

NOVAtime Upgrade

NOVAtime has done an upgrade. They are now using a dashboard feature which will be the landing page when you 1st log in. Instructions below are how to navigate to your timesheet and accrual tab. Otherwise there are no other changes to NOVAtime other than navigating.

Logging into NOVAtime

Navigate to <http://novatime.cpsd.us>

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".



The screenshot shows the NOVAtimeAnywhere login interface. At the top is the logo "NOVAtimeAnywhere®" with "2008 Award Employee Web Services" below it. A user icon and the date "Thursday, 11/09/2017 1:06:24 PM" are displayed. Below this is a "Ready..." status indicator and a text input field. A dropdown menu shows "NEU13075_171103_BH". Below that are two input fields: "Enter Employee ID" (labeled with a circled '1') and "Enter Password" (labeled with a circled '2'). There are three buttons: "PUNCH", "TRANSFER", and "CANCEL". Below these is a button labeled "EMPLOYEE WEB SERVICES" (labeled with a circled '3'). At the bottom, there is a legal disclaimer and links for "Legal Statement" and "Privacy Statement".

Navigating to your timesheet:

The screenshot shows the NOVAtimeAnywhere dashboard. The top navigation bar includes the NOVAtimeAnywhere logo, a home icon, a star icon next to the word "Timesheet" (circled with a '2'), and a user profile icon. The main content area has a "Timesheet" tab (circled with a '1') and a "Message" panel. The Timesheet panel displays a "Pay Period" dropdown set to "Current Pay Period", a date range "11/01/2017 (Wed) - 11/15/2017 (Wed)", and a "Status: OPEN" indicator. Below this is an "Exception:" section with a table. The table has columns for "Date", "Pay Code", "Reg", and "OT-1 - OT-3". The "Summary:" section shows "Nov 1, 2017 - Nov 15, 2017" with "Reg" and "OT" values of "0.00" and "0.00" respectively. The Message panel is empty and has a pagination control at the bottom showing "1 / 1".

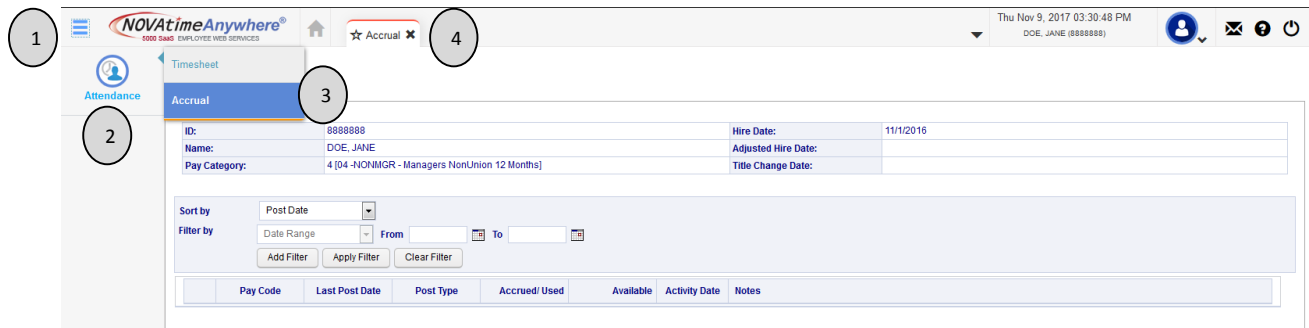
Date	Pay Code	Reg	OT-1 - OT-3
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Summary:	Reg	OT
Nov 1, 2017 - Nov 15, 2017	0.00	0.00

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.

Navigating to Accruals:



1. Click on Hamburger Icon.
2. Click on Attendance.
3. Click on Accrual.
4. Click on star on accrual tab.

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