

NovaTime - Employee

NovaTime Links

You can find the NovaTime link at:

G:\Public\NovaTime Employee

How Hours are Calculated

When you Punch In or Punch Out, your actual punch time will display on your timesheet, however, it will calculate on the following rounding method:

- 7 Minute Grace Period – 15 minute roll forward/backward

Example: Schedule time to work is from 7:00 to 3:30

Punch In at 6:53, it will be calculated as 7:00

Punch In at 6:52, it will be calculated as 6:45

Punch In at 7:02, it will be calculated as 7:00

Punch In at 7:10, it will be calculated as 7:15

Your Meal Break will also show you the actual time taken for lunch but it will round for calculation purposes (ex: M67 actual, M60 rounded)

Your Total Hours are calculated as follows:

[Total Hours without Meal Break] minus [Meal Break] = Total Hours

Example:

IN	OUT
7:55AM	12:20PM
1:27PM	5:06PM

[Total Hours without Meal Break]	9.0 Hr (8:00AM – 5:00PM)
[Minus Meal Break]	- 1.0 Hr (1hr 7mins, round)
	8.0 Hrs

Meal Breaks

Employees who work in excess of five hours are required to take a 30 minute meal break. Meal breaks must be taken by the 5th hour. NovaTime will not allow you to punch in earlier than 30 minutes once you have punched out.

Missed/Edit Punch Forms

If your Punch In or Punch Out time is not accurate, please use the "NovaTime Missed/Edit Punch Form" to correct it.

Overtime

If you work overtime, a note must be added to that day with a short description of what you worked on. Remember, overtime must be approved in advance by your supervisor.

Make Up Time

Any approved make up time must be completed:

- Within the same week BUT
 - Cannot cross pay periods

In NovaTime, request make up time for the day that you are leaving early by using the "Scheduler". On the day you work overtime to make up for time you left early, add a note: "make up time". Please refer to the Employee Handbook for the make up time policy.

Submitting Your Timesheet

After your last punch on the 15th and the last day of the month, you must submit your timesheet. This is time sensitive, so please do it as soon as possible. BEFORE you submit, please review your timesheet to ensure that it is accurate. Some of the things to look for are:

- Are your total hours correct?
- Have you turned in any Missed/Edit Punch or Make UP Time forms?
- Did you request any Vac/Sick/Make UP time off correctly?
- All overtime have notes.

User/ID and Password

Your User ID and Password is for your use ONLY and should be kept out of plain sight. You should never share your User ID and Password with anyone. Logging in for someone else or logging in at a computer other than the one at your desk could be grounds for termination. If you have any questions, please contact Human Resources.