

NOVAtime Employee Time and Attendance System

SCHOOL-BASED TIMEKEEPERS

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NOVAtime Employee Time and Attendance System

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When logging into NOVAtime as a timekeeper, navigate to <http://supervisor.cpsd.us>.

Software as a Service

NOVAtimeAnywhere
4000 SaaS ADMINISTRATOR / SUPERVISOR WEB SERVICES

Wednesday, 07/17/2013 2:56:06 PM

Client ID:

User ID: 1

Password: 2

3 LOGIN CANCEL

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\$1 MILLION GUARANTEE
SECURE
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NS network solutions

1. Enter your CPS network login in the box labeled 'User ID'
2. Enter your CPS network password you use when starting your computer in the morning.
3. Click "LOGIN".

Using NOVAtime, as a timekeeper, you can:

- A. Report employee timesheet exceptions
- B. Review employee timesheets
- C. Run reports

A. Reporting employee timesheet exceptions

For your school’s teaching and paraprofessional staff, their timesheet is automatically populated each pay period. Regular working hours are reported on the timesheet for each required working day for these employees. As a timekeeper, you will be tasked with updating an employee’s timesheet with any exceptions, or non-regular working hours like sick time, during each pay period.

Teachers and paraprofessional staff will continue your school’s standard sign-in practice. Each morning, you should review the sign-in sheet and note any employees that have not signed-in for the day. You should make sure that these employees are not present at work and in the building, but have just forgotten to sign-in. Once you confirm that an employee is actually absent from work, you should log into NOVAtime to update the employee’s timesheet. (Please see the log in instructions on the preceding page.)

Once logged in, you will see a list of teaching and paraprofessional staff that report directly to your school principal. Using the employee search function, you can easily search for the employee’s timesheet you want to update and report the absence. **a**

When the “Employee Search” is complete, a red arrow will appear next to the employee’s name. To gain access to and view the employee’s timesheet, simply click on the employee’s name. **b**

Summary

Pay Cycle: Semi-Monthly, starting 1st day | Date Selection: Last Pay Period | From: 09/01/2013 | To: 09/15/2013 | Last updated: Thursday, 09/19/2013 10:08 AM | Update | Update Schedules

Group / Filter By: All | Employee Search: FIEDLER | **a** | 1

Status Filter: All | Active Only

Unopened Timesheets: 0
Opened Timesheets: 5 | Save | Approve this Page

ID [▲]	Name	Timesheet Status	Sch.Hr	Total Hrs	REG	SCK	PERS	PSCK	VAC	OT-1	OT-2
9999010	BERNE, ROGER	OPEN b	60.00	60.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00
9999014	DE PASQUALE, PRECIOUS	OPEN b	45.00	45.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00
9999015	FIEDLER, KATHY b	OPEN b	60.00	60.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00
9999016	FIEDLER, JAMES	OPEN b	60.00	60.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00
9999017	NEWSOME, RENEE	OPEN b	80.00	80.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00

Once you have navigated to the employee timesheet, the “Date Selection” should be set to the “Current Pay Period”. a

❖ To update the employee’s timesheet and record a **full-day absence** on the timesheet:

1. Using the green “+” icon, add a record or line to the timesheet.
2. Next, you will need to select the Pay Code. A Pay Code is used to describe your regular time worked or your leave (or absence) time (sickness, personal day, vacation). The NOVAtime system is set-up so that you can see all of the Pay Codes that your employees are eligible to use. A sample list of Pay Codes follows this section.
3. In the “Job” field, the employee’s job or title should automatically default. You normally will not need to change this.
4. In the blank field below the date worked, enter the total leave hours used.
5. In the “Regular” Paycode field for that day, be sure to delete the regular hours that were automatically populated on the timesheet.
6. After updating the timesheet, please be sure to ‘**SAVE**’.

The screenshot displays the NOVAtime Timesheet interface. On the left, there is a list of employees with a search bar and a filter set to 'All'. The main area shows the timesheet for 'FIEDLER, KATHY - 9999015'. The 'Date Selection' is set to 'Current Pay Period' (09/15/2013 to 09/30/2013). The timesheet grid shows hours worked for each day of the week. Annotations 1 through 6 highlight specific elements: 1. Total hours column, 2. Pay Code dropdown menu, 3. Job field, 4. Hours input field, 5. Regular paycode field, and 6. Search bar.

Pay Code	Job	Sunday Sep-15	Monday Sep-16	Tuesday Sep-17	Wednesday Sep-18	Thursday Sep-19	Friday Sep-20	Saturday Sep-21	Total
[REGULAR]	635 [Teacher/Library Media]		6.00	6.00	6.00	6.00	6.00		30.00
[REGULAR]	635 [Teacher/Library Media]				6.00				6.00
[REGULAR]	Daily T	0.00	6.00	6.00	12.00		6.00	0.00	

❖ To report, a **partial day absence** (e.g. a teacher reports a doctor’s appointment in the morning and arrived to work three hours late), you will need to make two entries one the timesheet for the one work day.

1. Using the green “+” icon, add a record or line to the timesheet.
2. Select the “Pay Code”. In this instance, choose Pay Code “20-Sick”.
3. In the “Job” field, the employee’s job or title should automatically default.
4. In the blank field below the appropriate date, enter the total hours the employee was absent from work.
5. In the “Regular” Paycode field for that day, be sure to delete the regular hours that were automatically populated on the timesheet, and enter the total hours of the partial day s/he worked.
6. Again, please be sure to “Save” your entry. When combining the two records, the total hours reflected should equal a complete working day.

The screenshot shows a timesheet interface for employee FIEDLER, KATHY. The interface includes a search bar, a list of employees, and a main table for recording hours. Numbered callouts are placed as follows:

- 1:** Points to the 'Timesheet Status: OPEN' indicator.
- 2:** Points to the 'Unopened Timesheets: 0' section.
- 3:** Points to the 'Job' dropdown menu in the first row of the table.
- 4:** Points to the 'Total' column for the first row.
- 5:** Points to the 'Save' button in the top toolbar.
- 6:** Points to the 'Count: 5' indicator in the top left.

Pay Code	Job	Sunday Sep-15	Monday Sep-16	Tuesday Sep-17	Wednesday Sep-18	Thursday Sep-19	Friday Sep-20	Saturday Sep-21	Total
0[REGULAR]	635 [Teacher Library Media]		6.00	6.00	3.00	6.00	6.00		27.00
36[BEREAVEMENT]	635 [Teacher Library Media]				3.00				3.00
Daily Totals:		0.00	6.00	6.00	6.00	6.00	6.00	0.00	

Pay Code	Job	Sunday Sep-22	Monday Sep-23	Tuesday Sep-24	Wednesday Sep-25	Thursday Sep-26	Friday Sep-27	Saturday Sep-28	Total
0[REGULAR]	635 [Teacher Library Media]		6.00	6.00	6.00	6.00	6.00		30.00
Daily Totals:		0.00	6.00	6.00	6.00	6.00	6.00	0.00	

You may elect to use the notes field, which your school principal will be able to view. This feature will be particularly helpful when explaining or providing detail about an absence from work.

❖ **To add a note:**

1. Select and click on the yellow highlighted “pencil” icon next to the hours entered.
2. A pop-up field will appear. Type your note in the field provided.
3. When complete, select “Confirm”.
4. Be sure to “Save”.
5. After saving your entry and note, a small envelope icon will now appear in the “Note” field at the end of your record. You can view or edit your note by clicking on the “envelope” icon.

Pay Code	Job	Sunday Sep-15	Monday Sep-16	Tuesday Sep-17	Wednesday Sep-18	Thursday Sep-19	Friday Sep-20	Saturday Sep-21	Total
0[REGULAR]	635 [Teacher Library Media]	---	6.00	6.00	---	6.00	6.00	---	24.00
3[BEREAVEMENT]	635 [Teacher Library Media]	---	---	---	6.00	6.00	---	---	6.00
Daily Totals:		0.00	6.00	6.00	6.00	6.00	6.00	0.00	

Timesheet Note

Kathy's grandfather passed away, and she is reporting a bereavement day.

Confirm

All Timesheets Count: 5

Save Undo Recalculate Detail Copy

Pay Cycle: Semi-Monthly, starting 1st day Date Selection: Current Pay Period From: 09/16/2013 To: 09/30/2013 Timesheet Status: OPEN Approve

Pay Code	Job	Sunday Sep-15	Monday Sep-16	Tuesday Sep-17	Wednesday Sep-18	Thursday Sep-19	Friday Sep-20	Saturday Sep-21	Total
0[REGULAR]	635 [Teacher Library Media]	---	6.00	6.00	---	6.00	6.00	---	24.00
3[BEREAVEMENT]	635 [Teacher Library Media]	---	---	---	6.00	6.00	---	---	6.00
Daily Totals:		0.00	6.00	6.00	6.00	6.00	6.00	0.00	

- ❖ NOVAtime will automatically deduct any exception hours reported from the employee's **accrued leave balances**.

You can view an employee's accrual balances by navigating to the Accrual Section.

- By **Pay Code**, you will be able to view the employee's accrued leave balances.
- The **Post Date** signifies the date the employee took leave or when an adjustment or entry was made to his/her time.
- The **Post Type** reflects the type of transaction:

Post Type		
I/+	Import	Rollover of your accrued balances to the system as of June 30 th .
U	User Posting	<p>The Payroll Department made an adjustment to your timesheet. After submitting your timesheet and your supervisor has approved it, you discovered that an adjustment or correction needed to be made to your timesheet. For example, you reported your absence as sick leave rather than bereavement leave. You and/or your supervisor contacted the Payroll Department, who manually adjusted your balances.</p> <p>Please note NOVAtime will reflect your annual accrued sick time as well as three personal days. If personal days are taken, the Payroll Department will manually adjust your sick leave balance accordingly.</p>
S	System Posting	Upload of new annual balances to the system in July or Sept.
T	Timesheet Edit Posting	Time taken as you reported on your timesheet and as approved by your supervisor.
*	Reset	Time greater than the allowed carryover amount that is recovered by the system before a new annual balance is posted.

- Accrued/Used** reflects the time the employee has used or the time s/he accrued during a particular period.

- e. **Available** or **Carry Hours** is the number of hours that are available to employee or his/her leave balance.

Clicking on the “+” symbol will expand the selection, letting you view your leave history.

Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
[20]SCK	09/01/2013	+	184.00	184.00	Import Balance

Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes
09/01/2013	11S	+	184.00	0.00	0.00	0.00	0.00	184.00	Import Balance

If an employee is sick from work, but does not have any hours remaining in his/her sick leave bucket, NOVAtime will not allow you to report this time. You will need to notify the employee that s/he does not have any remaining sick time available to use. You can ask if the employee if s/he would like to use another type of leave, like personal or personal sick time. If the employee does not have any exception or leave time available, you should instruct the employee to contact the Payroll Department, and you will need to report his/her absence as unpaid leave, and select the “60-Unpaid Time” leave Pay Code.

❖ **Pay Codes**

In any given week, an employee must account for his/her time each day, even those days on which s/he is not at work. Pay codes describe the type of time. For instance, “Regular” indicates that the employee was in attendance at work, while “holiday” indicates that the employee was not in attendance at work because of an official work holiday such as Thanksgiving. There are many different pay codes; however, you will see only those that apply to an employee’s particular job category.

<u>Sample</u> List of Pay Code	
Pay Codes	Description
01-Regular	Regular Work Time
12-Paraprof Subbing	Paraprofessional Substitutes for Teacher
18-Staff on Assign	Staff on Assignment
Leaves	
20-Sick	Sick/Illness
21-Vacation	Vacation
22-School Vac	School vacation*
23-Holiday	Legal Holidays per school calendar or contracts
24-Floating Hol	Floating Holiday per contract
27-Snow Day	School cancellations because of snow
29-Personal	Personal Time
30-Personal/Sick	Personal Time charged to Sick
32-Prof'l Day	Professional Day
34-Comp Time	Compensatory Time

***When to use “School Vacation” to report time:** All 10 and 11 month employees who do not accrue vacation time will select “*School Vac*” to report days off during the December winter break, and February and April vacation weeks. Eleven month employees who are required to work a number of days after school ends, will use the “*School Vac*” to report days NOT at work during the summer break (and “*Regular*” to report days in attendance at work).

B. Reviewing an Employee Timesheet

As a timekeeper, you also will be tasked with reviewing a set of employee timesheets to ensure that they have been “submitted”, are accurate and complete, and ready for the supervisor’s approval.

❖ **Completing a timesheet**

A school-based timekeeper is responsible for adjusting exceptions to each employee’s timesheet, based on each employee’s attendance. Leave pay code use for these exceptions should be in consultation with the employee, or with the Payroll department.

❖ **Reviewing a timesheet**

If an employee timesheet status is:

- **OPEN**, the employee’s timesheet has not yet been submitted or approved, and may still be edited and reviewed.
- **SUBMIT**, an employee who submits his/her own timesheet has completed and verified that his/her timesheet is accurate. This timesheet is ready for you to review.
- **REVIEWED**, you, as a timekeeper, have reviewed the employee’s submitted timesheet, and it is now ready for the supervisor’s approval.
- **APPROVED**, the supervisor has reviewed and approved the timesheet.
- **PAYROLL**, the Payroll Department has reviewed and approved the timesheet.

Once logged-in, you can review a group of timesheets under the **Summary**, or you can review an individual timesheet under the **Timesheet**.

Summary

To review a timesheet, you will need to:

- a. Select the **Pay Cycle**. There are two Pay Cycles used:
 - **Weekly, starting Fri**- Hourly employees who submit timesheets on a weekly basis.
 - **Semi-monthly**- Salaried employees who submit timesheets on a semi-monthly basis.

NB: All employees will fall into one of these two Pay Cycles.

- b. Choose the **Date Selection**. Typically, a timekeeper will choose to view and approve the Last Pay Period. You can also choose to view a prior or future pay period by changing the Date Selection.
- c. Select the **Group**. Typically, a timekeeper will choose to view 'ALL' groups of employees within the particular Pay Cycle. You, however, can choose to filter the list of employees by Location, Department, Job, Position, Reports To, Pay Group, or Union Code.
- d. If you would like to search for a particular employee, you can use the **Employee Search** feature.
- e. Choose the **Status Filter**. Select the '**Submitted**' Status. A list of employees who have completed and submitted their timesheets will appear.

If the Summary view of the employees' time is satisfactory, and you can elect to:

- f. **APPROVE THIS PAGE**. Please note that your list of employees may exceed the one page. If this is the case, you will have to "Approve This Page" for each individual page. Though a bit misleading, even though the function button states "Approve This Page", as a timekeeper, "Approving the Page" will only allow you to change the timesheet status to "REVIEWED".
- g. Alternatively, you can change an individual employee's time sheet status to 'REVIEWED'.
- h. Be sure to 'SAVE'.

Once you Approve, the Timesheet Status for the timesheets selected will be changed to 'REVIEWED'. The timesheets for this period are now ready for the supervisor to approve them.

The screenshot shows a 'Summary' page for timesheets. At the top, there are controls for 'Pay Cycle' (set to 'Weekly, starting Fri'), 'Date Selection' (set to 'Last Pay Period' with dates '07/12/2013' to '07/19/2013'), and 'Group / Filter By' (set to 'All'). There is also an 'Employee Search' field and a 'Status Filter' set to 'All'. Below these are buttons for 'Save', 'Approve this Page', and 'Update Schedules'. The main part of the page is a table with columns: ID, Name, Timesheet Status, Sch.Hr, Total Hrs, REG, SCK, PERS, PSCK, VAC, OT-1, OT-2, UNPD, and Other Hrs. The table lists several employees with their respective timesheet statuses (SUBMIT, OPEN). Annotations 'a' through 'h' are placed over the interface: 'a' points to the Pay Cycle dropdown, 'b' to the Date Selection dropdown, 'c' to the Group/Filter By dropdown, 'd' to the Employee Search field, 'e' to the Status Filter dropdown, 'f' to the 'Approve this Page' button, 'g' to the Timesheet Status dropdown in the table, and 'h' to the 'Save' button.

ID	Name	Timesheet Status	Sch.Hr	Total Hrs	REG	SCK	PERS	PSCK	VAC	OT-1	OT-2	UNPD	Other Hrs
9999001	MOUSE, MINNIE	SUBMIT	40.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9999004	MOUSE, SAMUEL	SUBMIT	40.00	40.00	24.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	
9999005	BIRD, BIG	SUBMIT	40.00	42.00	40.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	
9999010	BERNE, ROGER	OPEN	40.00	40.00	24.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	
9999011	BROWN, MARY	SUBMIT	40.00	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9999012	IBRAHIM, ABDUL	OPEN	40.00	43.00	40.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	

- i. Using the Status Filter, you should now choose to select the **'Open'** Status. This will provide you with a list of employees who have not yet submitted their timesheets. You **MUST** contact the employee and ask that s/he submit his/her timesheet. Once these **'OPEN'** timesheets have been submitted, you will have to review them.

Please note that you can review an employee's **'OPEN'** timesheet under the Timesheet.

Timesheet

You can review an employee's individual timesheet, and rather than using the **'Summary'** option, you may elect to review the individual timesheet. To do so, navigate to **Timesheets**.

To review a timesheet:

- a. If you would like to search for a particular employee, you can use the **Search** feature.
- b. You may select a **Group** filter within the particular Pay Cycle. Typically, a timekeeper will choose to view **'ALL'** groups of employees. S/he, however, can choose to filter the list of employees by Location, Department, Job, Position, Reports To, Pay Group, or Union Code.
- c. You may choose to review all timesheets, or only those that are **OPEN**, **SUBMITTED**, **REVIEWED** or **APPROVED**.
- d. You also may choose to view a set of timesheets by **Pay Cycle** or **Date Selection**.
- e. After making your selections, a list of employees who meet your criteria will appear. Select the employee whose timesheet you would like to review.

The screenshot shows the Timesheet application interface. On the left, there is a search bar (a) and a group filter dropdown (b) set to 'All'. Below the dropdown is a table of employees (e) with columns for NAME and ID. The table lists employees: MOUSE, MINNIE (9999001), MOUSE, SAMUEL (9999004), BIRD, BIG (9999005), BERNE, ROGER (9999010), BROWN, MARY (9999011), IBRAHIM, ABDOUL (9999012), and TAI, SHIN (9999013). The count of timesheets is 7 (c). The main area shows the Timesheet details for MOUSE, MINNIE - 9999001 (d), including the pay cycle (Weekly, starting Fri) and date selection (Last Pay Period). The timesheet status is SUBMIT. Below this, there is a table for the week of 07/07/2013-07/13/2013, showing hours worked for each day and a total of 8.00.

Pay Code	Job	Sunday Jul-7	Monday Jul-8	Tuesday Jul-9	Wednesday Jul-10	Thursday Jul-11	Friday Jul-12	Saturday Jul-13	Total
[REGULAR]	572 [Clerk]	---	---	---	---	---	8.00		8.00

A summary view of the employee's timesheet will appear, including:

- a. The total hours reported on a particular work day.
- b. A summary of the Pay Codes used or type of hours reported (regular, vacation, sick, personal, etc.) during the particular pay period, as well as the total number of hours worked.

Week1 [07/07/2013-07/13/2013]

Pay Code	Job	Sunday Jul-7	Monday Jul-8	Tuesday Jul-9	Wednesday Jul-10	Thursday Jul-11	Friday Jul-12	Saturday Jul-13	Total
0[REGULAR]	572 [Clerk]	---	---	---	---	---	8.00	---	8.00
Daily Totals:		0.00	0.00	0.00	0.00	0.00	8.00	0.00	

Week2 [07/14/2013-07/20/2013]

Pay Code	Job	Sunday Jul-14	Monday Jul-15	Tuesday Jul-16	Wednesday Jul-17	Thursday Jul-18	Friday Jul-19	Saturday Jul-20	Total
0[REGULAR]	572 [Clerk]	---	8.00	8.00	8.00	8.00	---	---	32.00
Daily Totals:		0.00	8.00	8.00	8.00	8.00	0.00	0.00	

Timesheet Summary

Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs
0[REGULAR]	40.00	0.00	0.00	40.00
Totals	40.00	0.00	0.00	40.00

You can also look at a detail view of the employee's time using the "DETAIL" option. This will enable you to view an hourly employee's total and daily hours worked as well as the employee's 'In' and 'Out' times.

Timesheet

Active

Search:

All (No Group Filter)

All Timesheets Count: 1

NAME	ID
MOUSE, MINNIE	9999001

Save | Undo | Recalculate | **Detail**

Pay Cycle: Weekly, starting Fri | Date Selection: Current Pay Period | From: 07/12/2013 | To: 07/18/2013 | Timesheet Status: SUBMIT | Approve

You can revert back to the hourly or daily view by selecting the “HOURLY” option.

If your employee reported working overtime, his/her overtime detail will appear here.

In both the “Detail” and “Hourly” views, you can approve an employee’s individual timesheet. Select “Approve” and “Save”.

❖ Payroll Deadlines

	Employee Submission	Timekeeper Review	Supervisor Approval
Weekly Timesheet	Thursday of each week	Friday of each week	Friday of each week
Semi-Monthly Timesheet	15 th and last day of the month	1 day after the pay period end	2 days after the pay period end

❖ Revising a Timesheet

An employee cannot make changes to a submitted timesheet.

If an employee needs to make a change after submitting the timesheet, s/he must contact his/her timekeeper or supervisor.

Additionally, if a timekeeper or supervisor feels that an employee’s timesheet is incorrect, the employee should be asked to correct his/her timesheet.

To allow an employee access to a submitted timesheet that needs to be revised, the timekeeper or supervisor will need to log-in to NOVAtime and change the employee's timesheet status to 'OPEN'. The employee now will be able to revise that timesheet and will re-submit it to the timekeeper for review and ultimately the supervisor for approval.

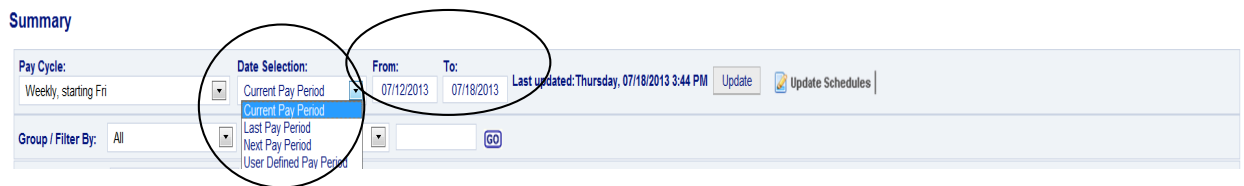
Once a supervisor "APPROVES" a timesheet, any changes that need to be made, will need to be submitted to the Payroll Department in writing.

❖ While an Employee is Out

If an employee is on vacation, sick, or personal leave, s/he can:

1. Complete his/her timesheet prior to his/her leave and submit it. The timesheet will be available for the timekeeper's review (and the supervisor's approval) during the pay period.
2. Complete his/her timesheet upon his/her return. In this instance, the employee's timesheet may not be completed and submitted prior to the pay period end. In this case, the employee's timesheet will be "OPEN", and the timekeeper will be unable to "REVIEW" (and the supervisor will be unable to "APPROVE") it until s/he returns. The timekeeper and supervisor will be notified periodically via email that a timesheet remains "OPEN". Upon the employee's return, s/he will complete and "SUBMIT" his/her timesheet.

When reviewing timesheets for the current pay period, the timekeeper must **remember** to review this prior period timesheet and prepare it for the supervisor's approval. To do so, the timekeeper will need to define the "Date Selection". Once the "OPEN" timesheet appears, the timekeeper will then need to follow the appropriate steps to review the timesheet.



D. Running reports

We are currently working on developing some employee time reports that we think timekeepers and supervisors will find useful. During this pilot, we would encourage you to provide feedback and make suggestions/recommendations for reports that you may find

helpful. Once these reports are developed, they will be saved and made available to timekeepers and supervisors in the **Reports** section of NOVAtime.

Report Generator

Overview Properties Preview Stored Reports

Public Reports:

Report Name	Report Type	Description	Created By	Report Scope	Delete
Weekly Unpaid	Detail Report.LC	NEUADMIN-05/31/2013	NEUADMIN	Shared	Delete