

## URBANA PARK DISTRICT NOVAtime - Employee Web Services (EWS)

### Objectives:

- EWS - What is EWS? How do I access EWS?
- EWS - Creating your EWS password → First Login → Navigation
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- EWS - Timesheet Entry - Manual
- EWS - Requesting Time Off

### Employee Web Services "EWS" - What is it and how do I access it?

The Employee Web Services is the NOVAtime Web Portal that provides each individual employee access to your own timesheet, schedule and accrual history, as well as, providing the ability to request time off.

Employees can access their EWS via a web browser at the following link:

<https://online4.timeanywhere.com/novatime/ewslogin.aspx?CID=15c45a72-8dc7-4efe-8e11-3661ce9f6eaa>

Message Board

Urbana Park District  
\*\*\* Welcome to NOVAtime \*\*\*

NOVAtimeAnywhere®  
5000 SaaS Employee Web Services

English

Wednesday, 03/09/2022 9:06:39 PM

Ready...

AND21031

Enter Employee ID

Enter Password

PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES

[Forgot / Reset Password](#)

### EWS - Creating your EWS password → First Login → Navigation

- From the EWS login screen, input your four-digit **Employee ID number**, input the temporary password of **demo1234**, then click the Employee Web Services button.

AND21031

Enter Employee ID

Enter Password

PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES

- The Setup Password pop-up window will appear prompting you to create a new password that is **between 8 and 12 characters** and must contain at least **1 number and 1 letter** and select a Security Question and Answer to be used for password recovery options. Click the Confirm button.



**Setup Password**

Please enter a password between 8 and 12 characters.  
Password must contain at least 1 number and 1 letter.

New Password:

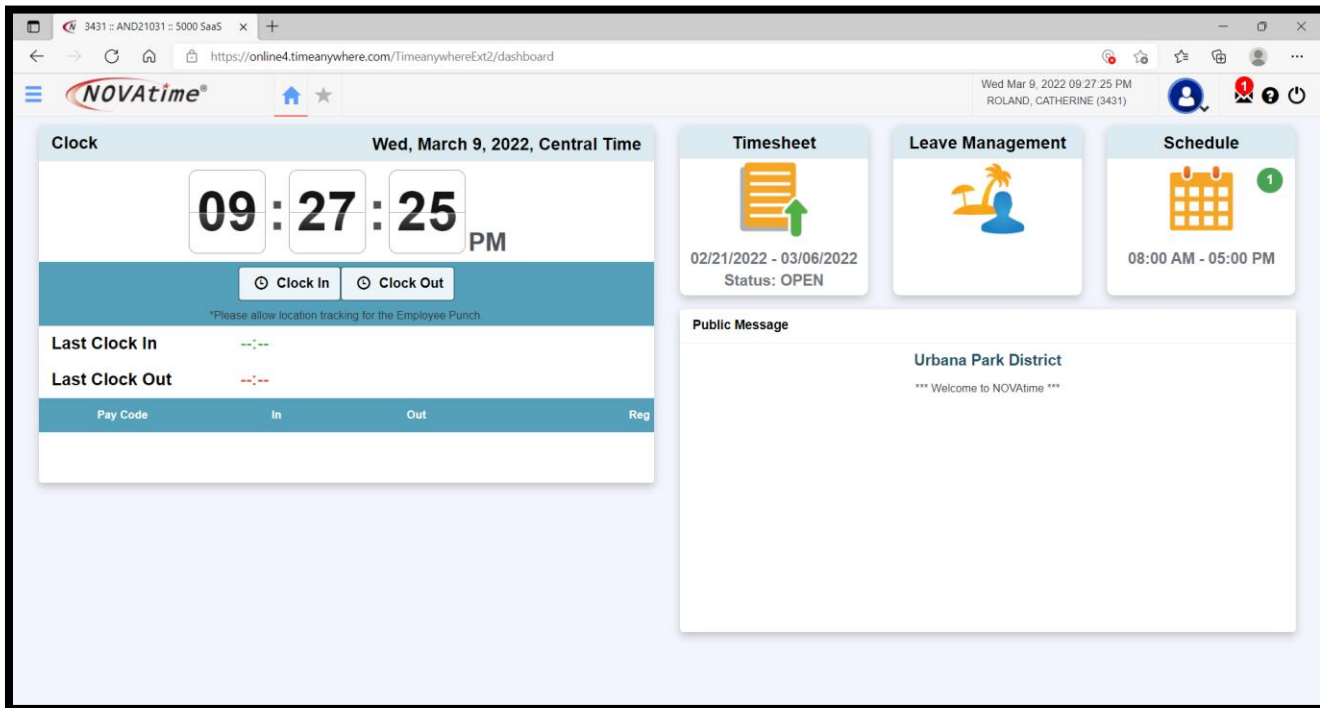
Verify Password:

Security Question: <-- Select -->

Answer:

**CONFIRM** **CANCEL**

- You can now log into the Employee Web Services Dashboard:



The screenshot shows the Employee Web Services Dashboard for NOVAtime. The top navigation bar includes the NOVAtime logo, a home icon, and a star icon. The date and time are displayed as "Wed Mar 9, 2022 09:27:25 PM" and "ROLAND, CATHERINE (3431)".

The main dashboard is divided into several sections:

- Clock:** Displays the current time as "09:27:25 PM". Below the time are buttons for "Clock In" and "Clock Out". A note below these buttons reads: "Please allow location tracking for the Employee Punch". Below this are fields for "Last Clock In" and "Last Clock Out". At the bottom is a table with columns: "Pay Code", "In", "Out", and "Reg".
- Timesheet:** Displays a calendar icon and the date range "02/21/2022 - 03/06/2022" with the status "Status: OPEN".
- Leave Management:** Displays a calendar icon and a person icon.
- Schedule:** Displays a calendar icon and the time range "08:00 AM - 05:00 PM".
- Public Message:** Displays a message from "Urbana Park District" that reads: "\*\*\* Welcome to NOVAtime \*\*\*".

**NOTE:**

When you first open the EWS page, you may receive a prompt that reads

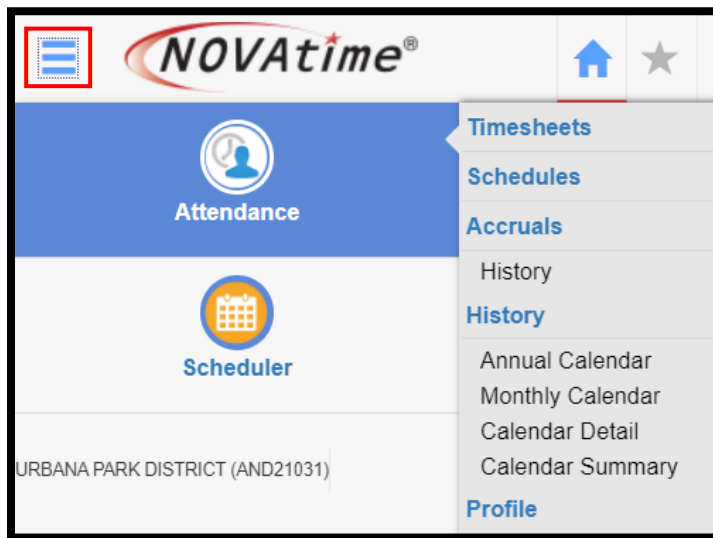
"Allow online3.timeanywhere.com want to: Know your location"

Select **Allow** on this prompt (do not X out of it) to enable the Punch feature within the Timesheets page.

- At the top of this page is the navigation bar
  - This is the hamburger icon that will let you navigate to other pages
  - This is the home button which will take you back to the dashboard
  - The User Icon drop down will let you view your profile to change your password
  - This icon will show you any unread messages you have
  - This is the log out button

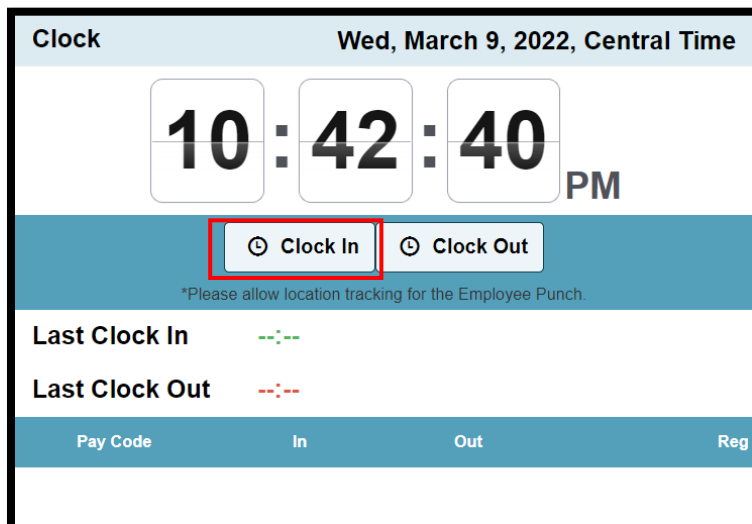


- The hamburger icon will let you go to additional sections when you click on it you can hover over the sections to see additional pages



### EWS – Punching In & Out via the Employee Web Services

- Click on **Clock In** button on the Clock on the Dashboard



- Select your **Location and Task** or your **Position**, then click **Punch**
  - Select the **magnifying glass** to select from a list of your available Locations, Tasks, or Positions
  - These available fields may differ depending on your department

**Clock** Wed, March 9, 2022, Central Time

\*Please allow location tracking for the Employee Punch.

**Position:**

**Clock** Wed, March 9, 2022, Central Time

\*Please allow location tracking for the Employee Punch.

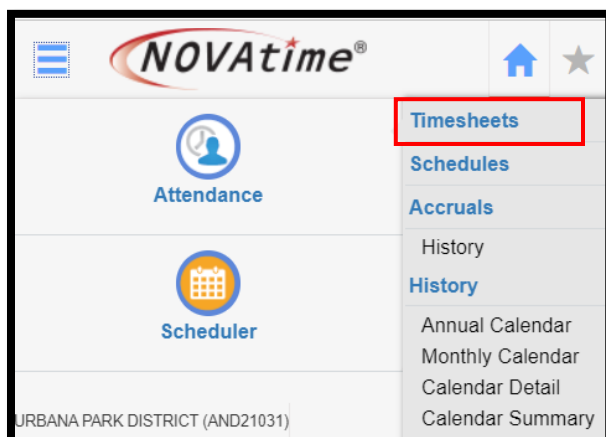
**Location:**

**Task:**

- If you **change** Location, Task, or Position during the day, use the **Clock In** button **again** to switch to another Location, Task, or Position.
- Use the **Clock Out** button to clock out for your lunch break, and at the end of each work day.

### EWS – Timesheet Entry – Manual

- If authorized to do so, you may enter your time manually into your timesheet.
- Navigate to Attendance → Timesheet on the hamburger menu, or by clicking the Timesheet widget on the Dashboard



Select the Pay Period - by default the current pay period will display.

Click on the different filter options to select the appropriate pay period, or use the blue arrows to advance the dates

Filter options: Current, Last, Next, Custom Date Range, or User Defined Pay Period

The screenshot shows the 'Timesheet' header. Below it, the 'Pay Period' is set to 'Current Pay Period'. A dropdown menu is open, showing options: 'Current Pay Period', 'Last Pay Period', 'Next Pay Period', 'User Defined Pay Period', and 'Custom Date Range (View Only)'. To the right of the dropdown, there are blue arrows for navigating between periods. A date range '04/05/2020 (Sun) - 04/18/2020 (Sat)' is displayed. Further right, there is a 'Daily' toggle switch. At the bottom right, a calendar for April 2020 is visible, with the 15th highlighted.

- Find the first blank row on the timesheet
- Select the **Date** from the drop-down menu
- Select the **Pay Code** from the drop-down for the correct pay code for your hours
- Select the **Location, Task, or Position** you worked in for the period of time you are entering
  - You can use the magnifying glass to select from a list of available options, or begin typing in the field to locate your selection.

The screenshot shows the 'Timesheet' interface for 'ROLAND, CATHERINE - 3431'. At the top, there are buttons for 'Save', 'Delete', 'Undo', 'Recalculate', 'Insert / Repost', and 'More Functions'. Below these is a table with columns: 'Date', 'Pay Code', and 'Position'. The first row shows 'Tue 03/08/2022', '0[REGULAR PAY]', and '01-01-001-42008 [PT ADMIN ACCOUNTING ASSI]'. The second row shows 'Wed 03/09/2022', '0[REGULAR PAY]', and a search field with a magnifying glass icon.

- Enter **Clock In** time and **Clock Out** time
  - Be sure to enter am/pm next to the time or use military time for time entry
- Add **Notes** or select **Reasons**, as needed.

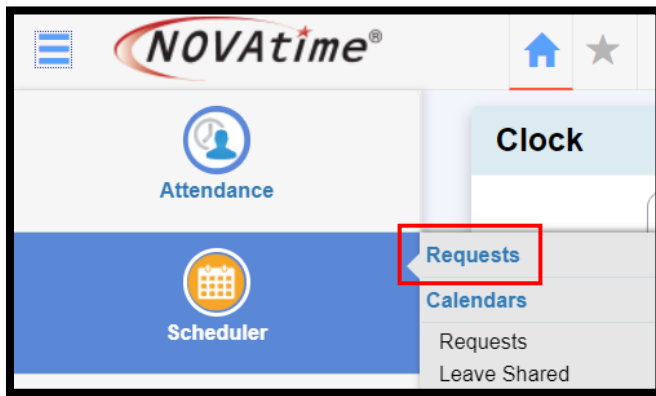
In	Out	Reg	OT	Total Hours	Weekly Total Hours	Note	Reason
05:00 PM	07:30 PM	2.50	0.00	2.50	2.50		
07:00 PM	11:00 PM	4.00	0.00	4.00	6.50		

- Click **Save** in the top left corner of the Timesheet window

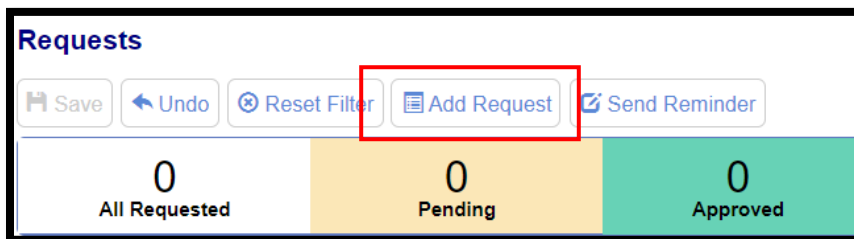
## EWS - Employee Request for Time Off (FULL TIME EMPLOYEES ONLY)

EWS allows you to submit a Time Off Request to your supervisor.

Navigate to Scheduler → Requests or by clicking the Leave Management widget on the Dashboard



Click on the **Add Request** button, a pop-up window will display: Fill in all required fields.



1. Type in a Request Title
2. Select a Paycode from the drop down menu for the type of leave you are requesting.
3. Multi-Day (Y/N)
  - a. If Multi-day, enter the Start and End date
4. Click on Calendar to select date
5. Enter the total number of hours you are requesting
6. Write a message to your supervisor, if needed
7. Click Submit button

The image shows the 'Add Request' form. It has a blue header with the title 'Add Request'. The form contains the following fields:

- Request Title: Text input field with 'Time Off' entered.
- Pay Code: Dropdown menu with '6 [PAID LEAVE USED]' selected.
- Multi-Day: Toggle switch (currently off).
- Date: Text input field with '07/26/2022' and a calendar icon.
- Total: Text input field with '8.00' and a label 'hours (per day)'.
- Message to Supervisor: Text area with 'Going to the beach!' entered.

At the bottom, there are three buttons: 'Compute Shift hours', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box.

If **Multi-Day** was selected, click the Next button to proceed. A pop-up window will appear. Here you are able to review multi-day requests, make adjustments, and even remove an entry by selecting the red "X" next to the date. If everything looks good, select the Submit button

The screenshot shows the 'Add Request' form with the following details:

- Request Title:** Time Off
- Pay Code:** 6 [PAID LEAVE USED]
- Multi-Day:** ☒
- Date:** 07/26/2022 To 07/30/2022  
7/26, 7/27, 7/28, 7/29, 7/30
- Total:** 8.00 hours (per day)
- Message to Supervisor:** Going to the beach!

At the bottom, the 'Next' button is highlighted with a red box, along with 'Compute Shift hours' and 'Cancel' buttons.

The screenshot shows the 'Add Request' form with the following details:

- Request Title:** Time Off
- Pay Code:** 6 [PAID LEAVE USED]

	Date	D	Hours	Start	End
X	Jul 26, 2022	Tue	8.00		
X	Jul 27, 2022	Wed	8.00		
X	Jul 28, 2022	Thu	8.00		
X	Jul 29, 2022	Fri	8.00		
X	Jul 30, 2022	Sat	8.00		

Below the table, the 'Message to Supervisor' field contains 'Going to the beach!'. At the bottom, the 'Submit' button is highlighted with a red box, along with 'Back', 'Compute Shift hours', and 'Cancel' buttons.

At this point, the request for Time Off will be sent to your NOVAtime Supervisor for review and approval. The "requested" day will now appear within the selected day of the Pending Request grid.

You can review the status of the request, by checking your Scheduler → Requests page or clicking on the Scheduler → Calendar page to view the status of Pending, Approved and Declined requests.

After the schedule request has been Approved, the NOVAtime system will post the approved time off to your timesheet and will also update your accrual balances, by deducting it from the available balance and it will also update the schedule to reflect the approved day off.

Upon the Approval or Decline of a Time Off Request, the you will also receive an email and a private system message the next time you log into the EWS. It will also reflect the Supervisors comments.