SURE PATH
NOVAtime Technology, Inc.

Title:	NOVAtime 5000 – Express Time Entry		
Date Created:	12/28/2016	Date Revised:	12/29/2016
Created by:	NOVAteam	Approval:	NOVAteam

Summary

The **Express Time Entry** page provides a tool for supervisors to input total hours worked for a group of employees reporting to them. Once records are processed/saved, supervisors will find the time records on their employees' timesheet. Edits to these work hours will need to be handled in the **Attendance > Timesheet** page.

Procedure – NOVAtime 5000

1. Login to Administrator Web Services (AWS).

2. Navigate to the **Company Setup > System Setup > Express Time / TD Entry** page.

3. Enable the feature by checking this option, "Enable Express Time / TD Entry**."**

4. Select the group levels for the horizontal display and the vertical display of the Express Time Entry page by moving them to the Selected Items section. Choose # of vertical entries.
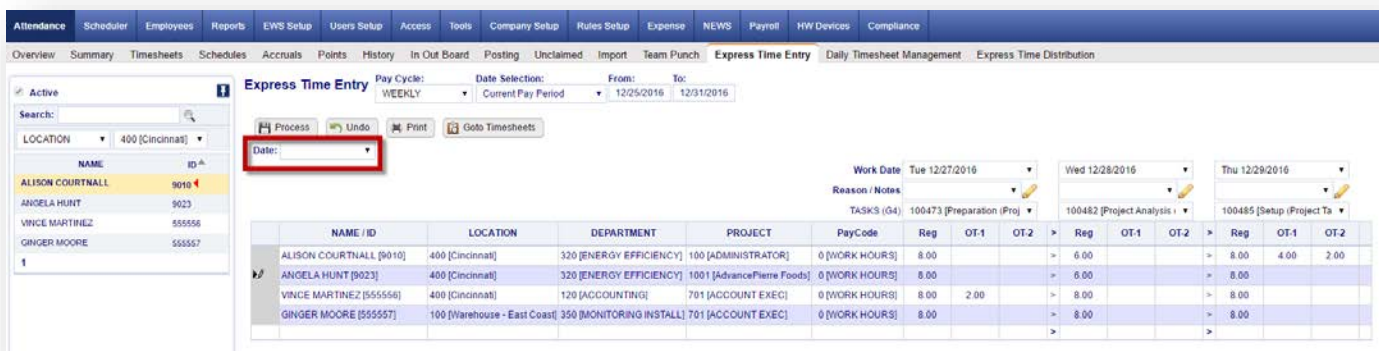
5. Navigate to the **Access > Page Menu** page to enable the Attendance > Express Time Entry web page.

6. Navigate to the **Access > Page Access** page to grant "Full Access" to the Attendance > Express Time Entry web page.

Usage

1. Log into Supervisor Web Services (SWS) or Administrator Web Services (AWS) accounts that have access to the Express Time Entry page.

2. Navigate to the **Attendance > Express Time Entry p**age.
   a. The number of vertical entries was defined on the **Company Setup > System Setup > Express Time / TD Entry** page, and it determines # of columns to input hours worked. If the **Date** field under the Process button is left blank, supervisors may input work hours for multiple workdays.
   b. The Employee List Panel group level filters is based on the same configuration defined for the employee list panel in the Scheduler category.
   c. In this sample screen, Location = Cincinnati was selected, so all employees with their home location Cincinnati are listed.
   d. **Supervisors will be able to adjust each employee's horizontal group values**. In this sample screen, supervisors can change each employee's location, department, and project.
   e. Supervisors will be able to define each vertical group's group value. **All employees' time will have the same vertical group value**. In this example, everyone worked on 12/27/16 will allocate their work hours against the Task (G4) 100473 Preparation.
   f. Reason code is optional
   g. Notes are optional. Click on this icon ✏ to input notes. If notes are entered (✉), the same notes will be applied to these employees.
   h. Click on the **>** icon to copy hours entered to the right column.
   i. Supervisors may input work hours for one multiple workdays in this sample screen shot.

j. This sample screen illustrates time records entered for the one workday, 12/27/2017.

For further information on the system configuration, please contact Support@novatime.com.