

**NOVA**  
MANAGEMENT

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Click the "Client Manager" Log-in



Client: Nova Management, Inc (Customer ID: nmi01)



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<p><b>Manager/Admin Login</b></p> <p>User: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p>	<p><b>Employee Login</b></p> <p>Click Button to Open the Employee Screen.</p> <p><input type="button" value="Employee"/></p>
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Enter your User Id and Password.  
This will be provided to you by Nova Management, Inc.



CLICK ON THE MANAGE TAB

Client: Nova Management, Inc (Customer ID: nmi01)



Manage

Report

Department: novatope1600

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This area of the WebClock is used to create employee time and attendance reports. After setup is complete and time is tracked, use the Report area to **REPORT**, review and modify time information.

### TIME REPORTS

Click on the links below to report or drill into time records by Employee.

#### Custom TimeSheet

[Report] Display special customized report for a selected pay period.

#### Timesheet Report

[Report] Create a complete Timesheet report for selected department or the complete company, based on Pay Weeks.

#### Standard Period Hours Report

[Report / Drill] Report on hours for the entire period, based on weekly or biweekly. You may drill into time records by employee.

#### Weekly Hours Report

[Report / Drill] Report on hours for the week. You may drill into time records by employee.

#### Date Range Report

[Report / Drill] Report on hours by Date or Date Range.

#### Time Sheet Data Report

[Report] Report/Export Time Sheet base data

### AUDIT REPORTING

Review time pattern and possible fraud.

#### Absent and Missed Punch Report

[Review] Reports on Employees that are considered Absent.

#### IP Address - Location Exceptions

[Review] Report identifies the location of the computer used to punch in.

#### No Breaks in a Worked Shift

[Review] A listing of all employees that have worked over 8 hours without a break. Potential forced overtime.

#### No Worked Shifts in a Period

[Review] A listing of all employees that have not worked any shifts in a period. Helps find any non-working employees.

#### Shift Anomaly

[Review] A listing of all employees that have worked over 8 hours or who have not clocked out after more than 8 hours. NBD = 0

#### Change Report

### INFORMATION CENTER

Information about your application.

Client ID:	nmi01-NOVATOPE1600
Version:	7.03 Pro
Users:	210-0
Active Employees:	187
Department Employees:	3

#### Employee Info

IN:	0
NOT IN:	3

View Report: **Who is IN/OUT**

View Report: **Who is LATE in/EARLY out**

[View Training Video](#)



Client: Nova Management, Inc (Customer ID: nmi01)


[Manage](#)
[Report](#)

Department: novatope1600

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This area of the WebClock is used to manage employee time and attendance features. After setup is complete and time is tracked, use the Manage area to **MANAGE**, review and modify time information.

### EMPLOYEE TIME

Click on the links below to review or modify time records by Employee.

#### Active Employee List

[Review / Modify] Personnel Information or drill through time records by Employee.

#### Add a Shift Record

[Add] FastAdd a shift record for an Employee.

#### Approve Time

[Review / Approve] Review and Approve Employee Time. Feature should only be used after the pay period is complete.

### TIME MANAGEMENT

Review and Report from the WebClock Features.

#### Employees & Pin Numbers

[Add / Modify Delete] Employees & Pin Numbers

CLICK ON THE "APPROVE TIME" LINK

### INFORMATION CENTER

Information about your application.

Client ID: nmi01-NOVATOPE1600

Version: 7.03 Pro

Users: 210-0

Active Employees: 187

Department Employees: 3

Employee Info

IN: 0

NOT IN: 3

View Report: **Who is IN/OUT**

View Report: **Who is LATE in/EARLY out**

[View Training Video](#)



Client: Nova Management, Inc (Customer ID: nmi01)



**Manage**

**Report**

Department: novatope1600

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**Value:** novatope1600  
**Type:** APPROVAL REPORT  
**Function Selected:** REPORT

CLICK ON THE CORRESPONDING WEEK THAT YOU WISH TO APPROVE

Group	Pay Period	Start of Period	End of Period
<a href="#">Weekly</a>	42008	04/14/08 12:00 AM	04/20/08 11:59 PM
<a href="#">Weekly</a>	41308	04/07/08 12:00 AM	04/13/08 11:59 PM
<a href="#">Weekly</a>	40608	03/31/08 12:00 AM	04/06/08 11:59 PM
<a href="#">Weekly</a>	33008	03/24/08 12:00 AM	03/30/08 11:59 PM
<a href="#">Weekly</a>	32308	03/17/08 12:00 AM	03/23/08 11:59 PM
<a href="#">Weekly</a>	31608	03/10/08 12:00 AM	03/16/08 11:59 PM
<a href="#">Weekly</a>	30908	03/03/08 12:00 AM	03/09/08 11:59 PM
<a href="#">Weekly</a>	30208	02/25/08 12:00 AM	03/02/08 11:59 PM
<a href="#">Weekly</a>	22408	02/18/08 12:00 AM	02/24/08 11:59 PM
<a href="#">Weekly</a>	21708	02/11/08 12:00 AM	02/17/08 11:59 PM
<a href="#">Weekly</a>	21008	02/04/08 12:00 AM	02/10/08 11:59 PM
<a href="#">Weekly</a>	20308	01/28/08 12:00 AM	02/03/08 11:59 PM
<a href="#">Weekly</a>	12708	01/21/08 12:00 AM	01/27/08 11:59 PM
<a href="#">Weekly</a>	12008	01/14/08 12:00 AM	01/20/08 11:59 PM
<a href="#">Weekly</a>	10708	01/07/08 12:00 AM	01/13/08 11:59 PM
<a href="#">Weekly</a>	10608	12/31/07 12:00 AM	01/06/08 11:59 PM
<a href="#">Weekly</a>	123007	12/24/07 12:00 AM	12/30/07 11:59 PM
<a href="#">Weekly</a>	122307	12/17/07 12:00 AM	12/23/07 11:59 PM
<a href="#">Weekly</a>	121607	12/10/07 12:00 AM	12/16/07 11:59 PM
<a href="#">Weekly</a>	120907	12/03/07 12:00 AM	12/09/07 11:59 PM



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Manage

Report

Department: novatope1600

Employee || Documentation || Support || Password || Logout

### Approval Report

Department: novatope1600 Group: Weekly Pay Period: 42008

Approve All

UnApprove All

To view the detailed hours entry click here.

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Employee ID	Action	Employee Name	Regular Hours	OT Hours	Holiday	Time Off	Total Hours	Employee Approved	Manager Approved
<b>Department: NOVATOPE1600</b>									
99987	<a href="#">Apv</a>	Doe, John	38.05	1.96	0.00	0.00	40.01	UnApproved	UnApproved
<b>NOVATOPE1600 Period Totals:</b>			<b>38.05</b>	<b>1.96</b>	<b>0.00</b>	<b>0.00</b>	<b>40.01</b>		
<b>Report Totals:</b>			<b>38.05</b>	<b>1.96</b>	<b>0.00</b>	<b>0.00</b>	<b>40.01</b>		

To approve hours click on the "Apv" link here.



Client: Nova Management, Inc (Customer ID: nmi01)



Manage

Report

Department: novatope1600

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### TIME SHEET APPROVAL FUNCTION

STATUS: TIME SHEETS APPROVED  
Area: novatope1600  
Employee ID: 99987  
Name: Doe, John  
Pay Period: 42008  
Datestamp: 04/18/2008 06:11:35 PM

After clicking on the "Apv" Link you will arrive at this page. The timecard is now approved. You may log out now or go back to view additional reports.

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