

# Training Videos North Little Rock

ADMINISTRATOR	Length	Link
<b>EMPLOYEES</b>		
Overview—Employee and Supervisor demo	38:14:00	<a href="https://youtu.be/_yq8ITUSvbo">https://youtu.be/_yq8ITUSvbo</a>
Adding New Employee	3:04	<a href="https://www.youtube.com/watch?v=eFcRhHToCnc&amp;feature=youtu.be">https://www.youtube.com/watch?v=eFcRhHToCnc&amp;feature=youtu.be</a>
Terminating an employee;	1:23	<a href="https://www.youtube.com/watch?v=UwLVG4pbSKk&amp;feature=youtu.be">https://www.youtube.com/watch?v=UwLVG4pbSKk&amp;feature=youtu.be</a>
Editing the Employee General page	2:13	<a href="https://www.youtube.com/watch?v=1t9aQypHDJU&amp;feature=youtu.be">https://www.youtube.com/watch?v=1t9aQypHDJU&amp;feature=youtu.be</a>
<b>PAYROLL</b>		
Payroll-Part I - Processing	1:58	<a href="https://www.youtube.com/watch?v=NkDsJ0eEHV0&amp;feature=youtu.be">https://www.youtube.com/watch?v=NkDsJ0eEHV0&amp;feature=youtu.be</a>
Payroll-Part II - Payroll reports	1:21	<a href="https://www.youtube.com/watch?v=TOGL-TxwKnQ&amp;feature=youtu.be">https://www.youtube.com/watch?v=TOGL-TxwKnQ&amp;feature=youtu.be</a>
Payroll - Part III - Exporting payroll files	1:10	<a href="https://www.youtube.com/watch?v=Gy_wAGLaf2g&amp;feature=youtu.be">https://www.youtube.com/watch?v=Gy_wAGLaf2g&amp;feature=youtu.be</a>
Basic Payroll Administrator training	59:44:00	<a href="https://www.youtube.com/watch?v=N8U3gPVJXrM&amp;feature=youtu.be">https://www.youtube.com/watch?v=N8U3gPVJXrM&amp;feature=youtu.be</a>
Processing a payroll file	7:00	<a href="https://www.youtube.com/watch?v=ubzZjtv4PIY&amp;feature=youtu.be">https://www.youtube.com/watch?v=ubzZjtv4PIY&amp;feature=youtu.be</a>
<b>REPORTING</b>		
Reports	3:33	<a href="https://www.youtube.com/watch?v=PQyTSxG4GKA&amp;feature=youtu.be">https://www.youtube.com/watch?v=PQyTSxG4GKA&amp;feature=youtu.be</a>
Using NOVAtime Reporting	47:21:00	<a href="https://youtu.be/mf6MwyckGcc">https://youtu.be/mf6MwyckGcc</a>
<b>SUPERVISORS</b>		
Setting up a new User/Supervisor	7:45	<a href="https://www.youtube.com/watch?v=fld2f-c1Ojs&amp;feature=youtu.be">https://www.youtube.com/watch?v=fld2f-c1Ojs&amp;feature=youtu.be</a>
New User/Supervisor - assigning groups	1:57	<a href="https://www.youtube.com/watch?v=pEeBxrkhiSI&amp;feature=youtu.be">https://www.youtube.com/watch?v=pEeBxrkhiSI&amp;feature=youtu.be</a>
<b>SUPERVISOR</b>		
Overview		
Demo—Supervisor and Employee	38:14:00	<a href="https://youtu.be/_yq8ITUSvbo">https://youtu.be/_yq8ITUSvbo</a>
Employee General Overview	6:21	<a href="https://www.youtube.com/watch?v=TAF6bPzQvBI&amp;feature=youtu.be">https://www.youtube.com/watch?v=TAF6bPzQvBI&amp;feature=youtu.be</a>
Summary Tab Overview	2:08	<a href="https://www.youtube.com/watch?v=HfrBGNci7VI&amp;feature=youtu.be">https://www.youtube.com/watch?v=HfrBGNci7VI&amp;feature=youtu.be</a>
Basic Supervisor Training	1:15:00	<a href="https://www.youtube.com/watch?v=c8ReR6fO34U&amp;feature=youtu.be">https://www.youtube.com/watch?v=c8ReR6fO34U&amp;feature=youtu.be</a>
Delegation for Supervisors	2:16	<a href="https://www.youtube.com/watch?v=fcz23GrIPxs&amp;feature=youtu.be">https://www.youtube.com/watch?v=fcz23GrIPxs&amp;feature=youtu.be</a>
Leave Requests		
Approving Employee Leave Requests	1:56	<a href="https://www.youtube.com/watch?v=9fyztz5mVwk&amp;feature=youtu.be">https://www.youtube.com/watch?v=9fyztz5mVwk&amp;feature=youtu.be</a>
Timesheet		
Detail timesheet vs Hourly timesheet	4:00	<a href="https://www.youtube.com/watch?v=wZwc4mAetTY&amp;feature=youtu.be">https://www.youtube.com/watch?v=wZwc4mAetTY&amp;feature=youtu.be</a>
Overview of Attendance/Timesheet tab	2:57	<a href="https://www.youtube.com/watch?v=I0JcwQ6RD6U&amp;feature=youtu.be">https://www.youtube.com/watch?v=I0JcwQ6RD6U&amp;feature=youtu.be</a>
Reviewing Missed Punches and other exceptions	1:01	<a href="https://www.youtube.com/watch?v=SW2XFOG4gJq&amp;feature=youtu.be">https://www.youtube.com/watch?v=SW2XFOG4gJq&amp;feature=youtu.be</a>
Identifying & Fixing Missed Punches	5:00	<a href="https://www.youtube.com/watch?v=pxcgzC_rTnY&amp;feature=youtu.be">https://www.youtube.com/watch?v=pxcgzC_rTnY&amp;feature=youtu.be</a>
Insert/Repost	2:06	<a href="https://www.youtube.com/watch?v=MO6a93QnL-0&amp;feature=youtu.be">https://www.youtube.com/watch?v=MO6a93QnL-0&amp;feature=youtu.be</a>
Multi-Add button	2:46	<a href="https://www.youtube.com/watch?v=0ZPBvSBvoZA&amp;feature=youtu.be">https://www.youtube.com/watch?v=0ZPBvSBvoZA&amp;feature=youtu.be</a>
Approving Timesheets	1:36	<a href="https://www.youtube.com/watch?v=iSSB0v8DOvA&amp;feature=youtu.be">https://www.youtube.com/watch?v=iSSB0v8DOvA&amp;feature=youtu.be</a>
Modifying an existing punch	1:49	<a href="https://www.youtube.com/watch?v=Ak904Kneq-Q&amp;feature=youtu.be">https://www.youtube.com/watch?v=Ak904Kneq-Q&amp;feature=youtu.be</a>
Entering leave directly on timesheet	1:45	<a href="https://www.youtube.com/watch?v=0a6y8ZmV7tq&amp;feature=youtu.be">https://www.youtube.com/watch?v=0a6y8ZmV7tq&amp;feature=youtu.be</a>
<b>SCHEDULING</b>		
Mastering Scheduling Templates and Free-Form	43:46:00	<a href="https://www.youtube.com/watch?v=Hwh36lx11Ps&amp;feature=youtu.be">https://www.youtube.com/watch?v=Hwh36lx11Ps&amp;feature=youtu.be</a>
Scheduling employees using Scheduler/Recap	3:16	<a href="https://www.youtube.com/watch?v=8fuGf-h0Exo&amp;feature=youtu.be">https://www.youtube.com/watch?v=8fuGf-h0Exo&amp;feature=youtu.be</a>
Scheduling - copying schedules on Scheduler/Recap	1:31	<a href="https://www.youtube.com/watch?v=YCgFYOYOYSg&amp;feature=youtu.be">https://www.youtube.com/watch?v=YCgFYOYOYSg&amp;feature=youtu.be</a>
Scheduling using Copy Schedule Multiple to copy one week in Scheduler/Recap	3:38	<a href="https://www.youtube.com/watch?v=isRz7r-hKtE&amp;feature=youtu.be">https://www.youtube.com/watch?v=isRz7r-hKtE&amp;feature=youtu.be</a>
Scheduling using Copy Schedule Multiple to copy a custom date range in Scheduler/Recap	2:30	<a href="https://www.youtube.com/watch?v=qiXq0FmG4BE&amp;feature=youtu.be">https://www.youtube.com/watch?v=qiXq0FmG4BE&amp;feature=youtu.be</a>
Scheduling using Copy Employee button on Scheduler/Recap	3:07	<a href="https://www.youtube.com/watch?v=RnmuMZJt-yU&amp;feature=youtu.be">https://www.youtube.com/watch?v=RnmuMZJt-yU&amp;feature=youtu.be</a>
Scheduling - using Freeform Schedules	3:00	<a href="https://www.youtube.com/watch?v=QI0HHf3homg&amp;feature=youtu.be">https://www.youtube.com/watch?v=QI0HHf3homg&amp;feature=youtu.be</a>
Scheduling - using Template Schedules	6:00	<a href="https://www.youtube.com/watch?v=vwP-fXZQ9fQ&amp;feature=youtu.be">https://www.youtube.com/watch?v=vwP-fXZQ9fQ&amp;feature=youtu.be</a>
Scheduling - Adding & Maintaining Templates	3:00	<a href="https://www.youtube.com/watch?v=u7mj3lHwp38&amp;feature=youtu.be">https://www.youtube.com/watch?v=u7mj3lHwp38&amp;feature=youtu.be</a>
<b>REPORTING</b>		
Reporting 101	19:49	<a href="https://www.youtube.com/watch?v=XFasVSOos7U&amp;feature=youtu.be">https://www.youtube.com/watch?v=XFasVSOos7U&amp;feature=youtu.be</a>
Intro to Report Generator	47:21:00	<a href="https://youtu.be/mf6MwyckGcc">https://youtu.be/mf6MwyckGcc</a>
<b>EMPLOYEE</b>		
Demo—Employee & Supervisor	38:14:00	<a href="https://youtu.be/_yq8ITUSvbo">https://youtu.be/_yq8ITUSvbo</a>
First-time login to Employee Web Services	0:58	<a href="https://www.youtube.com/watch?v=oQlpia3ZjFA&amp;feature=youtu.be">https://www.youtube.com/watch?v=oQlpia3ZjFA&amp;feature=youtu.be</a>

Changing password	1:05	<a href="https://www.youtube.com/watch?v=SBN7E0H85L8&amp;feature=youtu.be">https://www.youtube.com/watch?v=SBN7E0H85L8&amp;feature=youtu.be</a>
Punching in/out using EWS	0:40	<a href="https://www.youtube.com/watch?v=29NIUyjbEA0&amp;feature=youtu.be">https://www.youtube.com/watch?v=29NIUyjbEA0&amp;feature=youtu.be</a>
Transferring to another group on EWS	0:46	<a href="https://www.youtube.com/watch?v=FqZw8MB9SXY&amp;feature=youtu.be">https://www.youtube.com/watch?v=FqZw8MB9SXY&amp;feature=youtu.be</a>
Entering Expenses		
Entering expenses into NOVAtime	2:16	<a href="https://www.youtube.com/watch?v=-ZqJnGLSQxo&amp;feature=youtu.be">https://www.youtube.com/watch?v=-ZqJnGLSQxo&amp;feature=youtu.be</a>
Requesting time off		
Requesting time off	2:33	<a href="https://www.youtube.com/watch?v=foo7osPW-V0&amp;feature=youtu.be">https://www.youtube.com/watch?v=foo7osPW-V0&amp;feature=youtu.be</a>
Timesheet		
Time Distribution	1:43	<a href="https://www.youtube.com/watch?v=G_D7OWXtqVk&amp;feature=youtu.be">https://www.youtube.com/watch?v=G_D7OWXtqVk&amp;feature=youtu.be</a>
Submitting a timesheet	0:55	<a href="https://www.youtube.com/watch?v=C7UQ4DhXjcE&amp;feature=youtu.be">https://www.youtube.com/watch?v=C7UQ4DhXjcE&amp;feature=youtu.be</a>
Entering leave directly on timesheet	0:58	<a href="https://www.youtube.com/watch?v=xfqkVyQb4R8&amp;feature=youtu.be">https://www.youtube.com/watch?v=xfqkVyQb4R8&amp;feature=youtu.be</a>
Entering time into hourly timesheet	1:45	<a href="https://www.youtube.com/watch?v=Fw0p7ix-Xoc&amp;feature=youtu.be">https://www.youtube.com/watch?v=Fw0p7ix-Xoc&amp;feature=youtu.be</a>
Adding Notes to Timesheet	1:05	<a href="https://www.youtube.com/watch?v=Tz17Uyx8kt8&amp;feature=youtu.be">https://www.youtube.com/watch?v=Tz17Uyx8kt8&amp;feature=youtu.be</a>
Editing timesheets	3:26	<a href="https://www.youtube.com/watch?v=qVnNr-N5pMg&amp;feature=youtu.be">https://www.youtube.com/watch?v=qVnNr-N5pMg&amp;feature=youtu.be</a>
<b>NT7000 CLOCK</b>		
Enrollment training	16:15	<a href="https://www.youtube.com/watch?v=HrbBPQjDg9k&amp;feature=youtu.be">https://www.youtube.com/watch?v=HrbBPQjDg9k&amp;feature=youtu.be</a>
Clocking In/Out	2:05	<a href="https://www.youtube.com/watch?v=3yrZzPCYppl&amp;feature=youtu.be">https://www.youtube.com/watch?v=3yrZzPCYppl&amp;feature=youtu.be</a>
NOVAmobile PHONE APP		
NOVAmobile registration	2:58	<a href="https://www.youtube.com/watch?v=LZbbqvCDO1M&amp;feature=youtu.be">https://www.youtube.com/watch?v=LZbbqvCDO1M&amp;feature=youtu.be</a>
Clocking In/Out	1:34	<a href="https://www.youtube.com/watch?v=2k0ekelhCo0&amp;feature=youtu.be">https://www.youtube.com/watch?v=2k0ekelhCo0&amp;feature=youtu.be</a>
Job Transfer	1:47	<a href="https://www.youtube.com/watch?v=W0qb9GPHFQA&amp;feature=youtu.be">https://www.youtube.com/watch?v=W0qb9GPHFQA&amp;feature=youtu.be</a>
View Timesheet	1:59	<a href="https://www.youtube.com/watch?v=LmmJy1qd2kE&amp;feature=youtu.be">https://www.youtube.com/watch?v=LmmJy1qd2kE&amp;feature=youtu.be</a>
View Accruals & Schedule	1:57	<a href="https://www.youtube.com/watch?v=yVyXhJb6Rf0&amp;feature=youtu.be">https://www.youtube.com/watch?v=yVyXhJb6Rf0&amp;feature=youtu.be</a>
Submit Timesheet	1:44	<a href="https://www.youtube.com/watch?v=MV1Px1NfynY&amp;feature=youtu.be">https://www.youtube.com/watch?v=MV1Px1NfynY&amp;feature=youtu.be</a>
Configure/Register and Use Mobile App	14:48	<a href="https://www.youtube.com/watch?v=znss1OmlbEs&amp;feature=youtu.be">https://www.youtube.com/watch?v=znss1OmlbEs&amp;feature=youtu.be</a>
<b>OTHER NOVATIME MODULE OVERVIEW</b>		
Using Advanced Scheduling Manager	13:25	<a href="https://www.youtube.com/watch?v=GcFmxW463tQ&amp;feature=youtu.be">https://www.youtube.com/watch?v=GcFmxW463tQ&amp;feature=youtu.be</a>
FMLA Case Management Webinar	1:25:00	<a href="https://www.youtube.com/watch?v=pbyBPqog_FY&amp;feature=youtu.be">https://www.youtube.com/watch?v=pbyBPqog_FY&amp;feature=youtu.be</a>