

MMA SALARIED 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 NOVAtime timecards.</p>	
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2) You may access it directly online with the direct web link:

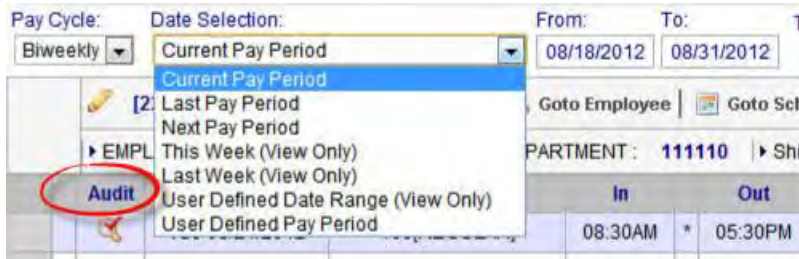
The direct access web links are, which you may save directly to your desktop:	For SSP/Supervisory Units Hourly and Salary https://online3.timeanywhere.com/novatime/ewslogin.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&
	For Confidential https://online3.timeanywhere.com/novatime/ewskiosk.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&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



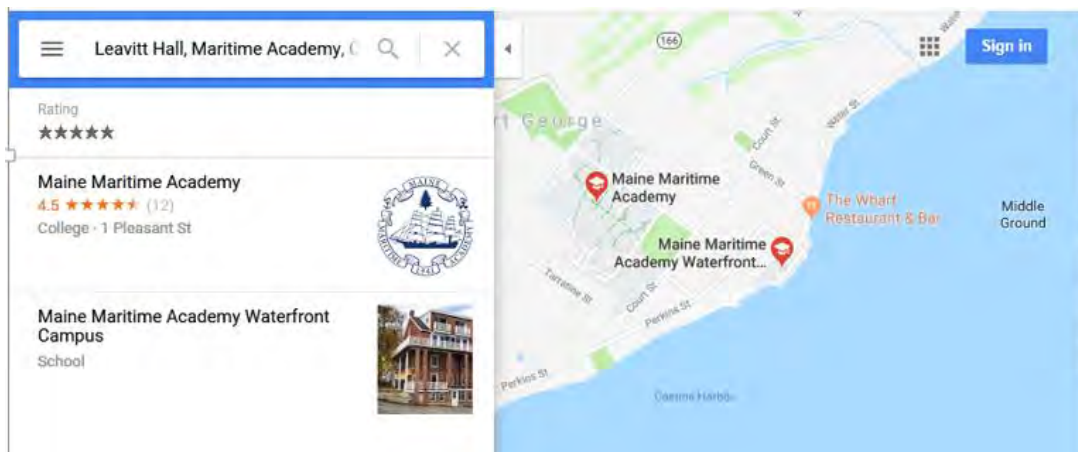
This column provides an icon to indicate that a timesheet has been manually edited. Clicking on the icon will provide a report of who edited the timesheet and when and the approximate location of the punch.

The screenshot shows a 'Timesheet Audit Trail' report. At the top, it says 'Audit Trail For Employee' with 'Employee ID: 27652', 'Employee Name: JAKE ADAMS', and 'Current Time: 12/06/2017 2:03PM'. Below this is a section titled 'Original Data:' containing a table with two rows of punch data. The first row is for an 'In Time' punch on 11/30/2017 at 2:39PM, and the second row is for an 'Out Time' punch on 11/30/2017 at 4:30PM. Each row includes fields for 'In IP Address', 'In Site/Clock', 'In Time Zone', and 'Comes From'. The 'Comes From' field for the 'In Time' punch is 'Web Punch approximate location: Leavitt Hall, Maritime Academy, Castine, ME 04421, USA (View Location)'. A blue callout bubble points from this text to a larger, detailed view of the location information.

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

A. How to LOG IN.

Salaried employees are required to punch in once per day. 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. The system will immediately punch you out based on assigned schedule in the system.

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-1 - SDOFF
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 - SDOFF
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

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

[Message](#)

Leave-Shared Calendar

Monthly

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

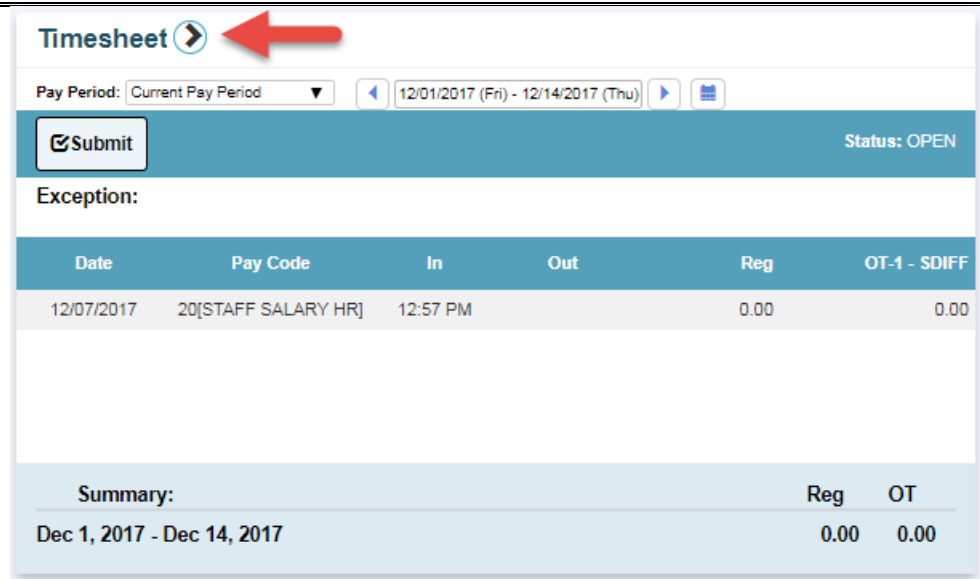
Exception Summary

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:

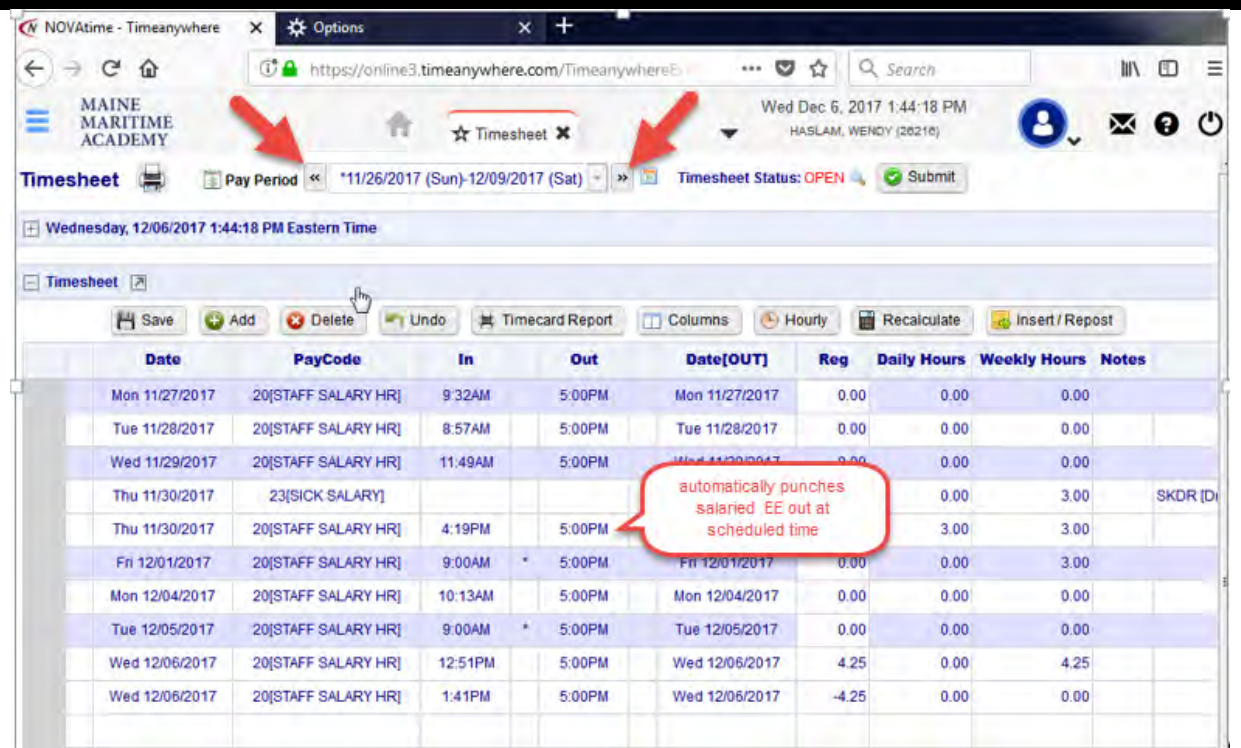
Date	Pay Code	In	Out	Reg	OT-1 - SDIFF
12/07/2017	20[STAFF SALARY HR]	12:57 PM		0.00	0.00

Summary:

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



NOVAtime - Timeanywhere Options

https://online3.timeanywhere.com/TimeanywhereE...

MAINE MARITIME ACADEMY

Timesheet

Pay Period: 11/26/2017 (Sun)-12/09/2017 (Sat)

Timesheet Status: OPEN Submit

Wednesday, 12/06/2017 1:44:18 PM Eastern Time

Save Add Delete Undo Timecard Report Columns Hourly Recalculate Insert / Repost

Date	PayCode	In	Out	Date[OUT]	Reg	Daily Hours	Weekly Hours	Notes
Mon 11/27/2017	20[STAFF SALARY HR]	9:32AM	5:00PM	Mon 11/27/2017	0.00	0.00	0.00	
Tue 11/28/2017	20[STAFF SALARY HR]	8:57AM	5:00PM	Tue 11/28/2017	0.00	0.00	0.00	
Wed 11/29/2017	20[STAFF SALARY HR]	11:49AM	5:00PM	Wed 11/29/2017	0.00	0.00	0.00	
Thu 11/30/2017	23[SICK SALARY]					0.00	3.00	SKDR ID
Thu 11/30/2017	20[STAFF SALARY HR]	4:19PM	5:00PM			3.00	3.00	
Fri 12/01/2017	20[STAFF SALARY HR]	9:00AM	5:00PM	Fri 12/01/2017	0.00	0.00	3.00	
Mon 12/04/2017	20[STAFF SALARY HR]	10:13AM	5:00PM	Mon 12/04/2017	0.00	0.00	0.00	
Tue 12/05/2017	20[STAFF SALARY HR]	9:00AM	5:00PM	Tue 12/05/2017	0.00	0.00	0.00	
Wed 12/06/2017	20[STAFF SALARY HR]	12:51PM	5:00PM	Wed 12/06/2017	4.25	0.00	4.25	
Wed 12/06/2017	20[STAFF SALARY HR]	1:41PM	5:00PM	Wed 12/06/2017	-4.25	0.00	0.00	

automatically punches salaried EE out at scheduled time

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

Your hours for that day will be "0.00"

C. How to Fix a Missed Punch or an Absence

Salaried employees may correct missing punches or absences directly in the timesheet.

1. From the drop down, select a date. Select the next available cell. It does not need to be in date order, once saved, the column will reorder dates automatically.
2. Add total hours worked under "Reg" Column
3. Click "Save" button.

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. A green message bar at the top states "Your entries were saved successfully." Below this, the timesheet table is visible. The table has columns for Date, PayCode, In, Out, Date[OUT], Reg, OT-1, SDIFF, and Daily Hours. The current entry for Wednesday, 11/29/2017, shows a PayCode of 2[VAC HOURLY] and 0.00 hours in the Reg column. Red callouts are placed over 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.

1. NOVAtime Salary Pay Codes

Paycode #	NOVAtime Description	Plain Language
20	STAFF SALARY	Regular
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

2. Timesheet and Accruals Summary

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

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.

Your Accrual Summary is directly below.

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]	28.00	0.00	0.00	28.00
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	28.00	0.00	25.00	51.00

Accrual Summary

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

E. 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 ...”

MAINE MARITIME ACADEMY

English

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

Ready...

AND17049

1 Enter Employee ID

2 Enter Password

3 TRANSFER

CONFIRM CANCEL

EMPLOYEE WEB SERVICES

MAINE MARITIME ACADEMY

English

Monday, 12/11/2017 1:14:11 PM

Proceed to transfer..

Department: 999998 [Test Dept 2]

Pay Value: 1 [Default]

CONFIRM CANCEL

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”

MAINE MARITIME ACADEMY

English

Monday, 12/11/2017 1:19:30 PM

Ready...

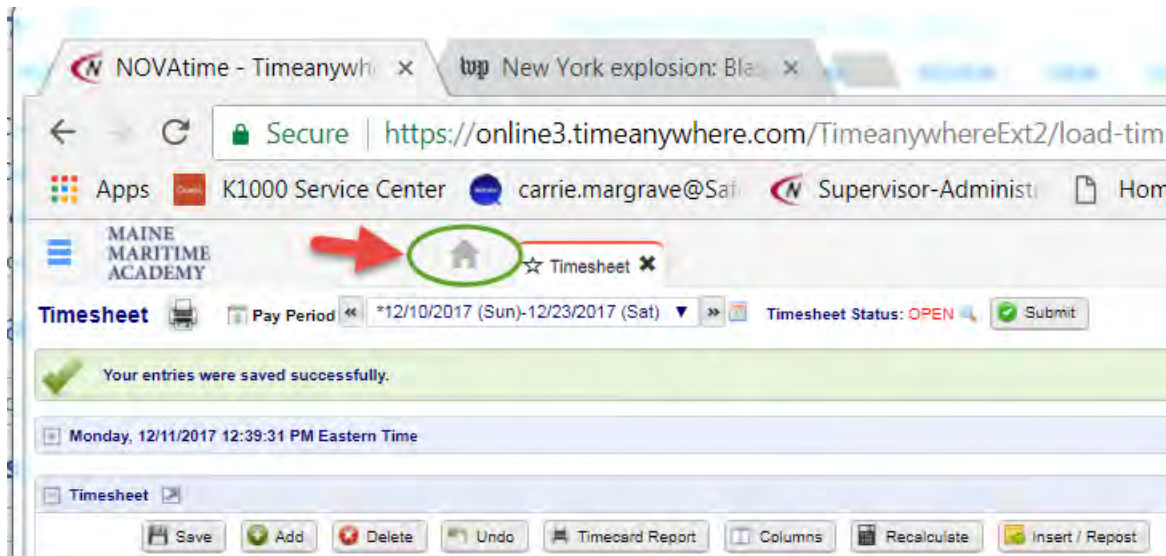
1 Department: 9205HY [Bowdoin Project H]

Pay Value: 1 [Default]

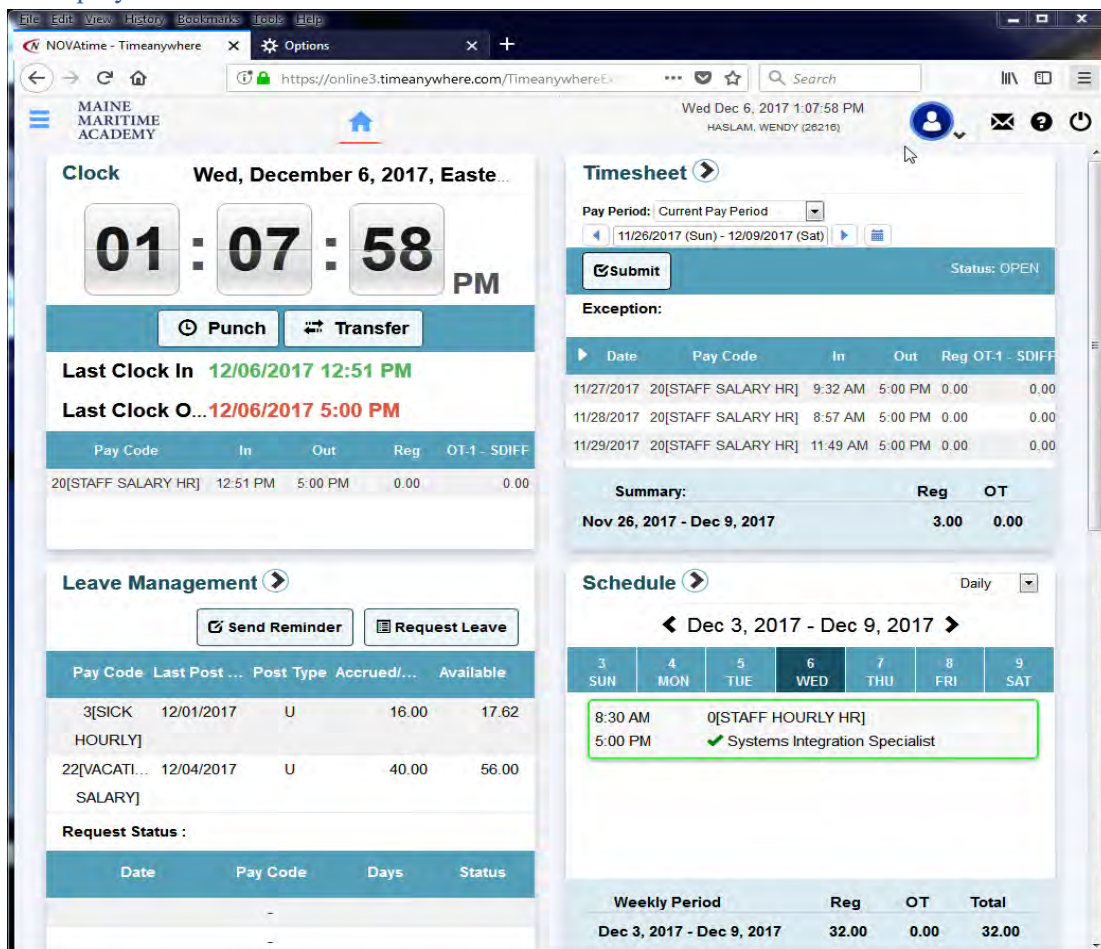
2 CONFIRM CANCEL

F. 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.



1. Employee Web Services Dashboard-View




2. Alternative Punch/Transfer Method.

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

Right under the clock:
As soon as you clock in, a clock out time will also appear.

Clock Mon, January 15, 2018, Eastern Time

10 : 52 : 45 AM



Last Clock In 01/15/2018 10:52 AM

Last Clock Out 01/15/2018 4:30 PM

Pay Code	In	Out	Reg	OT-1 - SDIFF
20[STAFF SALARY]	10:52 AM	4:30 PM	0.00	0.00

G. 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.

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

Request Status :

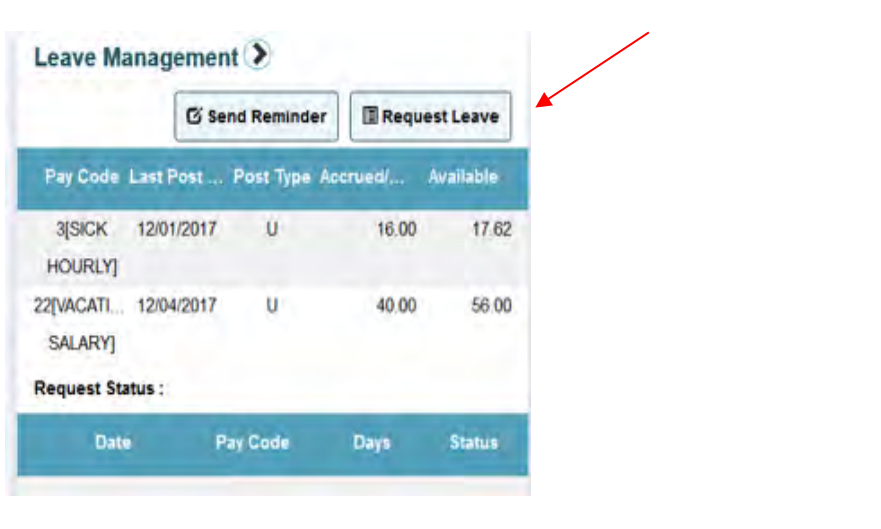
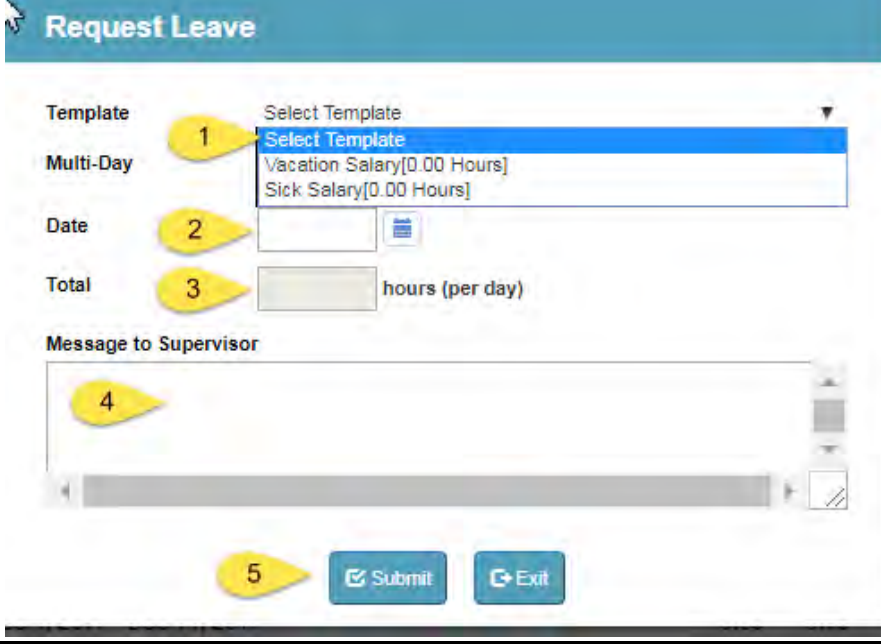
Date	Pay Code	Days	Status
------	----------	------	--------

Check Department Calendar.

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

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” button on Leave Management Widget.</p> <p>A new window will appear. (Shown below).</p>	
<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>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 8 hours and supervisor grants permission for only 4 hours, the system will generate a message stating that the request has been denied and will resend the regularly scheduled work day. A new request will have to be submitted for approved # hours.</p>

H. 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.

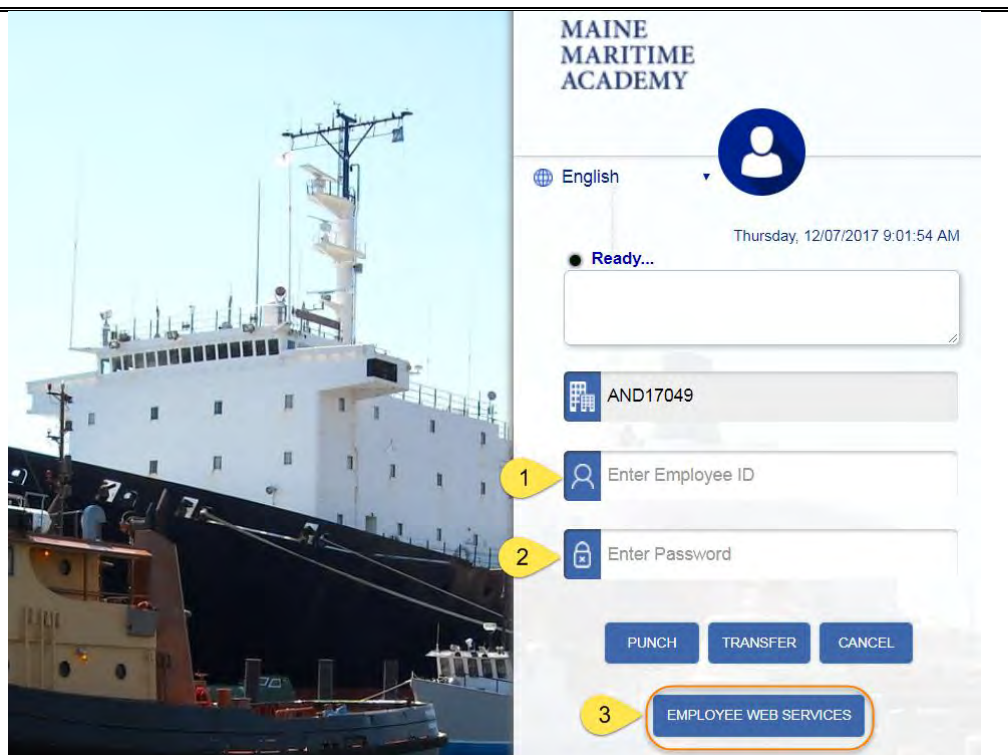
Legal Documents. Timecards are legal documents and are directly tied to pay. Submission of an inaccurate timecard may lead to disciplinary proceedings, up to and including termination of employment and/or legal action.

I. How to Submit Timesheet

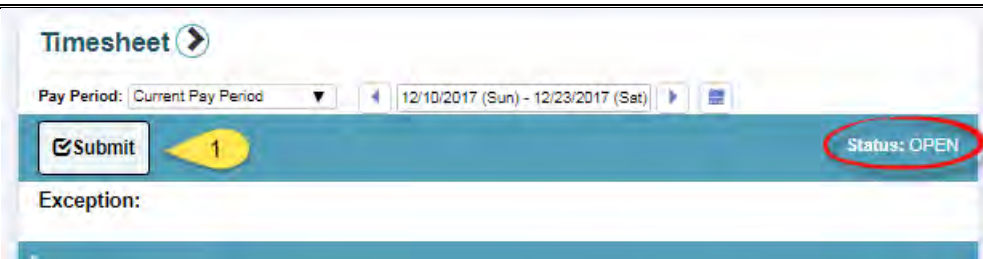
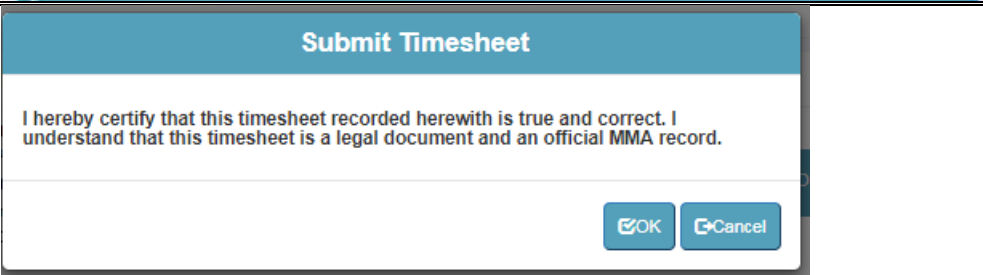
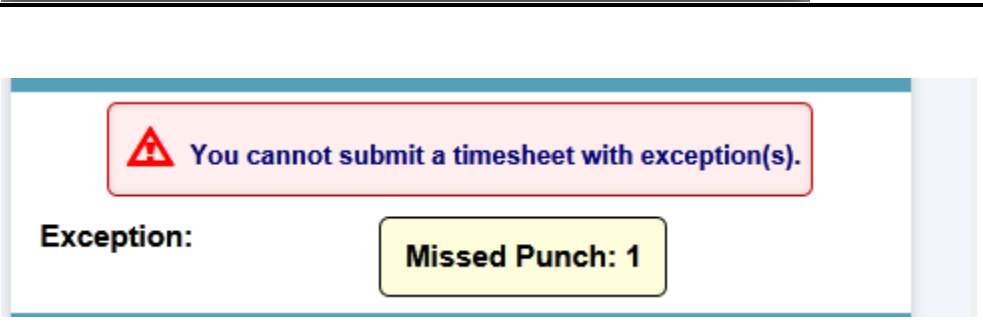
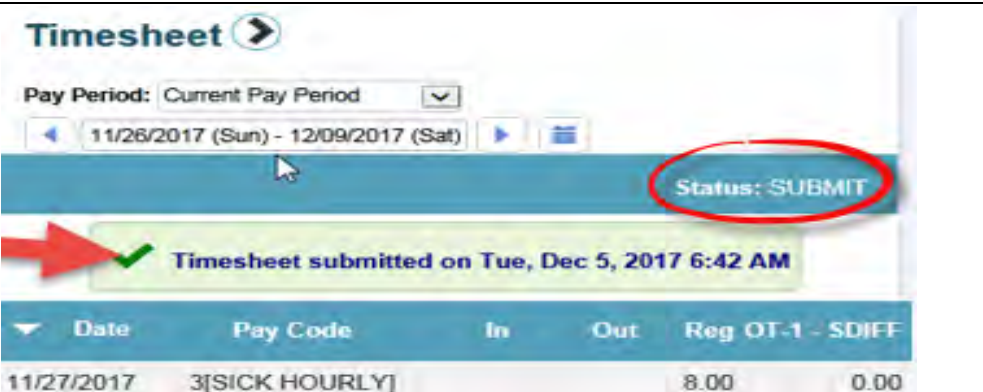
1. Type your network user name into this field (the name you use to login to your MMA computer).

2. Password:
Type your network password into this field (the password you use to login to your MMA computer).

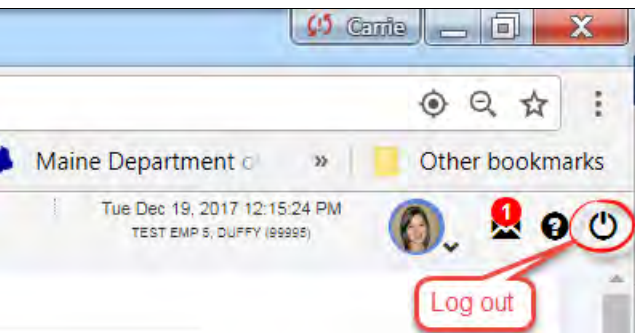
3. Click Enter or “Employee Web Services”



The screenshot shows the login page for the MAINE MARITIME ACADEMY. The page has a header with the organization's name and a language dropdown set to 'English'. Below the header is a user profile icon and the date 'Thursday, 12/07/2017 9:01:54 AM'. The main login area includes a 'Ready...' status indicator, a text input field, a button labeled 'AND17049', and two input fields labeled 'Enter Employee ID' and 'Enter Password'. At the bottom, there are three buttons: 'PUNCH', 'TRANSFER', and 'CANCEL'. A yellow callout '1' points to the 'Enter Employee ID' field, a yellow callout '2' points to the 'Enter Password' field, and a yellow callout '3' points to the 'EMPLOYEE WEB SERVICES' button, which is highlighted with an orange border.

<p>4. Under the Timesheet Pay Period, once the pay period has closed and all information has been entered, click "Submit" button</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>6. If there are any exceptions on your timesheet, the message to the right will display. The exceptions must be corrected before the timesheet can be submitted.</p>	
<p>6. If you are successful, the following message will display "Timesheet submitted" and the status will be updated to read: "Submit".</p>	

J. 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>	
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