

EMPLOYEE WEB BASED TIMECARD INSTRUCTIONS

- HEAD TO WWW.NOVAMANAGEMENT.COM
- CLICK ON THE "ONLINE TIME CARD ACCESS LOG IN" LINK
- ENTER YOUR USER ID AND PIN NUMBER AND CLICK "OK"
(IF YOU DO NOT HAVE EITHER OF THESE PLEASE CONTACT NOVA @800-720-0344)
- YOU WILL ARRIVE AT THE TIMECARD DATA ENTRY SCREEN. ENTER THE START SHIFT TIME AND END SHIFT TIME FOR THE DAY AND CLICK "OK" (THIS IS WHEN YOU ARRIVED IN THE MORNING AND LEFT AT THE END OF THE DAY)
- CLICK ON [Back to Employee Time](#)

EXAMPLE:

START SHIFT: ... END SHIFT: ...

** Format: mm/dd/yy hh:mm am/pm * Format: mm/dd/yy hh:mm am/pm*

COMMENTS:

- YOU WILL NOW SEE THE FOLLOWING BACK AT THE TIMECARD DATA ENTRY SCREEN ;

[\[Edit Previous\]](#)

Update	Delete	Pay Period	Pay Week	Start	End	Hours	Type
S	D	121607	1	12/10/07 08:00 AM	12/10/07 05:00 PM	9.00	Added

Total Hours: 9.00

- **YOU WILL NOW DEDUCT FOR YOUR LUNCH BREAK.** CLICK ON THE BLUE "S" BUTTON UNDER THE HEADING OF UPDATE;

- YOU WILL ARRIVE THE FOLLOWING SCREEN;

	ORIGINAL TIME		MODIFY TIME
START SHIFT:	12/10/07 08:00:00 AM	START SHIFT:	<input type="text" value="12/10/07 08:00"/> * format mm/dd/yy hh:mm am/pm
NON-CHARGE START:		NON-CHARGE START:	
NON-CHARGE END:		NON-CHARGE END:	
END DATE:	12/10/07 05:00:00 PM	END DATE:	<input type="text" value="12/10/07 05:00"/> * format mm/dd/yy hh:mm am/pm

•
HOURS: 9.00

- **COMMENTS:**

OK

[Add
NonCharge /
Break / Lunch
Record](#)

[Back to
Employee
Time](#)

- CLICK ON THE LINK "ADD NONCHARGE/ BREAK / LUNCH RECORD."

- INPUT YOUR TIME THAT WAS SPENT AWAY FOR LUNCH AND CLICK "OK"
- CLICK ON [Back to Employee Time](#)

Start
End
ASSOCIATED CHARGE RECORD:
12/10/07 08:00 AM
12/10/07 05:00 PM

NON-CHARGE START: ... * format mm/dd/yy hh:mm am/pm
NON-CHARGE END: ... * format mm/dd/yy hh:mm am/pm

• **COMMENTS:**

- YOU WILL NOW SEE THAT "ONE" HOUR HAS BEEN DEDUCTED FROM YOU WORK DAY GIVING YOU 8 REGULAR HOURS.

[\[Edit Previous\]](#)

Update	Delete	Pay Period	Pay Week	Start	End	Hours	Type
S	D	121607	1	12/10/07 08:00 AM	12/10/07 05:00 PM	9.00	Added
S	D	121607	1	12/10/07 12:00 PM	12/10/07 01:00 PM	- 1.00	Added

Total Hours: 8.00

- CONTINUE TO RECORD YOU HOURS ON A DAILY BASIS.

- WHEN YOU WORK WEEK IS COMPLETE CLICK ON THE "APPROVE CURRENT" BUTTON

KEYED TIME ENTRY						
Home	Current TimeSheet	Approve Current	Previous TimeSheet	Approve Previous	Hours and Description Current Previous	Change Pin

REVIEW YOUR TIMESHEET AND THEN HIT THE "GREY" APPROVE BUTTON AT THE TOP OF THE SCREEN. THIS WILL TRIGGER AN EMAIL TO YOUR SUPERVISOER THAT YOUR TIMESHEET IS READY FOR APPROVAL.

OUR WORK WEEK ENDS ON SUNDAY AT MIDNIGHT.

PLEASE BE SURE TO RECORD ALL YOUR HOURS PRIOR TO MONDAY.

800-720-0344