

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.

Attendance Scheduler Expense

Timesheets Schedules Accruals Points History Profile

**Timesheet**

Pay Period: Current Pay Period [05/20/2017 (Sat) - 06/02/2017 (Fri)] Status: OPEN [Submit - Agree] [Submit - Disagree]

+ Wednesday, 05/24/2017 05:32:31 PM Pacific Time

- Timesheet JONES, DANA - 9001

[Save] [Delete] [Undo] [Timecard Report] [Columns] [Hourly] [Recalculate] [Insert / Repost] [Multi Add] [Copy] [Show Less Columns]

	Date	Pay Code	In	Out	Reg	OT-1	OT-2	O/R	UOT	Note	In Exp	Out Exp	Earn/Deduct	Department
	Mon 05/22/2017	0[WKHR]	08:00 AM	* 02:43 PM	5.72	0.00	0.00			T 60	E 77		\$0.00 300 [REPRESENTATIVE]	
	Wed 05/24/2017	0[WKHR]	08:00 AM	* 05:24 PM	8.00	0.40	0.00			T 60	L 84		\$0.00 610 [SHIPPING]	

3. From the Timesheet page, employees can clock in or out by tapping on the PUNCH button.

Attendance Scheduler Expense

Timesheets Schedules Accruals Points History Profile

**Timesheet**

Pay Period: Current Pay Period [05/20/2017 (Sat) - 06/02/2017 (Fri)] Status: OPEN [Submit - Agree] [Submit - Disagree]

- Wednesday, 05/24/2017 05:41:31 PM Pacific Time

[Punch] [Transfer]

Today's Schedule	
Today's Schedule	07:00 AM - 04:00 PM (M60)
Department	REPRESENTATIVE (300)
Daily Scheduled Hours	8.00
Punch Hours this Pay Period	13.72 Regular
	0.40 Overtime

4. After clocking In or Out, the message below will appear, confirming your punch at that time.

Attendance Scheduler Expense

Timesheets Schedules Accruals Points History Profile

**Timesheet**

Pay Period: Current Pay Period [05/20/2017 (Sat) - 06/02/2017 (Fri)] Status: OPEN [Submit - Agree] [Submit - Disagree]

✓ Your punch was recorded on Wednesday, May 24, 2017 at 6:52 PM Pacific Time. Your punch may not appear in the timesheet right away.

- Wednesday, 05/24/2017 06:53:43 PM Pacific Time

[Punch] [Transfer]

Today's Schedule	
Today's Schedule	07:00 AM - 04:00 PM (M60)
Department	REPRESENTATIVE (300)
Daily Scheduled Hours	8.00
Punch Hours this Pay Period	13.72 Regular
	1.40 Overtime

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:

The screenshot shows the 'Timesheet' interface with the 'Attendance' tab selected. The 'Pay Period' is 'Current Pay Period' and the date range is '05/20/2017 (Sat) - 06/02/2017 (Fri)'. The status is 'OPEN'. The 'Department' dropdown is set to '610 [SHIPPING]'. The 'Punch' button is highlighted.

Today's Schedule	
07:00 AM - 04:00 PM (M60)	
Department	REPRESENTATIVE (300)
Daily Scheduled Hours	8.00
Punch Hours this Pay Period	13.72 Regular
	1.40 Overtime

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

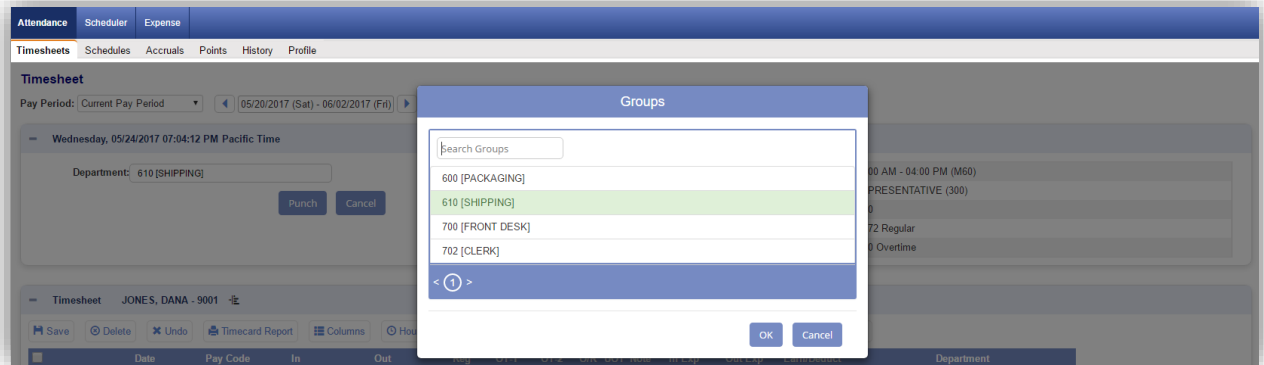
The screenshot shows the 'Transfer' screen with the following selections: Facility: 100, Department: 100 [DEFAULT DEPT], and Job: 100 [DEFAULT JOB]. The 'PUNCH' button is highlighted.

- 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.

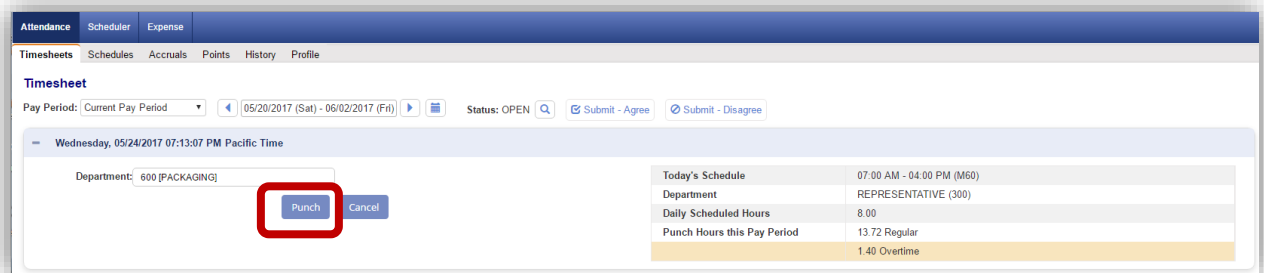
The screenshot shows the 'Transfer' screen with the 'Department' dropdown set to '100 [DEFAULT DEPT]'. The 'PUNCH' button is highlighted.

Today's Schedule	
07:00 AM - 04:00 PM (M60)	
Department	REPRESENTATIVE (300)
Daily Scheduled Hours	8.00
Punch Hours this Pay Period	13.72 Regular
	1.40 Overtime

- 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](mailto:Support@NOVAtime.com) if you need assistance.