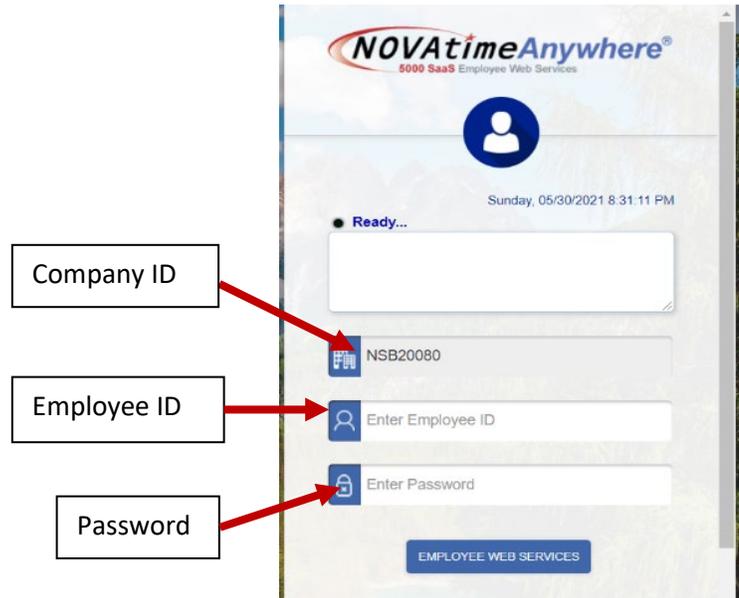


Novatime Login- Time System

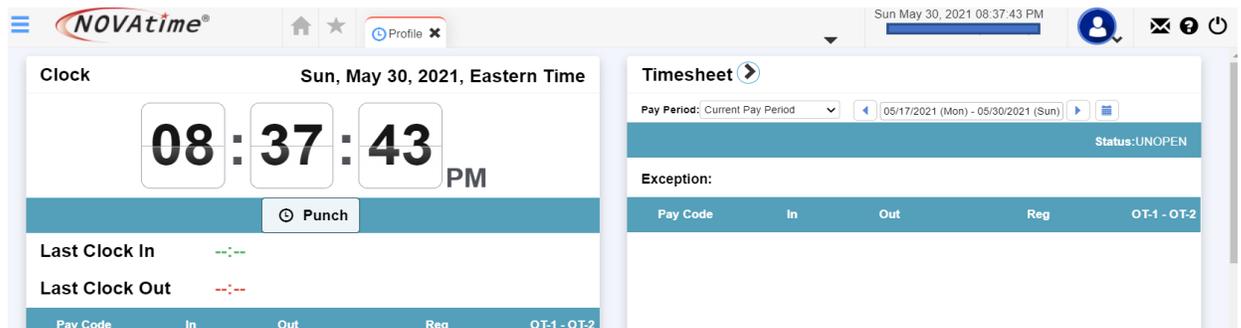
1. From your desktop computer (NOT your cell phone). Click on the link below....

<https://online4.timeanywhere.com/novatime/ewskiosk.aspx?CID=644b4e03-5e1f-4402-9c1b-bec34b3544d9&Site=AWS>

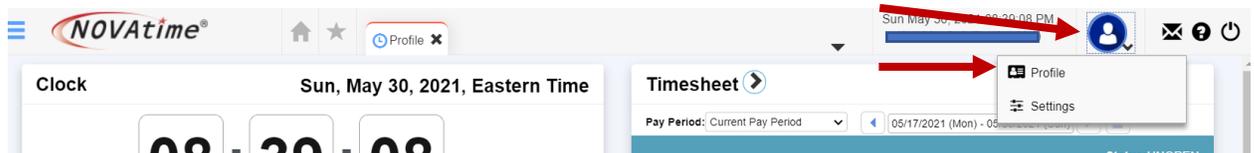
2. Enter the Company ID as NSB20080
3. Enter your Employee ID. Use the same employee id as used to login to the ESS portal.
4. Enter any password of your choice. (You will be prompted to change it during the next step.)
5. Click "Employee Web Services."



6. Enter new password and confirm password.
7. You will then need to login with your new password. Your timesheet will be displayed.



8. Click on the person icon with down arrow and select profile.



9. On the profile screen, enter your email and phone number. These must be entered to use the mobile app. Then click “Save.”

Profile

Login ID / Password

Login ID:

Contact Information

Email:

Emergency Phone:

Phone #1:

Emergency Contact:

Phone #2:

Relationship:

10. You can log your time using either the website or the mobile app.
11. To use the website, use the weblink at the beginning of this document and enter your credentials. The following screen will display, click on “Punch” to clock in or out.

NOVAtime®

Clock Sun, May 30, 2021, Eastern Time

08:49:43 PM

Last Clock In --:--

Last Clock Out --:--

Pay Code	In	Out	Reg	OT-1	OT-2
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12. To use the mobile app, download Novamobile from Google Play or the Apple App Store. Once the download is complete, follow the on-screen prompts for setup.



IMPORTANT NOTE – Your location will be recorded upon punching in or out.

Requesting Time Off –

Leave request are now being processed through Novatime, instead of the paper form that has been used in the past. You will submit your sick or vacation request and your supervisor will be notified a request has been submitted. The request will either be approved or denied.

To submit a request, login to Novatime as you would if you are punching in. When your time timesheet is displayed scroll down and look for the Leave Management section. Click Request Leave.

Timesheet

Pay Period: Current Pay Period 07/12/2021 (Mon) - 07/25/2021 (Sun)

Status: OPEN

Exception:

Date	Pay Code	In	Out	Reg	OT-1 - OT-2
07/12/2021	4[SALARY]	10:31 AM	12:30 PM	1.98	0.00
07/12/2021	4[SALARY]	01:30 PM	09:01 PM	7.52	0.00
07/13/2021	4[SALARY]	08:06 AM	12:45 PM	4.65	0.00
07/13/2021	4[SALARY]	01:00 PM	05:33 PM	4.55	0.00

Summary:

Summary:	Reg	OT
Jul 12, 2021 - Jul 25, 2021	40.00	0.00

Leave Management

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
2[VACATION]	07/02/2021	+	292.00	292.00
3[SICK LEAVE]	07/02/2021	+	562.66	562.66

This window will open. Complete the fields in the form. Request title allows you to name the request, medical appointment, vacation, etc. Pay Code is the type of leave you are requesting – it will be different depending upon your department (i.e., Vacation vs. Fire Vacation). Slide the toggle button if you are requesting multi day. Enter the date and the number of hours per day you are requesting. If you are requesting multi day, you will enter your scheduled daily hours of 8, 12 (Police), or 24 (Fire) and the system will multiply your scheduled daily hours by the numbers of days requested. You may type a message to your supervisor in the field provided. Once the form is complete. Select submit and the request will be sent to your supervisor.

Request Leave

Request Title

Pay Code

Multi-Day

Date

Total hours (per day)

Message to Supervisor