CAMBRIDGE PUBLIC SCHOOLS

NOVAtime Employee Time and Attendance System

SALARIED EMPLOYEES

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Logging into NOVAtime: Navigate to http://novatime.cpsd.us

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1. Enter your CPS network login in the box labeled 'ID' .
2. Enter your CPS network password you use when starting your computer in the morning.
3. Click "EMPLOYEE WEB SERVICES".

This is ultimately what your dashboard default page will look like.

1. Click on the arrow after the word "timesheet". Your timesheet will open and a timesheet tab will appear.

2. Click on the star next to word "timesheet" on the tab. This is what your dashboard will look like each time you log in.

Click either on the arrow or star going forward to open your timesheet.

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A. Completing your Timesheet

In order to take full advantage of the system and its "real-time" benefits, we encourage you to record your time on a daily basis.

Once logged-in, you will see your timesheet. Your Timesheet Status will be **OPEN** (A)

To view your current timesheet, be sure the '**Date Selection**' is set to the 'Current Pay Period' (B)

You can also choose to view a prior pay period or complete a future pay period by changing the 'Date Selection'.

To complete your timesheet:
1. Click on the "PayCode" field, and select the "01-Regular" Pay Code.
    To navigate through the fields in your timesheet, use the tab key.

2. In the blank field below the date you worked, enter your total working hours for the day. **Please note that you will have to scroll or tab right to view all dates in the pay period.**

3. Finally, be sure to '**SAVE**' your entry. Once you have saved your entry, your hours worked automatically will be calculated and your location will populate. Please note that after you save an entry, you may revise it if necessary.

The location will populate once you hit save.

❖ **Reporting an absence from work, such as a personal, sick or vacation day**

To record a full-day absence on your timesheet:

1. Click into the blank box under pay code and an arrow should appear.

2. Next, you will need to select the Pay Code from the drop down.

   A Pay Code is used to describe your regular time worked or your leave (or absence) time (sickness, personal day, vacation). The NOVAtime system is set-up so that you only see Pay Codes that you are eligible to use. A sample list of Pay Codes follows this section.

3. Skip over location.

4. In the blank field below the date you worked, enter your total leave hours used.

5. After reporting your time, please be sure to '**SAVE**' the entry. Saving the entry will save your record.

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To report, a partial day absence (e.g. you had a doctor's appointment in the morning and arrived to work three hours late), you will need to make two entries in your timesheet for the one work day.

1. Click into the blank box under pay code and an arrow should appear.

2. Select the "Pay Code". In this instance, choose Pay Code "20-Sick".

3. Skip the location.

4. In the blank field below the date you worked, enter the amount of time you were absent from work.

5. You will need to enter another record in your timesheet to reflect the hours you were present at work.

- ✓ If you have already established a "Regular" Pay Code record for your current pay period, in the blank field below the date you worked, enter the amount of time you were present at work.

- ✓ If you have not already set-up a "Regular" Pay Code record, click in the blank box under pay code and select "Regular". Now, in the added line and below the date you worked, in the blank field enter the amount of time you were present at work. Make sure it totals the correct number of hours you work in a day.

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6. Again, please be sure to "Save" your entry. When combining the two records, the total hours reflected should equal a complete working day.
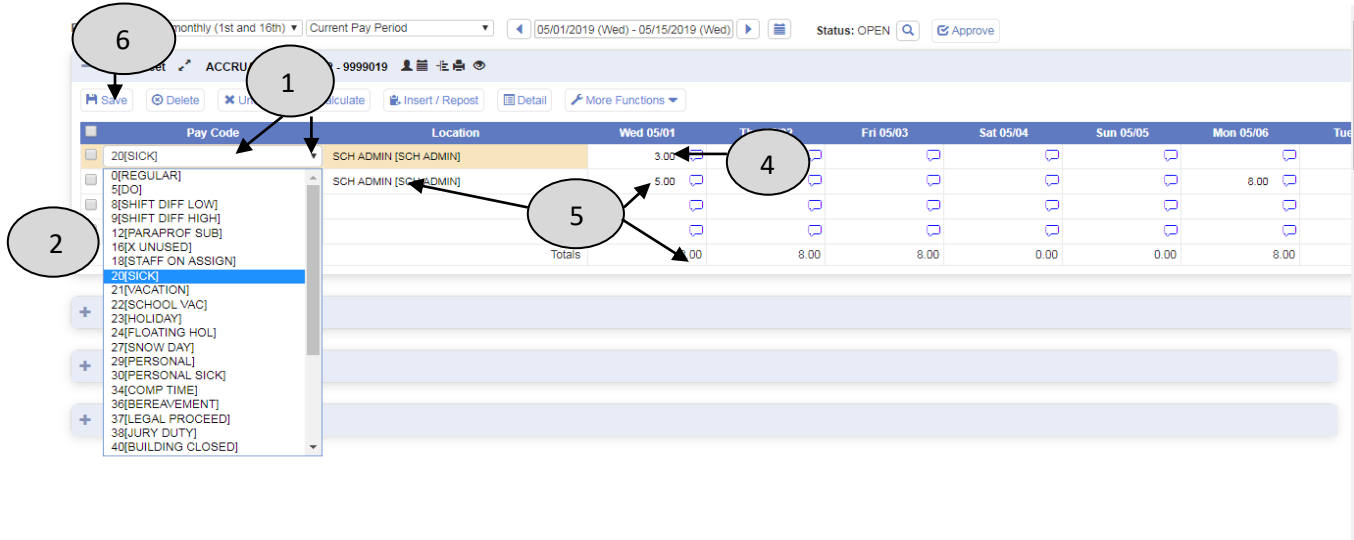
To find out how to view your leave balances, see Section **B. Reviewing Leave Balances**.

❖ **Pay Codes**

In any given week, you must account for your time each day, even those days on which you are not at work. Pay codes describe the type of time that you are reporting. For instance, "Regular" indicates that you were in attendance at work, while "holiday" indicates that you were not in attendance at work because of an official work holiday such as Thanksgiving. There are many different pay codes; however, you will see only those that apply to your particular job category.

Sample List of Pay Code	
Pay Codes	**Descripton**
01-Regular	Regular Work Time
02-Additional Hours	Additional straight time hours worked
12-Paraprof Subbing	Paraprofessional Substitutes for Teacher
18-Staff on Assign	Staff on Assignment
Leaves	
20-Sick	Sick/Illness
22-School Vac	School vacation*

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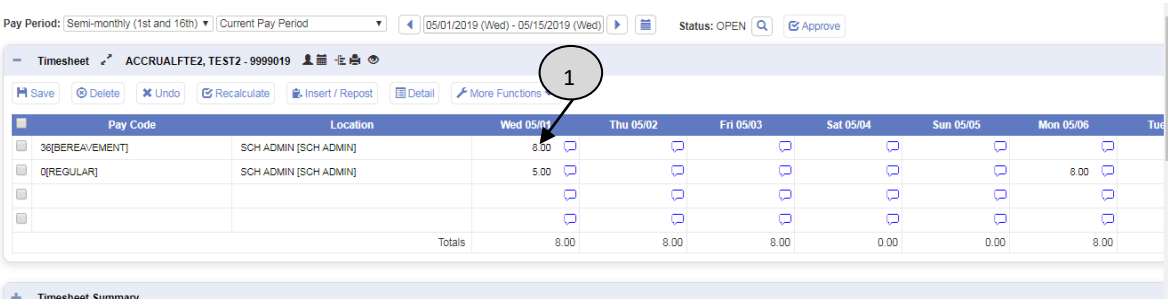|	
21-Vacation	Vacation
23-Holiday	Legal Holidays per school calendar or contracts
24-Floating Hol	Floating Holiday per contract
27-Snow Day	School cancellations because of snow
29-Personal	Personal Time
30-Personal/Sick	Personal Time charged to Sick
32-Prof'l Day	Professional Day
34-Comp Time	Compensatory Time

*When to use "School Vacation" to report time: All 10 and 11 month employees who do not accrue vacation time will select "*School Vac*" to report days off during the December winter break, and February and April vacation weeks. Eleven month employees who are required to work a number of days after school ends, will use the "*School Vac*" to report days NOT at work during the summer break (and "*Regular*" to report days in attendance at work).

❖ **Adding a note to your Timesheet**

When reporting your time, you can leave a note for your supervisor. This feature will be particularly helpful when explaining or providing detail about an absence from work.

To add a note:
1. Select and click on the blue outlined comment icon next to the hours you entered.

2. A pop-up field will appear. Type your note to your supervisor in the field.

3. When complete, select "OK".

4. After entering your note and clicking "OK", the comment box will turn blue to indicate a note was added. You can view or edit your note by clicking on the comment icon.

5. Be sure to "Save."

❖ **Revising your Timesheet**

To **REVISE** your timesheet:

1. You can update an existing entry. Click on the information you would like to update. For example, if you would like to update your hours for a particular day, with your mouse, double-click on the field. Once the field is highlighted in blue, you can manually revise your hours. Once you have entered your revised time, using the 'tab' key on your keyboard, you can exit the field.

2. Using the check box to the left of the "Pay Code" column, you can also delete an existing "Pay Code" by clicking in the box to select the row and clicking delete. This will erase all time recorded under that "Pay Code" in that pay period.

3. If you want to change an entry from one existing "Pay Code" to another existing "Pay Code" then you manually delete the hours from the incorrect "Pay Code" (as shown in step 1) and enter it under the correct "Pay Code." For example, if you accidently recorded 8 hours under "Sick" but was present, then you would delete the hours listed under "Sick" and input them under "Regular." You do not have to add another line for "Regular" or delete the entire row.

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4. Remember to '**SAVE**' your change. By saving your change, your working hours total will be updated. Please note that once your timesheet is '**SUBMITTED**' to your supervisor for approval, you will be unable to revise it.

❖ **Submitting your Timesheet**

At the end of the semi-monthly pay period, you <u>MUST</u> remember to '**SUBMIT**' your correct and complete timesheet. For employees who receive a semi-monthly paycheck, your pay period typically ends on the 15th and 30th or 31st of each month. All timesheets MUST be submitted by the last day of the pay period.

Before submitting your timesheet, please **REVIEW** for accuracy.

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a.   Be sure that it reflects the total days and working hours for the pay period.

b.   In the Timesheet Summary section of your timesheet, your total number of reported **b** hours will appear. This total should equal your total number of required hours for a pay period.

Once you have reviewed your timesheet and you are certain that it is accurate, select '**SUBMIT**' **c**

Approve

Save   Delete   Undo   Recalculate   Insert / Repost   Detail   More Functions ▼

	Pay Code	Location	)5/08	Thu 05/09	Fri 05/10	Sat 05/11	Sun 05/12	Mon 05/13	Tue 05/14	Wed 05/15	Totals
☐	0[REGULAR]	SCH ADMIN [SCH ADMIN]	8.00	8.00	8.00						48.00
☐	20[SICK]	SCH ADMIN [SCH ADMIN]									16.00
☐	21[VACATION]	SCH ADMIN [SCH ADMIN]						8.00	8.00	8.00	24.00
☐											
☐											
		Totals	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	88.00

a

Timesheet Summary

Group By: Pay Code ▼

Pay Code	Reg Hrs	OT-1	OT-2	OT-3	Total Hrs
0 [REGULAR]	48.00	0.00	0.00	0.00	48.00
20 [SICK]	16.00	0.00	0.00	0.00	16.00
21 [VACATION]	24.00	0.00	0.00	0.00	24.00
Totals	**88.00**	**0.00**	**0.00**	**0.00**	**88.00**

b

c

Timesheet

Pay Period: Current Pay Period ▼   ◀ 05/10/2019 (Fri) - 05/16/2019 (Thu) ▶ ☰   Status: OPEN 🔍   ☑ Submit
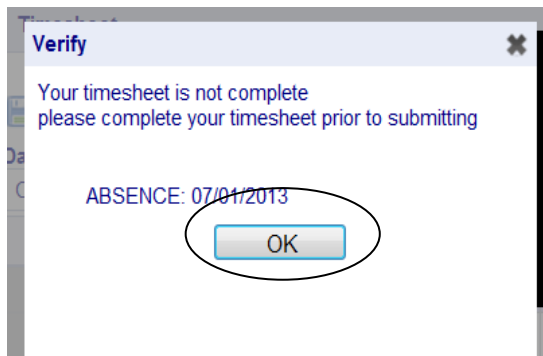
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The following notice will appear. Select "OK".
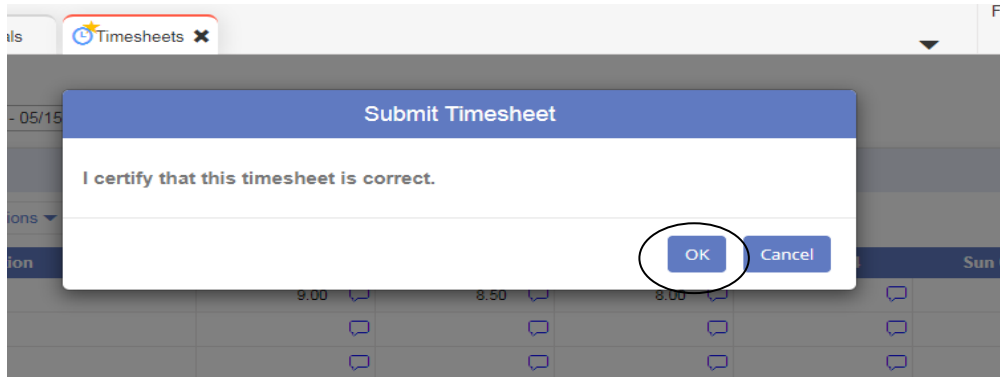
Should you have any missing items or a day where your time was not reported on your timesheet, you will receive a notice. Select 'Ok', and update your timesheet.

After making any further revisions, you will need to 'Submit' your timesheet again.

Once your timesheet has been successfully submitted, your Timesheet Status will change to 'SUBMIT.'

Please note that once you 'Submit' your timesheet, you cannot make any further revisions to it. You will need to speak to your direct supervisor to make any further edits.

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B. Reviewing Accrual Balances

Navigating to Accruals
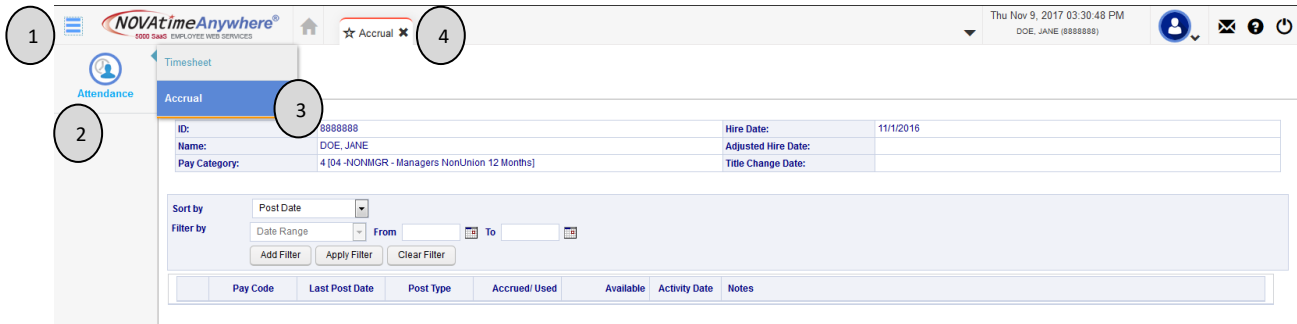
1. Click on Hamburger Icon.

2. Click on Attendance.

3. Click on Accrual.

4. Click on star on accrual tab.

   Click either on the star or use the hamburger icon going forward to view your accruals.

In addition to electronically submitting your timesheet, NOVAtime allows you to view your leave balances, including your sick, personal and vacation time. Navigate to 'Accruals'.

a. By **Pay Code**, you will be able to view your leave balances. See the "Sample List of Pay Codes" on page 7 of this booklet.

b. The **Post Date** signifies the date you took leave or when an adjustment or entry was made to your time.

c. The **Post Type** reflects the type of transaction:

Post Type		
I/+	Import	Rollover of your accrued balances to the system as of June 30th.
U	User Posting	The Payroll Department made an adjustment to your timesheet. After submitting your timesheet and your supervisor has approved it, you discovered that an adjustment or correction needed to be made to your

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		timesheet. For example, you reported your absence as sick leave rather than bereavement leave. You and/or your supervisor contacted the Payroll Department, who manually adjusted your timesheet. Please note NOVAtime will reflect your annual accrued sick time as well as three personal days. If personal days are taken, the Payroll Department will manually adjust your sick leave balance accordingly.
S	**System Posting**	Upload of new annual balances to the system in July.
T	**Timesheet Edit Posting**	Time taken as you reported on your timesheet and as approved by your supervisor.

d. **Accrued/Used** reflects the time you used or the time you accrued during a particular period.

e. **Available** or **Carry Hours** is the number of hours that are available to you or your leave balance.

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