

MMA NOVAtime Student 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.

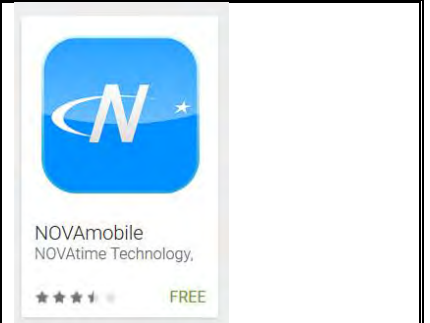
1) You may access it through the MMA Business Portal:

<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:

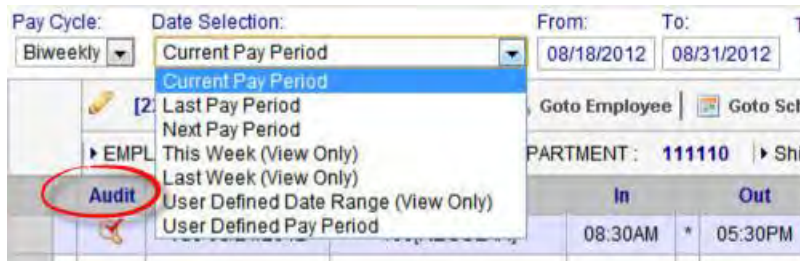
<p>The direct access web links are, which you may save directly to your desktop:</p>	<p>For SSP/Supervisory Units Hourly and Salary https://online3.timeanywhere.com/novatime/ewslogin.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&</p>
	<p>For Confidential https://online3.timeanywhere.com/novatime/ewskiosk.aspx?CID=81abbc3f-1f7c-4301-8a28-6f7af87371ba&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

3) You may access it through the NOVAtime App:

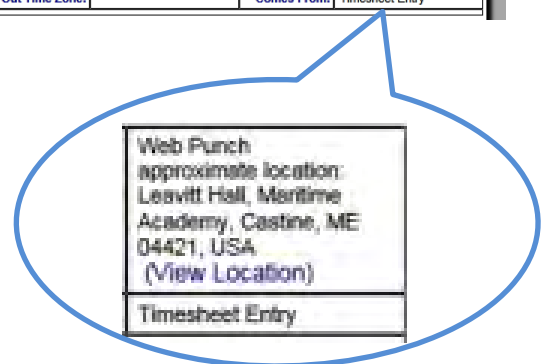
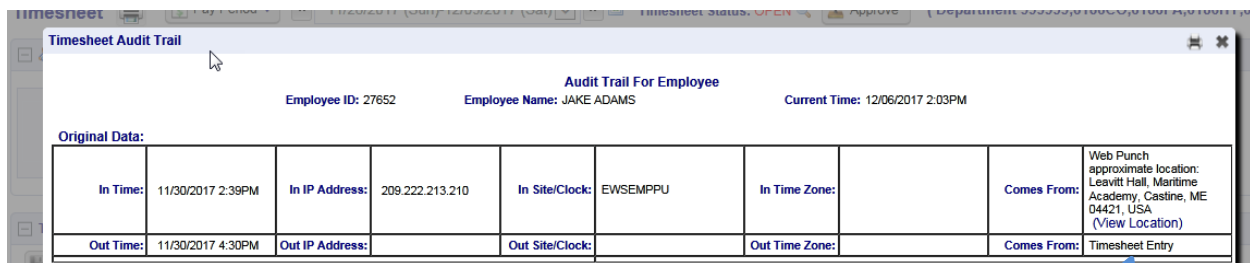
<p>The free mobile app, called NOVAmobile is available on iTunes and Google Play and may be downloaded to your phone or other mobile device. The icon to the right shows the correct app.</p> <p>The Client ID for the app is: AND17049</p>	
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Section 3: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

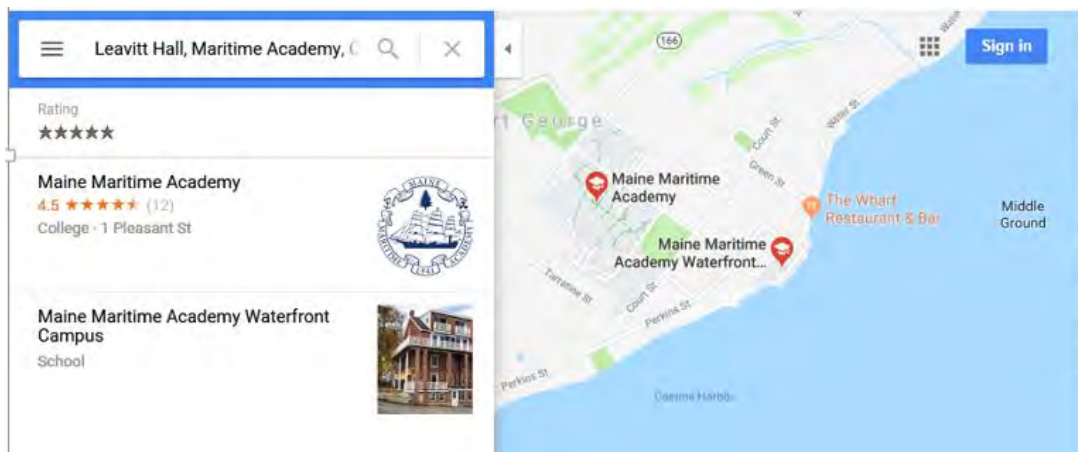
The supervisor view of an employee timesheet provides many of the same fields the employee sees, but in addition, the supervisor has access to an audit column.



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.



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



Section 4: Student Employees

A. How to LOG IN and OUT.

Student employees are expected to punch in as close to their scheduled start time as possible and punch out when their scheduled work time ends. Student employees should punch in and out at their assigned physical work location only.

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 "Start Shift"

MAINE MARITIME ACADEMY

English

Wednesday, 01/10/2018 8:31:52 AM

Ready...

AND17049

Enter Employee ID

Enter Password

START SHIFT END SHIFT

WEB SERVICES

CANCEL

The system then displays Department and Pay values below the initial login area.

1. Department:
Select the department for which you are working from the drop down list
2. Pay Value:
Select the rate of pay for this job from the drop down listing
3. Click Confirm

English

Wednesday, 01/10/2018 9:05:03 AM

Ready...

AND17049

p9996

Enter Password

START SHIFT END SHIFT

WEB SERVICES

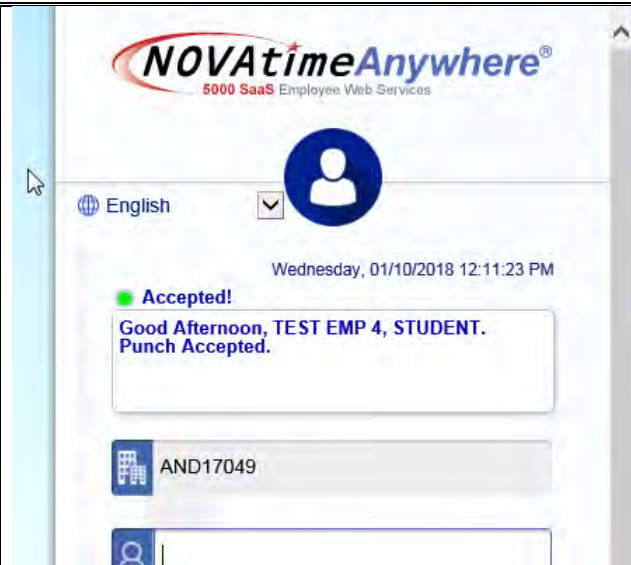
CANCEL

1 Department: 1050Z [Marine Trans Dept St]

2 Pay Value: 1 [Default]

3 CONFIRM CANCEL

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



Student pay codes are listed here. If you have workstudy, you will see the workstudy codes.

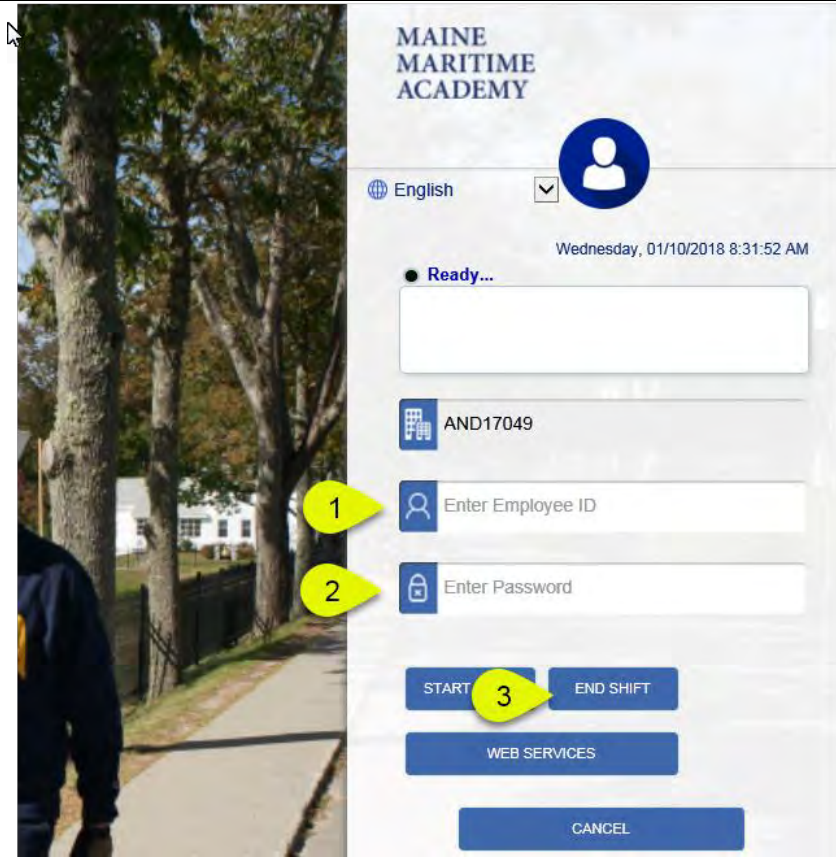
If you do not have workstudy, you will see the regular student worker codes.

NOVAtime Student Pay Values

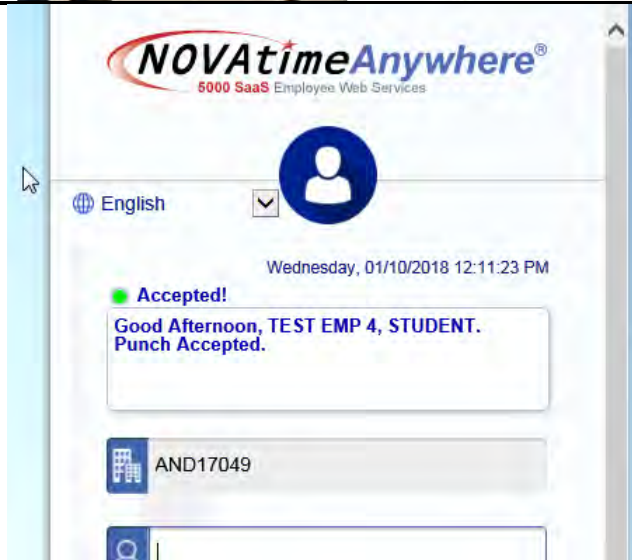
Paycode #	Pay Values	Pay Code	Plain Language
43	ZREG3	43[Std Reg 10]	\$10.00 Student Regular
44	ZREG4	44[Std Reg 1050]	\$10.50 Student Regular
45	ZREG5	45[Std Reg 11]	\$11.00 Student Regular
49	ZWS3	49[Std WS 10]	\$10.00 Student Workstudy
50	ZWS4	50[Std WS 1050]	\$10.50 Student Workstudy
51	ZWS5	51 [Std RS 11]	\$11.00 Student Workstudy

When you have finished your shift in a particular department, Click the End Shift Button.

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 "End Shift"



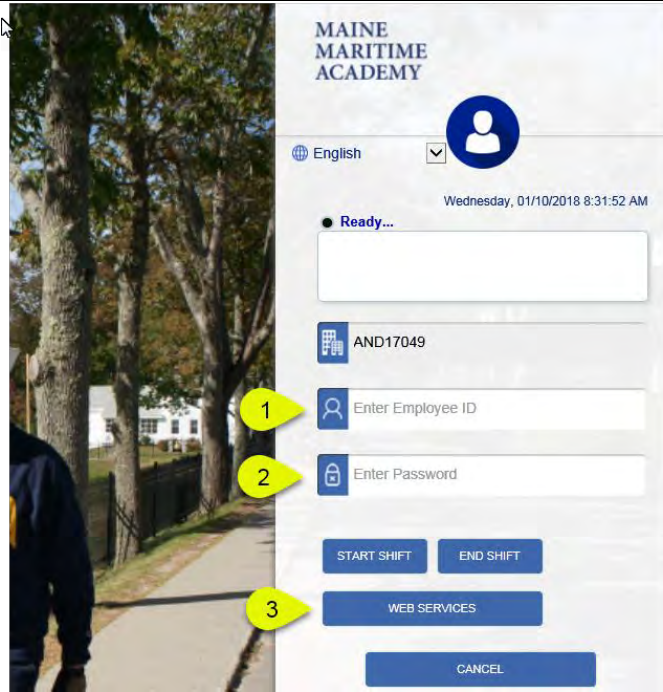
4. The system will acknowledge your punch with a message that says your Punch was accepted.



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.

Timesheet

Pay Period: Current Pay Period

01/07/2018 (Sun) - 01/20/2018 (Sat)

Status: OPEN

Exception:

Date	In	Out	Pay Code	Reg	OT-1 - SDIFF
01/10/2018			43[STD REG 10]	0.50	0.00
01/10/2018	2:27 PM	3:04 PM	0[STAFF HOURLY HR]	0.00	0.00

Summary:

Weekly Period	Reg	OT
Jan 7, 2018 - Jan 20, 2018	0.50	0.00

Exception Summary

Pay Period: Current Pay Period

01/07/2018 (Sun) - 01/20/2018 (Sat)

Exception	Count

Schedule

Daily

◀ Jan 7, 2018 - Jan 13, 2018 ▶

7 SUN	8 MON	9 TUE	10 WED	11 THU	12 FRI	13 SAT

Weekly Period

Weekly Period	Reg	OT	Total
Jan 7, 2018 - Jan 13, 2018	0.00	0.00	0.00

Message

Timesheet Access:

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

The screenshot shows the Timesheet interface. At the top, the word "Timesheet" is displayed with a right-pointing arrow next to it, which is highlighted by a red arrow. Below this, there is a "Pay Period" dropdown menu set to "Current Pay Period" and a date range "01/07/2018 (Sun) - 01/20/2018 (Sat)". A "Submit" button is visible on the left, and the status "Status: OPEN" is on the right. Below the "Exception:" section, there is a table with columns: Date, In, Out, Pay Code, Reg, and OT-1 - SDIFF.

Date	In	Out	Pay Code	Reg	OT-1 - SDIFF
01/10/2018			43[STD REG 10]	0.50	0.00
01/10/2018	2:27 PM	3:04 PM	0[STAFF HOURLY HR]	0.00	0.00

At the bottom, a "Summary:" section shows "Jan 7, 2018 - Jan 20, 2018" with "Reg" hours of 0.50 and "OT" hours of 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.

The screenshot shows the NOVAtime - Timeanywhere web application. The browser address bar shows "https://online3.timeanywhere.com/TimeanywhereExt2/load-timeany...". The page title is "MAINE MARITIME ACADEMY". The "Timesheet" button is highlighted with a red arrow, and the "Pay Period" dropdown is also highlighted with a red arrow. The "Pay Period" is set to "01/07/2018 (Sun)-01/20/2018 (Sat)". The "Timesheet Status: OPEN" is displayed. Below the "Timesheet" section, there is a table with columns: Date, Pay Value, Department, In, Out, Date[OUT], and PayCode.

Date	Pay Value	Department	In	Out	Date[OUT]	PayCode
Wed 01/10/2018	ZREG3 [\$10.00 Student Regular]	2191Z [Admin Computer Services Studnt]	2:27PM	3:04PM	Wed 01/10/2018	0[STAFF HOURLY HR]
Wed 01/10/2018	ZREG3 [\$10.00 Student Regular]	2191Z [Admin Computer Services Studnt]				43[STD REG 10]

Below the table, there is a "Weekly Summary" section with columns: Date Range Of Week, Reg, OT-1, OT-2, and SDIFF.

Date Range Of Week	Reg	OT-1	OT-2	SDIFF
01/07/2018 ~ 01/13/2018	0.50	0.00	0.00	0.00
01/14/2018 ~ 01/20/2018	0.00	0.00	0.00	0.00

At the bottom, there is a "Timesheet Summary" section with columns: Pay Code, Reg Hrs, OT-1, and Total Hrs.

Pay Code	Reg Hrs	OT-1	Total Hrs
0[STAFF HOURLY HR]		0.00	0.00
43[STD REG 10]		0.50	0.00

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

The screenshot shows the NOVAtime - Timeanywhere web application. The user is logged in as TEST EMP 4, STUDENT (99996). The current date is Wednesday, 01/10/2018 3:25:00 PM Eastern Time. The timesheet status is OPEN. The main table displays the following data:

Date	Pay Value	Department	In	Out	Date[OUT]	PayCode
Tue 01/09/2018	ZREG3 [\$10.00 Student Regular]	2190Z [Academic Computing Student]	3:00PM			0[STAFF HOURLY HR]
Wed 01/10/2018	ZREG3 [\$10.00 Student Regular]	2191Z [Admin Computer Services Studnt]	2:27PM	3:04PM	Wed 01/10/2018	0[STAFF HOURLY HR]
Wed 01/10/2018	ZREG3 [\$10.00 Student Regular]	2191Z [Admin Computer Services Studnt]				43[STD REG 10]

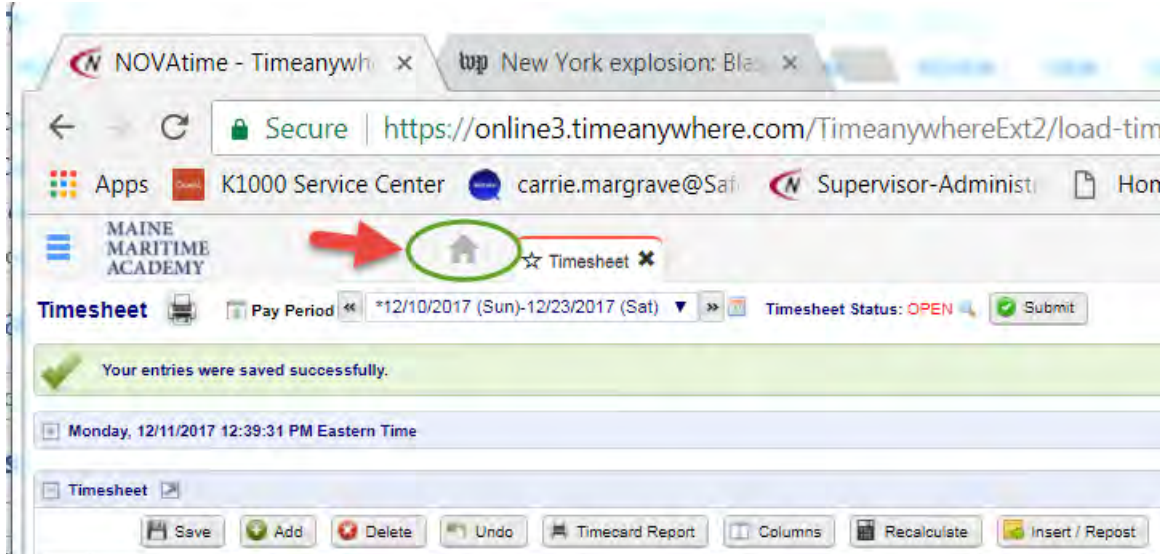
The 'Out' cell for the date 01/10/2018 is highlighted in yellow. Below the table, there is a 'Weekly Summary' section with columns for Date Range Of Week, Reg, OT-1, OT-2, and SDIFF. The 'Timesheet Summary' section shows a group by Paycode with columns for Pay Code, Reg Hrs, OT-1, and Total Hrs.

C. How to Fix a Missed Punch

Student employees must notify their supervisors of any missed punches or absences during the pay period in which they missed the punch. 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. Employee EWS 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-

Timesheet

Pay Period: Current Pay Period
 01/07/2018 (Sun) - 01/20/2018 (Sat)

Status: OPEN

Exception:

Date	In	Out	Pay Code	Reg	OT-1 - SDIFF
01/10/2018			43[STD REG 10]	0.50	0.00
01/10/2018	2:27 PM	3:04 PM	0[STAFF HOURLY HR]	0.00	0.00

Summary:

	Reg	OT
Jan 7, 2018 - Jan 20, 2018	0.50	0.00

Schedule

Daily

◀ Jan 7, 2018 - Jan 13, 2018 ▶

7 SUN	8 MON	9 TUE	10 WED	11 THU	12 FRI	13 SAT

Weekly Period

Weekly Period	Reg	OT	Total
Jan 7, 2018 - Jan 13, 2018	0.00	0.00	0.00

Exception Summary

Pay Period: Current Pay Period
 01/07/2018 (Sun) - 01/20/2018 (Sat)

Exception	Count

Message

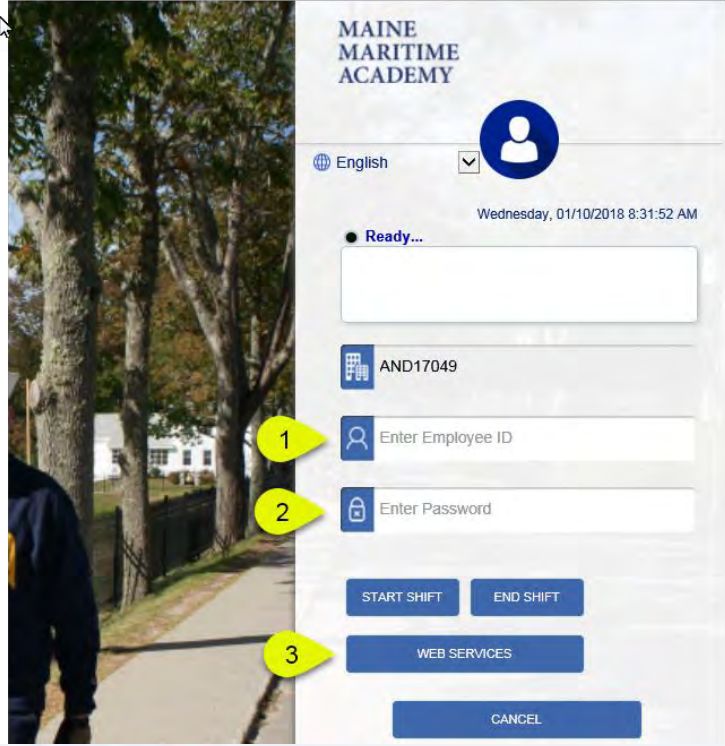
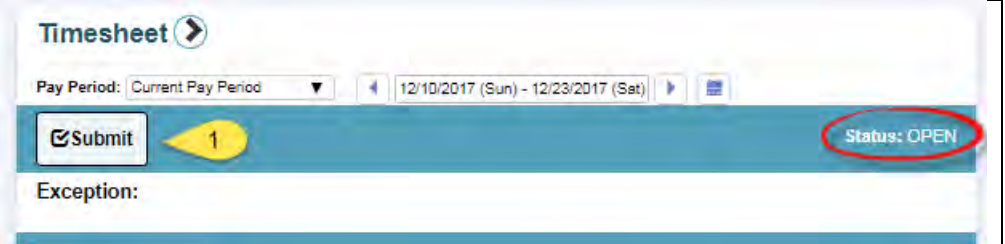
E. Review Timecard before Submission

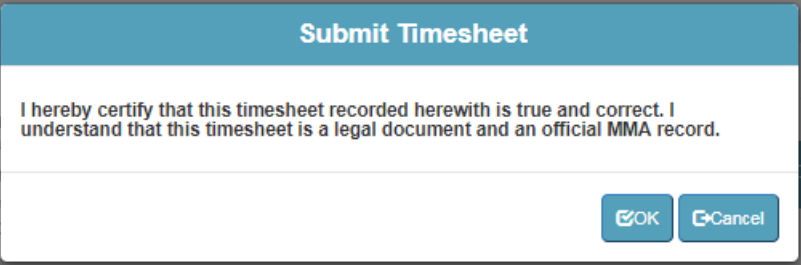
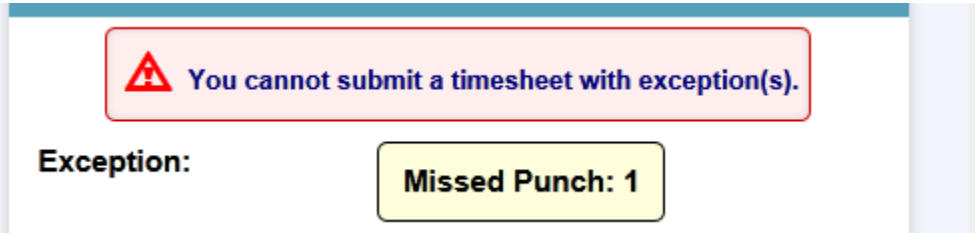

Due Date and Time. All timecards must be submitted and approved no later than 11:00 a.m. on the Tuesday immediately following the end of the pay period. For this reason, it is recommended that both employees and supervisors review their timecards frequently throughout the pay period to ensure there are no exceptions, i.e., missed punches, absentee records. **Repeated failure to turn in a timecard on time may lead to loss of your student employment.** It is unacceptable to turn in your timecard late.

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

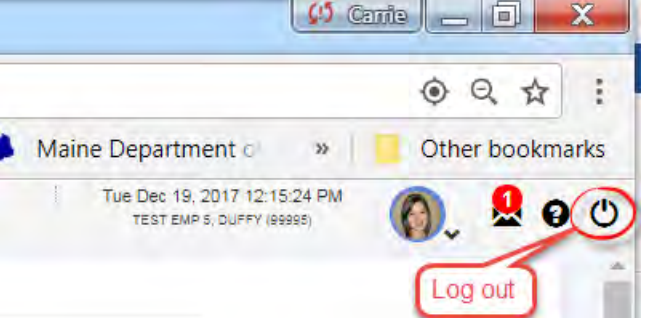
Legal Documents. Timecards are legal documents and are directly tied to pay. Submission of an inaccurate timecard may lead to disciplinary proceedings, up to and including termination of employment. Student employment is also subject to NCAA regulations. Strict attention to detail and accurate recording of hours is required.

F. 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"	
<ol style="list-style-type: none">4. Under the Timesheet Pay Period, once the pay period has closed and all information has been entered, click "Submit" button	

<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, there are two buttons: "OK" and "Cancel".</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 message displays a red warning triangle icon followed by the text "You cannot submit a timesheet with exception(s)". Below this, it says "Exception:" 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" interface. A green message box with a checkmark says "Timesheet submitted on Tue, Dec 5, 2017 6:42 AM". A red arrow points to this message. The status "Status: SUBMIT" is circled in red. Below the message is a table with columns: Date, Pay Code, In, Out, Reg, OT-1, S-DIFF. The first row shows: 11/27/2017, 3[SICK HOURLY], 8.00, 0.00.</p>

F. 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 a browser window with a user profile in the top right corner. The profile includes a name "TEST EMP 5, DUFFY (99995)", a date and time "Tue Dec 19, 2017 12:15:24 PM", and a profile picture. In the bottom right of the profile area, there are three icons: a notification bell with a red "1", a question mark, and a power button icon. A red circle is drawn around the power button icon, and a red arrow points from a "Log out" label to it.</p>
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