

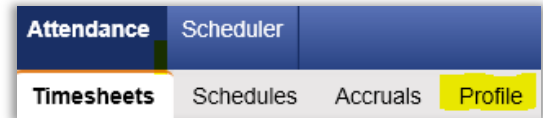
Login and Punching Your Timesheet			
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**Creating a Password:**

After you enter your employee number/badge number for the first time you will need to enter a password. Passwords must:

- Be 8-12 characters in length
- Contain at least 1 number
- Contain at least 1 letter

NOTE: Your NOVAtime Administrator may require stronger passwords.



If you want to change your password later you can do so by clicking on the "Profile" tab under Attendance. Forget your password? Your supervisor can reset your password

**Email notifications:**

You can also verify or change your email address in NOVAtime on the Attendance/Profile tab.

**Login page:**

After you enter your ID and password you have several options.

- Click the "Punch" button to clock in/out.
- Click the Employee Web Services button to view your timesheet, punch, edit your timesheet, change your password, etc.

**Managing Your Timesheet:**

**Punching:**

Depending on your organization's setup, you can punch your timesheet by:

- Punching through the EWS from the Login page
- Clicking "Punch" on your timesheet.
- Using a timeclock in your designated area
- Telephone or mobile device (if configured)

**Submitting Your Timesheet:**

Clicking the "Submit" button on your timesheet is the equivalent to signing a paper timecard. Timecards are generally submitted after your final work hours for a pay period. However, you can submit your timesheet and still punch in/out. For example, you can submit your timecard at 3:00 p.m. on the final day of the pay period and still punch out at 5:00 p.m. Your timecard will still calculate the hours you work after you submitted it. This is especially helpful if you are going to be absent on the final day of the pay period. However, your supervisor can approve your timesheet even if you have not submitted it.

What if you hit "submit" by accident? No worries! Your supervisor can reopen your timesheet.

