	Overtime
18	SHIFT DIFF 1	Shift Differential 1
19	SHIFT DIFF 2	Shift Differential 2

E. How to Add Pager Pay

Any employee who is required to carry an MMA supplied pager during off duty hours will be compensated at the rate of fifteen dollars (\$15.00) per day.

1. Click on the next available cell. Add the correct date.

2. From the PayCode drop-down list, select 14[PAGER PAY].

No Hours need to be recorded.

3. Click "Save"

Timesheet

Pay Period: *12/10/2017 (Sun)-12/23/2017 (Sat)

Your entries were saved successfully.

Monday, 12/11/2017 10:39:22 AM Eastern Time

Timesheet

Save Add Delete Undo Timecard Report

Date	PayCode	In	Out
Sun 12/10/2017	0[STAFF HOURLY HR]	3:00PM	11:00PM
Sun 12/10/2017	18[SHIFT DIFF 1]		
Mon 12/11/2017	0[STAFF HOURLY HR]	6:00PM	11:00PM
Mon 12/11/2017	18[SHIFT DIFF 1]		
Tue 12/12/2017	18[SHIFT DIFF 1]		
Tue 12/12/2017	0[STAFF HOURLY HR]	8:00AM	5:00PM
Wed 12/13/2017	0[STAFF HOURLY HR]	11:00PM	3:00AM
Wed 12/13/2017	19[SHIFT DIFF 2]		

Add Record

Weekly Summary

Date Range Of Week

Timesheet Summary

14[PAGER PAY]

Once saved, the date will appear in the correct order on the timesheet.

In the Timesheet Summary under the timesheet, Pager Pay will appear as a pay code.

Timesheet

Save Add Delete Undo Timecard Report Columns Recalculate Insert / Repost

Date	PayCode	In	Out	Date[OUT]	Reg	OT-1	Sdiff	Daily Hours	Weekly Hours
Sun 12/10/2017	14[PAGER PAY]				0.00	0.00	0.00	0.00	0.00
Sun 12/10/2017	0[STAFF HOURLY HR]	3:00PM	11:00PM	Sun 12/10/2017	8.00	0.00	0.00	0.00	8.00
Sun 12/10/2017	18[SHIFT DIFF 1]				0.00	0.00	8.00	16.00	16.00

Timesheet Summary

Group By: Paycode

Pay Code	Reg Hrs	OT-1	Sdiff	Total Hrs
0[STAFF HOURLY HR]	26.00	0.00	0.00	26.00
14[PAGER PAY]	0.00	0.00	0.00	0.00
18[SHIFT DIFF 1]	0.00	0.00	21.00	21.00
19[SHIFT DIFF 2]	0.00	0.00	4.00	4.00
Totals	26.00	0.00	25.00	51.00

Timesheet and Accruals Summary

As time information is added, the Timesheet Summary area located below the timesheet will populate the total amount of regular hours, overtime hours, and holiday/leave hours worked.

F. How to Add Call-In Pay

Any full-time regular hourly unit member called back by supervision from home without prior notice before or after his or her normal work schedule shall be paid at the rate of one and one-half (1 1/2) times his or her regular hourly rate of pay for those hours worked outside the normal work schedule.

There shall be a minimum of three (3) hours pay at this rate for such call back. If the call back period overlaps the normal work period, the pay rate and status will revert to straight time at commencement of the unit member's normal reporting time, but the three (3) hour guarantee mentioned above shall prevail in this event.

Example: Employee “A” is called back to campus by his/her supervisor at 6:00 a.m. Employee A’s normal shift is 8:00 a.m. to 4:30 p.m. Employee “A” should record two (2) hours of call-in pay in the OT-1 column and one (1) hour of call-in pay in the Reg column.

In this example, at 8:00, the start of the employee’s normal schedule, “A” must punch in as usual.

1. Click on the next available cell. Add the correct date.

2. From the PayCode drop-down list, select 11[CALL IN PAY].

3. If your 3-hr call-in crosses into your regular schedule, put time before your schedule in OT-1, put time after your schedule starts in Reg.

4. Add a note to your timecard, stating who called you in, purpose and time called in.

5. Click “Save”

Date	PayCode	In	Out	Date[OUT]	Reg	OT-1
Sun 12/10/2017	0[STAFF HOURLY HR]	3:00PM	11:00PM	Sun 12/10/2017	8.00	0.00
Sun 12/10/2017	18[SHIFT DIFF 1]				0.00	0.00
Mon 12/11/2017	0[STAFF HOURLY HR]	6:00PM	11:00PM	Mon 12/11/2017	5.00	0.00
Mon 12/11/2017	18[SHIFT DIFF 1]				0.00	0.00
Tue 12/12/2017	18[SHIFT DIFF 1]				0.00	0.00
Tue 12/12/2017	0[STAFF HOURLY HR]	8:00AM	5:00PM	Tue 12/12/2017	9.00	0.00
Tue 12/12/2017	0[STAFF HOURLY HR]	11:00PM	3:00AM	Tue 12/14/2017	4.00	0.00
Tue 12/12/2017	19[SHIFT DIFF 2]				0.00	0.00
Wed 12/13/2017	11[CALL IN PAY]				1.00	2.00

Notes:

Called in by Supervisor "B" at 6:00 a.m. to plow

OK Cancel

PayCode	In	Out	Date[OUT]	Reg	OT-1	SDIFF	Daily Hours	Weekly Hours	Notes	Rt
0[STAFF HOURLY HR]	3:00PM	11:00PM	Sun 12/10/2017	8.00	0.00	0.00	0.00	8.00		
18[SHIFT DIFF 1]				0.00	0.00	8.00	16.00	16.00		
0[STAFF HOURLY HR]	6:00PM	11:00PM	Mon 12/11/2017	5.00	0.00	0.00	5.00	1.00		
18[SHIFT DIFF 1]				0.00	0.00	5.00	1.00	8.00		
18[SHIFT DIFF 1]				0.00	0.00	8.00	1.00	4.00		
0[STAFF HOURLY HR]	8:00AM	5:00PM	Tue 12/12/2017	9.00	0.00	0.00	1.00	2.00		
11[CALL IN PAY]				1.00	2.00	0.00	0.00	43.00		

Once saved, a small envelope will appear under Notes column

G. How to Bank Comp Time

1. To bank Comp Time, click on the memo pad icon under the column "Comp-Time" in the same row as the hours you wish to bank.

Date	PayCode	In	Out	Date[OUT]	Reg	OT-1	SDIFF	Daily Hours	Weekly Hours	Notes	Reason	Comp-Time
Mon 12/25/2017	1[HOLIDAY HOURLY]				8.00	0.00	0.00	8.00	8.00			
Tue 12/26/2017	1[HOLIDAY HOURLY]				8.00	0.00	0.00	8.00	16.00			
Wed 12/27/2017	1[HOLIDAY HOURLY]				8.00	0.00	0.00	8.00	24.00			
Thu 12/28/2017	5[ADM WP HOURLY]				8.00	0.00	0.00	8.00	32.00			
Fri 12/29/2017	5[ADM WP HOURLY]				8.00	0.00	0.00	8.00	40.00			
Mon 01/01/2018	1[HOLIDAY HOURLY]				8.00	0.00	0.00	8.00	8.00			
Tue 01/02/2018	0[STAFF HOURLY HR]	6:30AM	* 7:00PM *	Tue 01/02/2018	12.00	0.00	0.00	12.00	20.00			
Wed 01/03/2018	0[STAFF HOURLY HR]	6:00AM	* 11:59PM *	Wed 01/03/2018	17.50	0.00	0.00	17.50	37.50			
Thu 01/04/2018	0[STAFF HOURLY HR]	6:00AM	* 11:59PM *	Thu 01/04/2018	10.50	7.00	0.00	17.50	55.00			
Fri 01/05/2018	0[STAFF HOURLY HR]	5:00AM	* 11:55PM *	Fri 01/05/2018	0.00	18.50	0.00	18.50	73.50			

A new window opens. You can select to bank all the OT, a portion of the OT or to be paid all of it.

Comp-time Management

Date: Fri 01/05/2018

	OT-1	OT-2	SDIFF
Comp-time Banked	0.00	0.00	0.00
Eligible Overtime	18.50	0.00	0.00
Overtime Paid	18.50	0.00	0.00

This allows you to select just a portion of the OT

this changes all OT to Comp

This allows you to select all as OT.

Example:
To have 10 hours paid and the remainder banked, enter 10.00 in the Overtime Paid box and the click "OK."

Comp-time Management

Date: Fri 01/05/2018

	OT-1	OT-2	SDIFF
Comp-time Banked	0.00	0.00	0.00
Eligible Overtime	18.50	0.00	0.00
Overtime Paid	10.00	0.00	0.00

A confirmation message will appear and you will see hours (calculated at 1.5) under the Comp OT1 column in the timesheet.

online3.timeanywhere.com says:

Your entries have been saved successfully.

OK

Comp-Time	Comp OT1
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	27.75

In the accrual summary, the time transferred will show as posted.

Accrual Summary

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
2[VAC HOURLY]	VHFT	09/16/2017	T	1.00	161.42	Usage
3[SICK HOURLY]	SICKBIFT	09/16/2017	T	1.00	108.23	Usage
13[COMP USED]	COMP	01/05/2018	C	12.75	33.38	OT transfer to Comp-time

H. How to Transfer to another Department

1. From the log on screen,
1) enter user id,
and 2)password
and 3)click the
“transfer” button.

2. A new screen
will appear stating
“Proceed to
transfer ...”

The first screenshot shows the MAINE MARITIME ACADEMY login screen. It includes a language dropdown set to 'English', a user profile icon, and a timestamp 'Thursday, 12/07/2017 9:01:54 AM'. Below the login fields, there is a 'Ready...' status, a text input field, and a button labeled 'AND17049'. Further down, there are fields for 'Enter Employee ID' and 'Enter Password', each with a yellow callout bubble containing the number '1' and '2' respectively. At the bottom, there are buttons for 'TRANSFER' (highlighted with a yellow circle and a yellow callout bubble with '3') and 'CANCEL', along with an 'EMPLOYEE WEB SERVICES' link.

The second screenshot shows the 'Proceed to transfer..' screen. It includes the same language dropdown and user profile icon, but the timestamp is 'Monday, 12/11/2017 1:14:11 PM'. The 'Proceed to transfer..' text is circled in red. Below it are dropdown menus for 'Department:' (set to '999998 [Test Dept 2]') and 'Pay Value:' (set to '1 [Default]'). At the bottom are 'CONFIRM' and 'CANCEL' buttons.

1. Select the
department you
are transferring to
from the drop
down list.

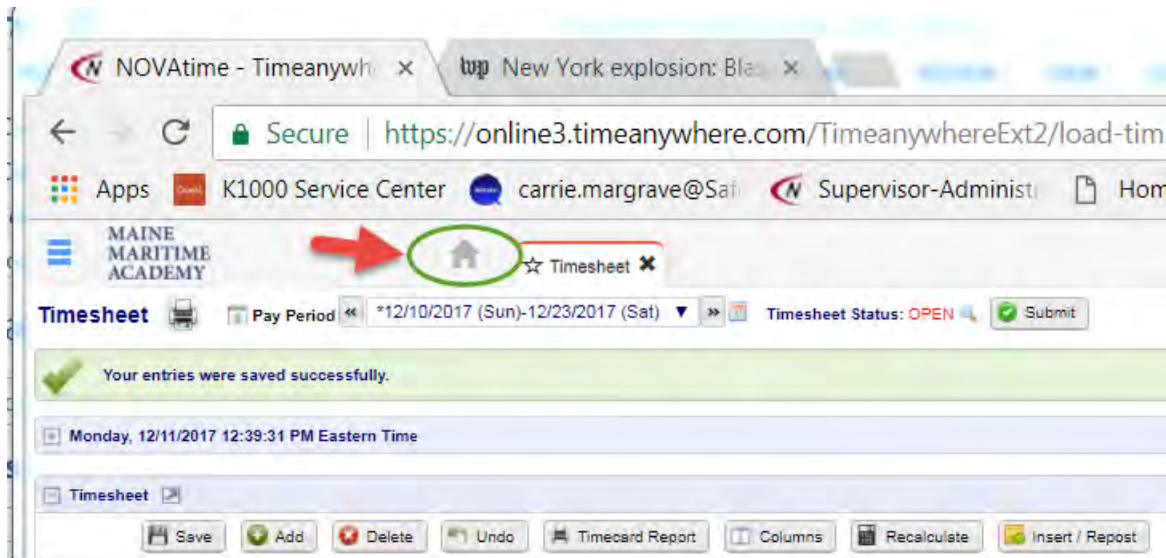
Generally, your
pay is the same
rate in all
departments and
the Pay Value will
be 1[Default].

2. Click “Confirm”

The screenshot shows the MAINE MARITIME ACADEMY transfer confirmation screen. It includes the language dropdown set to 'English', the user profile icon, and the timestamp 'Monday, 12/11/2017 1:19:30 PM'. Below the login fields, there is a 'Ready...' status, a text input field, and a 'Department:' dropdown menu (highlighted with a red arrow and a red callout bubble with '1') set to '9205HY [Bowdoin Project H]'. Below that is a 'Pay Value:' dropdown menu set to '1 [Default]'. At the bottom, there are 'CONFIRM' (highlighted with a red circle and a red callout bubble with '2') and 'CANCEL' buttons.

I. Employee EWS Salary Home Screen

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



Employee Web Services Dashboard-

A screenshot of the Employee Web Services Dashboard. The dashboard is divided into several sections. On the left, there is a "Clock" section showing the current time as 01:07:58 PM on Wednesday, December 6, 2017. Below the clock are buttons for "Punch" and "Transfer". The "Last Clock In" is 12/06/2017 12:51 PM and the "Last Clock Out" is 12/06/2017 5:00 PM. Below this is a "Leave Management" section with buttons for "Send Reminder" and "Request Leave". The "Timesheet" section on the right shows the current pay period as 11/26/2017 (Sun) - 12/09/2017 (Sat) and a status of OPEN. It includes a table for exceptions and a summary table. The "Schedule" section shows the schedule for December 3, 2017 - December 9, 2017, with a daily view. The schedule for Wednesday, December 6, 2017, shows a shift from 8:30 AM to 5:00 PM for the role of Systems Integration Specialist. The summary table shows a total of 32.00 regular hours and 0.00 overtime hours for the period Dec 3, 2017 - Dec 9, 2017.

Pay Code	In	Out	Reg	OT-1	SDIFF
20[STAFF SALARY HR]	12:51 PM	5:00 PM	0.00	0.00	

Summary:	Reg	OT
Nov 26, 2017 - Dec 9, 2017	3.00	0.00

Weekly Period	Reg	OT	Total
Dec 3, 2017 - Dec 9, 2017	32.00	0.00	32.00

Alternative Punch/Transfer Method.

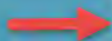
You can also punch in and/or transfer to another department from the Employee Web Services Page.

Right under the clock: Click on the "Punch" Button. A note will appear telling you the punch was recorded. When you reload the page, your time will appear.

Clock

Mon, January 15, 2018, Eastern Time

10 : 49 : 22 AM



 **Punch**

 **Transfer**



Your punch was recorded on Monday, January 15, 2018, at 10:47 AM Eastern Time. Your punch may not appear in the timesheet right away.

Last Clock In



Last Clock Out

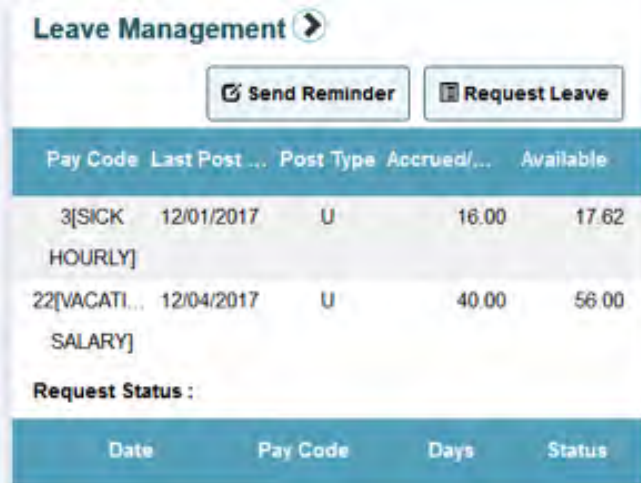


J. How to Request Leave

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.



Leave Management

[Send Reminder](#) [Request Leave](#)

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.

Leave-Shared Calendar

Monthly

SUN	MON	TUE	WED	THU	FRI	SAT
31	1 5	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

How to Submit Leave Request

<p>1. Click on Request Leave.</p>	<div><div>Leave Management</div><div><div>Send Reminder</div><div>Request Leave</div></div><table><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><div>Request Status :</div><table><thead><tr><th>Date</th><th>Pay Code</th><th>Days</th><th>Status</th></tr></thead></table></div>	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	Date	Pay Code	Days	Status
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																
Date	Pay Code	Days	Status																	
<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>	<div><div>Request Leave</div><div><div>Template</div><div>Multi-Day</div><div>Date</div><div>Total</div><div>Message to Supervisor</div><div>Submit</div><div>Exit</div></div><div><div>Select Template</div><div>Select Template</div><div>Vacation Salary[0.00 Hours]</div><div>Sick Salary[0.00 Hours]</div><div></div><div>hours (per day)</div><div></div><div></div><div></div><div></div><div></div></div></div>																			
<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 message stating that the request has been denied and will reiterate scheduled work. A new request will have to be submitted for approved # hours.</p>																			

K. 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 are no exceptions, i.e., missed punches, absentee records.

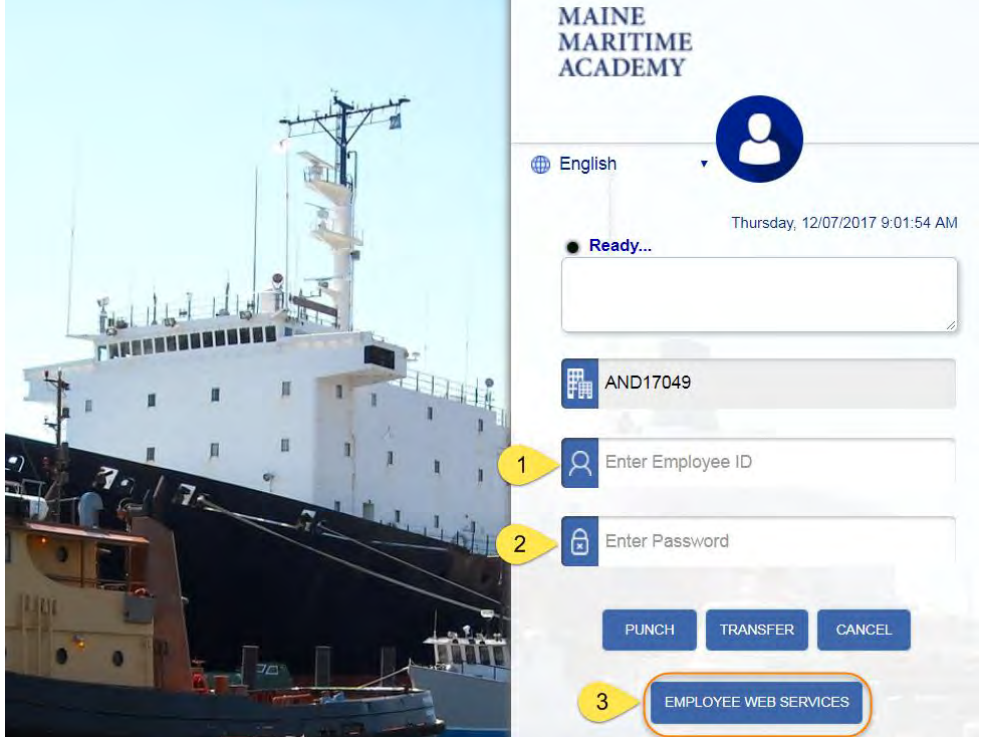
Required time. Employees who are scheduled for a 40-hour week, must submit no less than 40 hours. (Employees who are scheduled for 35, must submit 35 etc.) If an employee misses time, paid time off of some kind, sick, vacation etc. must be used.

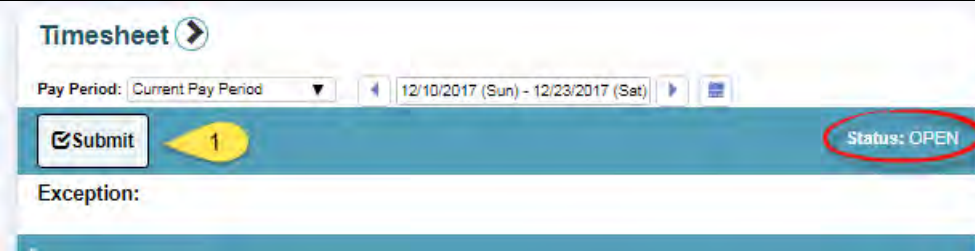
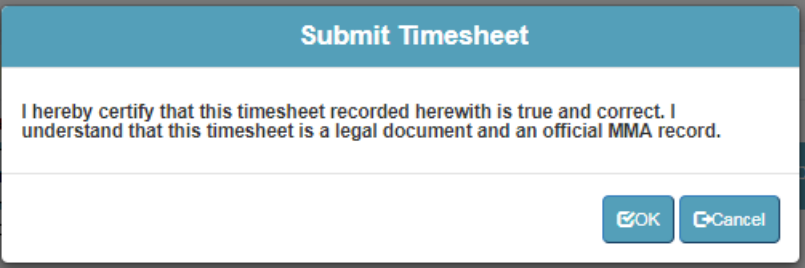
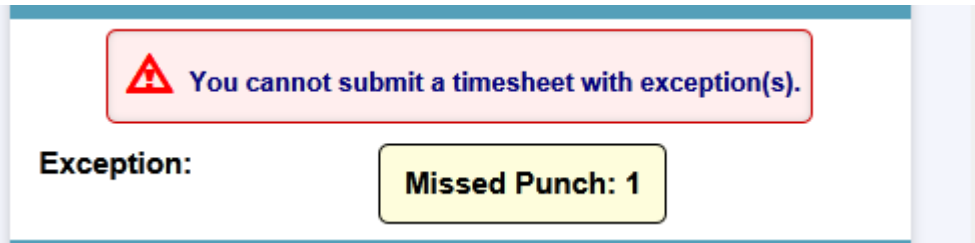
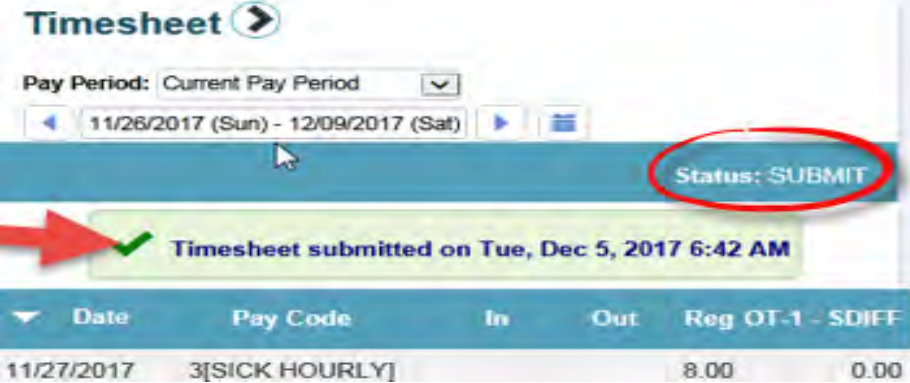
Example 1: Employee “A” is scheduled to work Monday through Friday for 40 hours. Employee “A” works Monday through Thursday, but not Friday due to illness. “A” must submit 8 hours sick before submitting their time card.

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.

L. How to Submit Timesheet

<ol style="list-style-type: none">1. 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 Enter or “Employee Web Services”	 <p>The screenshot shows the login page for the MAINE MARITIME ACADEMY. It includes a language selector set to English, a user profile icon, and the date/time: Thursday, 12/07/2017 9:01:54 AM. Below this is a 'Ready...' status indicator. The main login area has three fields: a text field for the username (containing 'AND17049'), a field for the Employee ID (with a callout '1' pointing to the ID icon), and a password field (with a callout '2' pointing to the password icon). At the bottom, there are three buttons: 'PUNCH', 'TRANSFER', and 'CANCEL'. A callout '3' points to the 'EMPLOYEE WEB SERVICES' button, which is highlighted with an orange border.</p>
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<p>4. Under the Timesheet Pay Period, once the pay period has closed and all information has been entered, click "Submit" button</p>	 <p>The screenshot shows the 'Timesheet' header with a right arrow. Below it, the 'Pay Period' is set to 'Current Pay Period' with a dropdown arrow. To the right, the date range is '12/10/2017 (Sun) - 12/23/2017 (Sat)'. A blue bar contains a 'Submit' button with a checkmark, a yellow circle with the number '1', and the text 'Status: OPEN' which is circled in red. Below this bar is an 'Exception:' label and a text input field.</p>
<p>5. 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 is titled 'Submit Timesheet'. It contains the text: '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.' At the bottom right are 'OK' and 'Cancel' buttons.</p>
<p>6. If there are any exceptions on your timesheet, the following message will display. The exceptions must be corrected before the timesheet can be submitted.</p>	 <p>The screenshot shows a red-bordered error box with a warning triangle icon and the text: 'You cannot submit a timesheet with exception(s)'. Below this, the word 'Exception:' is followed by a yellow box containing the text 'Missed Punch: 1'.</p>
<p>6. 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' header with a right arrow. The 'Pay Period' is 'Current Pay Period' with a dropdown arrow. The date range is '11/26/2017 (Sun) - 12/09/2017 (Sat)'. A blue bar contains the text 'Status: SUBMIT' circled in red. Below this bar is a green box with a checkmark icon and the text: 'Timesheet submitted on Tue, Dec 5, 2017 6:42 AM'. A red arrow points to this message. Below the green box is a table with columns: Date, Pay Code, In, Out, Reg, OT-1, and S-DIFF. The first row of data is: 11/27/2017, 3[SICK HOURLY], 8.00, 0.00.</p>

M. How to Log Out

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.

