SURE PATH
NOVAtime Technology, Inc.

Title:	NOVAtime 5000 – Timesheet: Punch and Transfer		
Date Created:	5/24/2017	Date Revised:	5/24/2017
Created by:	NOVAteam	Approval:	NOVAteam

Summary

NOVAtime supports single-sign-on (SSO) into the NOVAtime system. Employees may access the NOVAtime system without using the EWSlogin or EWSpunch page. The "Punch and Transfer" feature is usually enabled for SSO clients so that employees may clock in and out from their PC, without using the EWSlogin or liked pages.

Setup Procedure

1. Login to Administrator Web Services (AWS).

2. Navigate to the **Access > Page Access** page. Choose the applicable employee access group.

3. Select the **Attendance** category, and enable full access for "Attendance\Timesheet-Employee Punch" feature.

Timesheet Usage

1. Login to Employee Web Services (EWS) or SSO into NOVAtime EWS.

2. This screen will appear. At default, the system will show **Attendance > Timesheets** page. Click on the "+" if the section is not open.
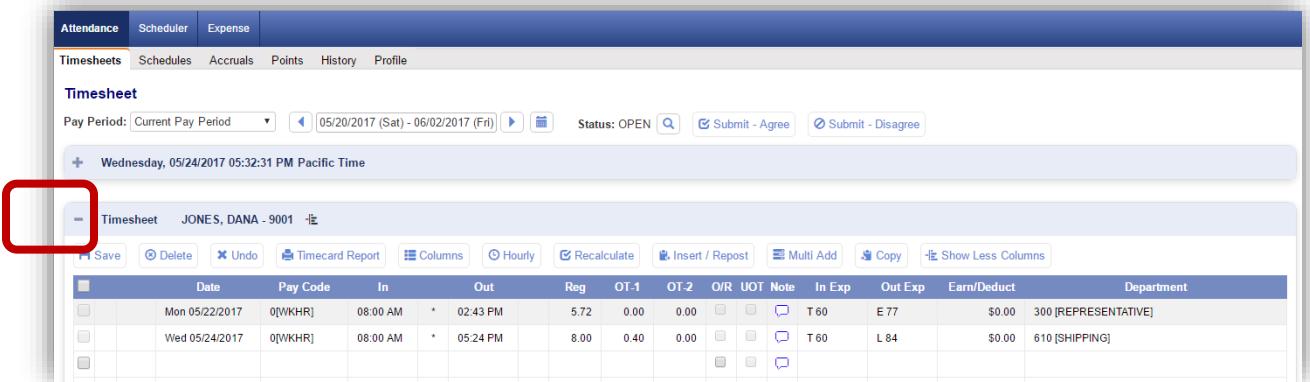
3. From the Timesheet page, employees can clock in or out by tapping on the PUNCH button.
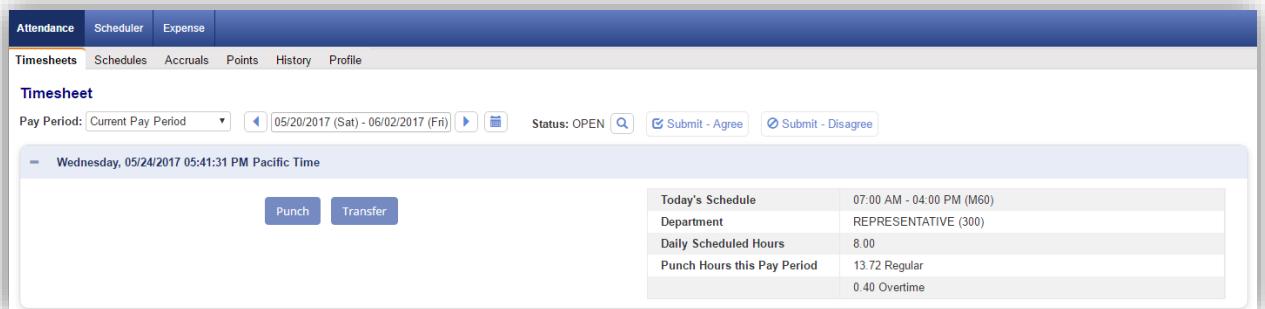
4. After clocking In or Out, the message below will appear, confirming your punch at that time.
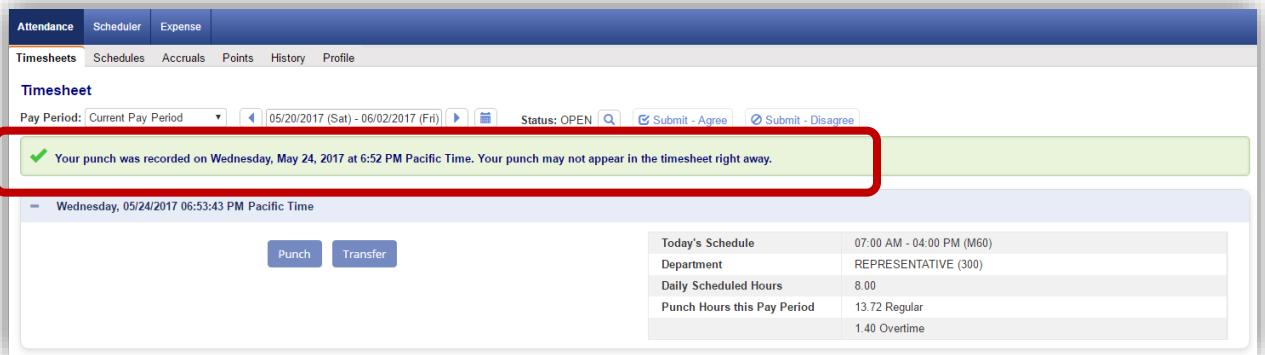
5. If the employee is required to transfer to different Jobs, Departments, Locations, or another group the employee is assigned to, they can do so by selecting the TRANSFER button.

6. By selecting TRANSFER, the screen will display a screen that is like the one below:
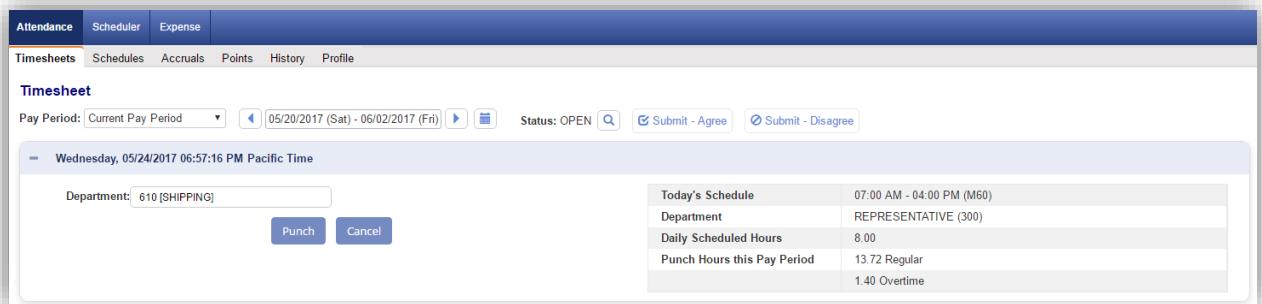
7. The employee can then choose what Group they are TRANSFERING to.
   a. **Classic Timesheet**: If the employee is trying to TRANSFER to a new Facility, they can select the dropdown button, and all the Facilities the employee is assigned to will appear. Once the Facility, Job, or Department have been selected, the employee will then select PUNCH


   b. **SPA Timesheet**:
      i. Tap inside the entry box to bring up the magnifying glass icon to pick and choose the appropriate Job or Department.
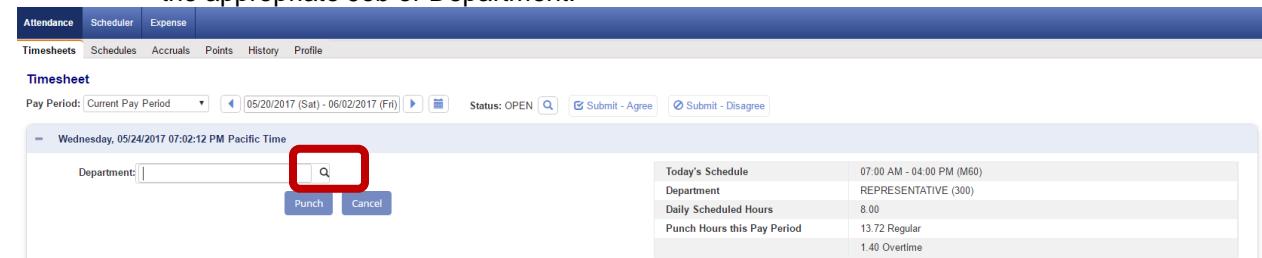
ii. It'll default to the employee's home group value. In the example below, the home department is "SHIPPING". Tap to select the group value, followed by tapping on the OK button.
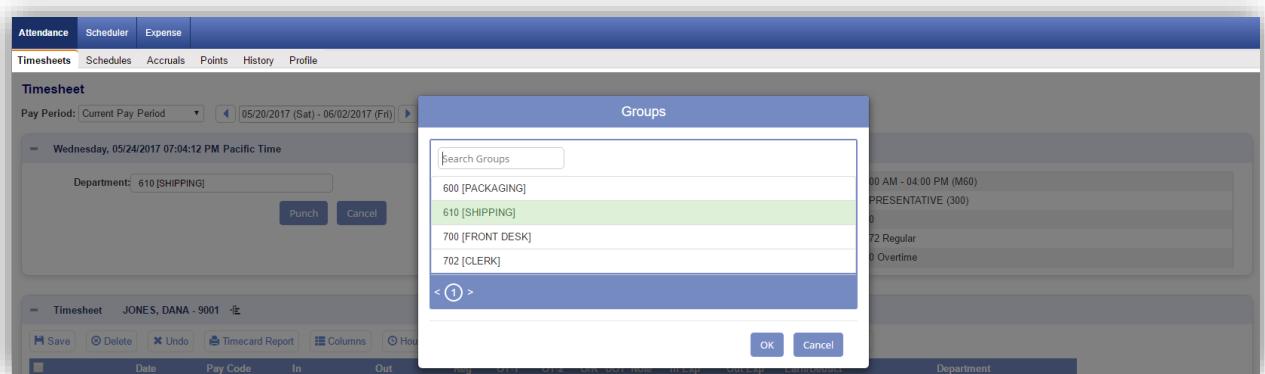
iii. Tap on the PUNCH button. The system will show the PUNCH being processed. The PUNCH will be confirmed exactly like it does when an employee PUNCHES into the system. The TRANSFER will then appear on the employee's timesheet. This employee has TRANSFERRED from one department to another.
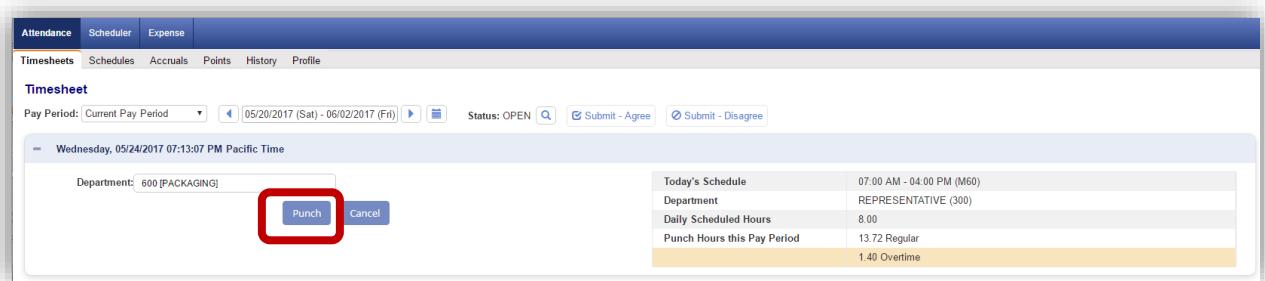
Please contact your NOVAtime reseller or support Support@NOVAtime.com if you need assistance.