

BOSTON PRIVATE

WEALTH ▫ TRUST ▫ PRIVATE BANKING

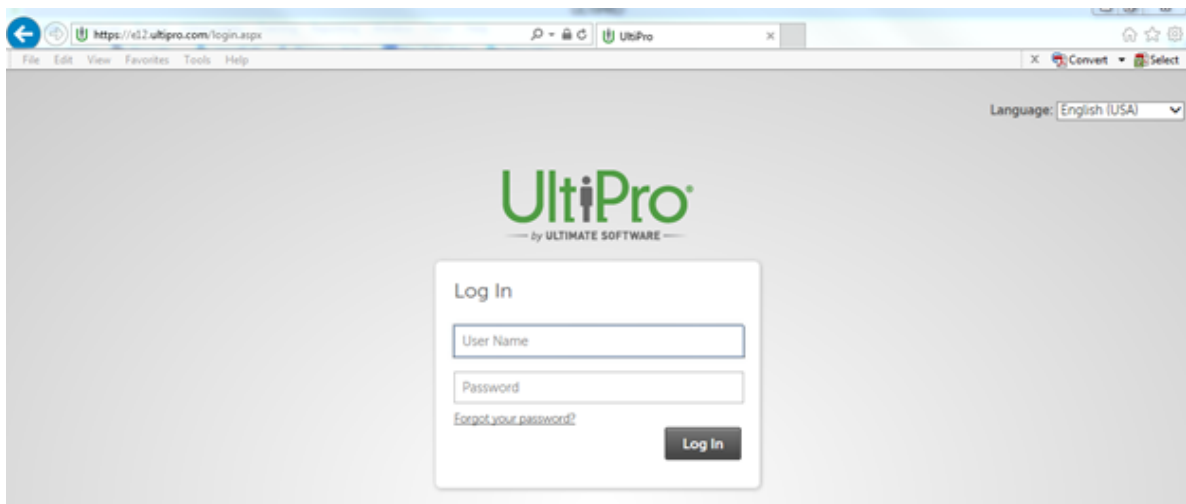
<p>Employee Self Service (Pay Statements, Tax Forms, Direct Deposit and more):</p>  <p>https://e12.ultipro.com/login.aspx</p>	<p>Username: Last Name, First Initial of First Name, Last four digits of SSN Ex: James Adams 123-45-6789 <i>adamsj6789</i></p> <p>Password: Date of Birth Ex: January 1, 1900 <i>01011900</i></p>
<p>Time Reporting System:</p>  <p>https://online1.novatimeanywhere.com/nova4000/ewslogin.aspx?cid=1F8BDAEC-7848-4E1A-A2F5-86456FB55C14%20</p>	<p>Username: Employee ID (Can be found in UltiPro)</p> <p>Password: Select “Punch” then follow instructions on employee guide</p> <p>Note: Please contact Petruvna Bundu for password resets or system issues</p>
<p>Learning Management System (Compliance and Career Development Courses):</p>  <p>http://www.bai.org/learninganddevelopment/logins/custom_login</p>	<p>Username: Will be emailed to you on your third day</p> <p>Password: Will be emailed to you on your third day</p> <p>Note: Please contact Chris Lerner for password resets or BAI test resets</p>
<p>BP Connect (Boston Private’s Intranet and Employee Resource Center)</p>  <p>BP Connect (the Internet homepage)</p>	<p>Username: jadams@bostonprivate.com</p> <p>Password: The same password you use to log into your computer.</p>

Welcome to Ultipro!

The Ultipro software solution is a complete web-based Human Resources Information System (HRIS) that allows employees to view their pay and benefit deduction details online quickly and easily.

How to Log Onto UltiPro

1. Open your internet browser.
2. Type in the URL address: <https://E12.UltiPro.com>
Helpful tip: Save the URL address in your Favorites. The URL is also posted on the Human Resources page of BPBconnect.
3. The initial login screen will request a username and password:



4. Username is the last name (up to the first 10 characters), the first initial of the employee's first name and the last four digits of the employee's social security number. Please note that the username is not case sensitive and all apostrophes (') and/or hyphens (-) are included as the first 10 characters of the last name.

Example: Username for William O'Connor SSN# 123-45-6789
Username: o'connorw6789

5. Password is set as the employee's date of birth (mmddyyyy)
Example: Password for 03/23/1971: **03231971**
6. Click Log in. (**Upon login you will be prompted to change your password**)

7. To change your password, retype your current password (date of birth) and create a new password with the following criteria:

- 6 to 15 characters
- at least one number
- at least one uppercase character
- at least one special character

This will be your new password the next time you log into UltiPro.

UltiPro
by ULTIMATE SOFTWARE

Change Password

Your new password cannot be the same as your previous one and must meet the minimum password requirements outlined below:

Password length:	8-50
Letters:	2
Uppercase:	1
Lowercase:	1
Numbers:	1
Special characters:	1 (Examples: !@#\$%^&*()_+={}[] / \ ; ' " < > , . ? ~)

Current Password

New Password

Confirm Password

[Cancel](#)

5. Once you have created a new password, you will be prompted to select and answer three security questions. If you forget your password you will be prompted to answer these three security questions in order to reset your password.

UltiPro
by ULTIMATE SOFTWARE

Challenge Questions

Please select and answer your challenge questions from the list below.
The selected challenge questions will be used to verify your identity when you request to reset your password.

In what city were you born?

What was the name of your first pet?

What street did you grow up on?

What was your high school mascot?

What is your favorite food?

What is your favorite hobby?

What is your favorite sports team?

What was the name of your high school?

What is your mother's middle name?

What is your father's middle name?

What is your favorite color?

What was your first car?

Where is your favorite place to travel?

Who is your role model?

What was your first grade teacher's name?

Once logged in you will be viewing the UltiPro Home Page!

NOVATIME

EMPLOYEE MANUAL

NOVAtime is a time management database system that tracks all work hours and schedule related data in a centralized online location

As an Employee you are able to record time worked, track paid time off usage and availability, and request paid time off.

This Document will walk through How To:

Subject	Page Number
Login	2 – 5
Requesting Time Off	6 – 12
Managing your Timesheet	13 – 17

LOGGING IN AND CHANGING YOUR PASSWORD

LOGGING IN TO NOVATIME FOR THE FIRST TIME

To access NOVAtime, click the following link:

<https://online2.novatetimeanywhere.com/nova4000/ewslogin.aspx?cid=1F8BDAEC-7848-4E1A-A2F5-86456FB55C14>

** For employees that are also supervisors or approvers, note that this link is different from the supervisor login. Your login information as a supervisor or approver will not work for the employee link and your login information as an employee will not work for the supervisor login.*

Enter your employee ID number in the ID field and click **Punch**. Your employee ID number can be located in UltiPro.

Software as a Service

Message Board:
message 1
Great news! NOVAtime 4000 will be updated with a new user interface effective on May 5th. For more information, please see the announcement at <http://www.novatetime.com/downloads/articles/NewLook.PDF> and a recorded webinar at <http://www.novatetime.com/downloads/videos/NewLook.wmv>.

NOVAtimeAnywhere®
4000 SaaS EMPLOYEE WEB SERVICES

Monday, 05/07/2012 1:32:47 PM

● Ready...

Client ID: NEU11435

ID:

Password:

PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES

The software on this Site contains unpublished, confidential and proprietary information of NOVATIME Technology, Inc. and is protected by copyright, trade secret and trademark law. NOVATIME retains all rights not expressly granted. Use and disclosure of this software is restricted and governed by the License Agreement and the Legal Agreement. Access and use is restricted to NOVAtime authorized business partners and users for NOVAtime business only. This system may be monitored for administrative and security reasons.

©1999-2012 NOVAtime Technology, Inc. [Legal Statement](#) [Privacy Statement](#)

NOVAtime and NOVAtime logo are registered trademarks of NOVAtime Technology, Inc.

SECURE
DATA ENCRYPTED
NS network solutions

The system will prompt you to create a password. Passwords must consist of a minimum of eight characters with at least one numeric and one capital letter.

After creating a password, you should use the **Employee Web Services** button to log into NOVAtime. You can use Employee Web Services to view and make changes to your timesheet, to request time off and to view your PTO balance and usage.

CONFIRMING YOUR ACCESS – NON-EXEMPT EMPLOYEES

After you have logged in, you should see the following page:


The screenshot displays the NOVAtimeAnywhere employee web services interface. At the top, the logo "NOVAtimeAnywhere" is accompanied by the tagline "4000 SaaS EMPLOYEE WEB SERVICES" and a "QUICK NAVIGATOR" icon. The top right corner shows the date and time "Mon May 7 2012 02:51:32 PM" and a "WELCOME" message, with "Licensed to: BOS" below it. A navigation bar at the top contains "Attendance" and "Scheduler" tabs. Below this, a sub-navigation bar highlights "Timesheets" and includes links for "Schedules", "Accruals", "History", and "Profile". A toolbar with icons for "Save", "Add", "Delete", "Undo", "Print", and "Recalculate" is present. Below the toolbar, a "Pay Period" dropdown menu is set to "05/25/2012 (Fri)-05/31/2012 (Thu)", and a "Timesheet Status: OPEN" indicator is shown next to a "Submit" button. The main area features a table with the following columns: Date, PayCode, In, Out, Reg, STR, OT, Daily Hours, Shift_Exp, Schedule, and Total Hours. The table is currently empty. An "Add Record" button is located at the bottom left of the table area.

Date	PayCode	In	Out	Reg	STR	OT	Daily Hours	Shift_Exp	Schedule	Total Hours

This is your timesheet. If you do not see a timesheet and you are a non-exempt employee (you track your hours worked each week), please contact your HR administrator.

CONFIRMING YOUR ACCESS – EXEMPT EMPLOYEES

After you have logged in, you should see the following page:



4000 SaaS EMPLOYEE WEB SERVICES

QUICK NAVIGATOR

Mon May 7 2012 02:52:39 PM WELCOME EMPLOYEE, TEST (9999) HELP LOGOUT
Licensed to: BOSTON PRIVATE FINANCIAL HOLDINGS, INC. (NEU11

Attendance

Scheduler

Accruals

History

Profile


History

ID	Name	Pay Category	Hire Date	Adjust Hire Date	Title Change Date
9999	EMPLOYEE, TEST	1 [Officer]	09/01/1996		
Pay Code	Last Post Date	Post Type	Accrued/Used	Available	Notes
[2]TMBK	05/01/2012	S	22.00	110.00	System Accrual Hours

Contact your HR administrator if you see a timesheet like the one shown above and are a non-exempt employee.

CHANGING YOUR PASSWORD

Log in to your NOVAtime Employee Web Services account and navigate to the following page. Then click the **Change Password** button.



NOVAtimeAnywhere® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR Mon May 7 20

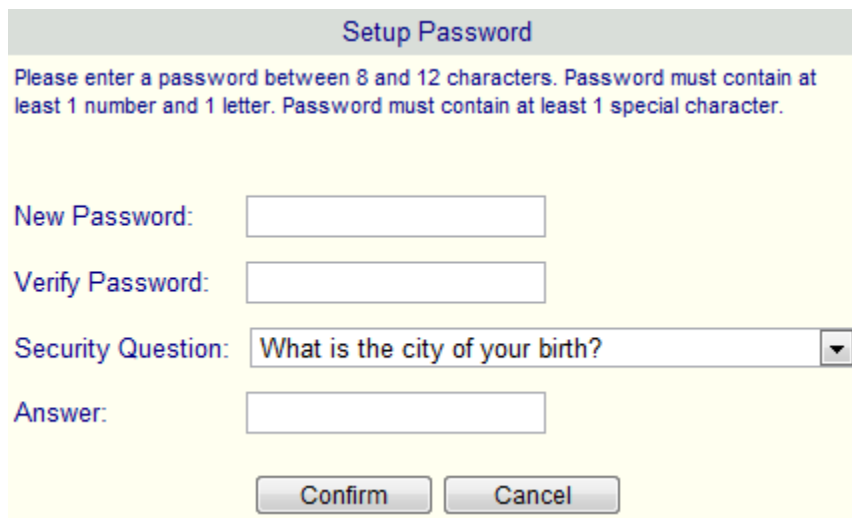
Attendance Scheduler Timesheets Schedules Accruals History **Profile**

Login ID / Password

Login ID: **Change Password**

Contact Information

The following screen will appear – you do not have to re-enter your security question and password if you have already set this up once:



Setup Password

Please enter a password between 8 and 12 characters. Password must contain at least 1 number and 1 letter. Password must contain at least 1 special character.

New Password:

Verify Password:

Security Question: What is the city of your birth?

Answer:

Confirm Cancel

When you have entered your new password, click **Confirm**.

REQUESTING TIME OFF AND VIEWING YOUR REQUESTS

REQUESTING TIME OFF

Log in to your NOVAtime Employee Web Services account and navigate to the following page:

NOVAtimeAnywhere® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR Mon May 7 2012 02:03:25 PM WELCOME Licensed to: BC

Attendance Scheduler Requests Calendar

<input type="checkbox"/> Multiple		
Time Bank Pto[0.00 Hours]	Bereavement[0.00 Hours]	Jury Duty[0.00 Hours]
Volunteer Time[0.00 Hours]	Please insert template	Please insert template
Please insert template	Please insert template	Please insert template

Use the calendar button to select the work week during which you want to request time off. You can click on the date for any day in that week to select that work week.

Week Of: 03/23/2012 (Fri)-03/29/2012 (Thu) [Calendar Icon]

	Friday 03/23/2012	Saturday 03/24/2012
Pending Request:		

March 2012

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9					1	2	3
10	4	5	6	7	8	9	10
11	11	12	13	14	15	16	17
12	18	19	20	21	22	23	24
13	25	26	27	28	29	30	31





Today is Thu, 29 Mar 2012

Once you have selected the correct week, click the type of request you are making at the top of the page. Usually, this will be **Time Bank PTO[0.00 Hours]**. After you click the type of request, it will be highlighted in blue as shown below:

Request Calendar

<input type="checkbox"/> Multiple
Time Bank Pto[0.00 Hours]
Jury Duty[0.00 Hours]
Please insert template

Click anywhere in the white box for that day:

Sunday 03/25/2012	Monday 03/26/2012
	
	
	 [S] 00:00AM-00:00AM Operations Manager

A box will pop up asking how many hours you want to request off. This will be 8.0 hours if you take the entire day off.

[illegible]

Click **Save**.

- Clicking the > button will copy your request to the following day.
- Clicking the >> will copy your request across the entire week.

8.00 hours +
Time Bank Pto

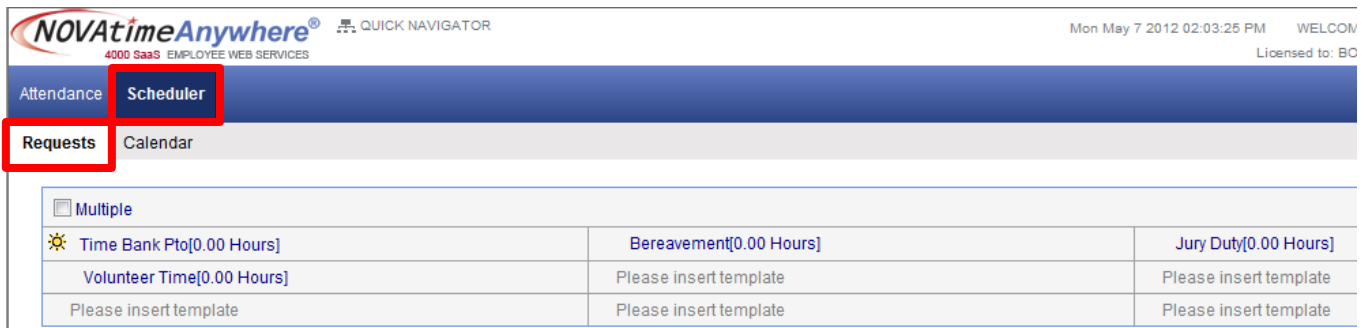
Navigation buttons: << < - + > >>

After copying your request to the correct days, click **Save**.

DELETING A REQUEST FOR TIME OFF

If the request has **not** already been approved:

- 1) Go to the Scheduler



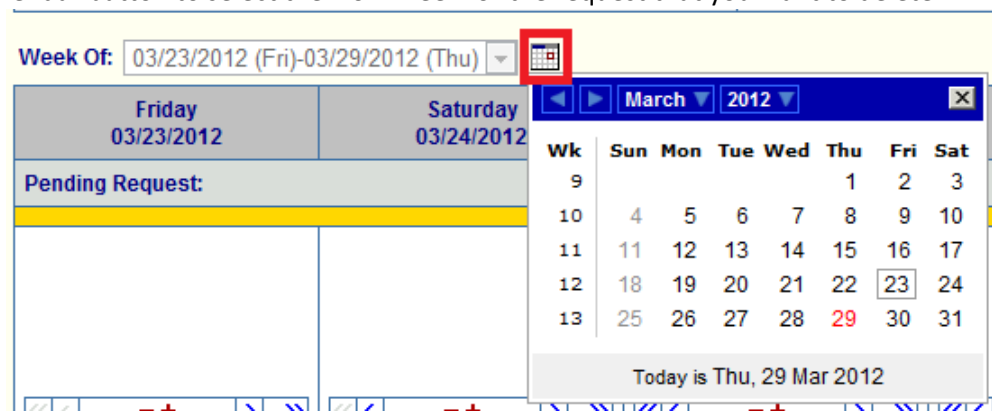
NOVAtimeAnywhere® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR Mon May 7 2012 02:03:25 PM WELCOME Licensed to: BC

Attendance Scheduler Requests Calendar

☐ Multiple

Time Bank Pto[0.00 Hours]	Bereavement[0.00 Hours]	Jury Duty[0.00 Hours]
Volunteer Time[0.00 Hours]	Please insert template	Please insert template
Please insert template	Please insert template	Please insert template

- 2) Use the calendar button to select the work week for the request that you want to delete.



Week Of: 03/23/2012 (Fri)-03/29/2012 (Thu)

Friday 03/23/2012 Saturday 03/24/2012

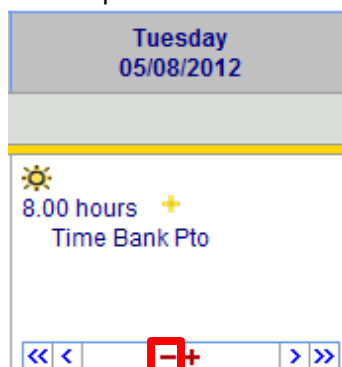
Pending Request:

March 2012

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9					1	2	3
10	4	5	6	7	8	9	10
11	11	12	13	14	15	16	17
12	18	19	20	21	22	23	24
13	25	26	27	28	29	30	31

Today is Thu, 29 Mar 2012

- 3) Click the red minus button underneath the request:



Tuesday 05/08/2012

8.00 hours + Time Bank Pto

<< < > >>

- 4) Click **Save**.

NOTE: If the request has already been approved, you must contact your supervisor or HR administrator to have them remove the request.

VIEWING YOUR REQUESTS FOR TIME OFF

WEEKLY VIEW:

- 1) Go to the Scheduler

NOVAtimeAnywhere® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR Mon May 7 2012 02:03:25 PM WELCOM Licensed to: BO

Attendance **Scheduler**

Requests Calendar

☐ Multiple

Time Bank Pto[0.00 Hours]	Bereavement[0.00 Hours]	Jury Duty[0.00 Hours]
Volunteer Time[0.00 Hours]	Please insert template	Please insert template
Please insert template	Please insert template	Please insert template

- 2) Use the calendar button to select the work week you want to view.

Week Of: 03/23/2012 (Fri)-03/29/2012 (Thu)

Friday 03/23/2012 Saturday 03/24/2012

Pending Request:

[R] Time Bank Pto + 8.00 Hours			[R] Time Bank Pto + 8.00 Hours	
<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>

Approved Request + Schedule:

[S] 00:00AM-00:00AM Operations Manager			[S] 00:00AM-00:00AM Operations Manager	[U] Time Bank Pto 8.00 Hours By: NOTSOSUPER@03/23/2012
--	--	--	--	---

- 3) The first row shows pending requests (marked with an [R]). The second row shows your schedule [S] and approved requests [U].

CALENDAR VIEW:

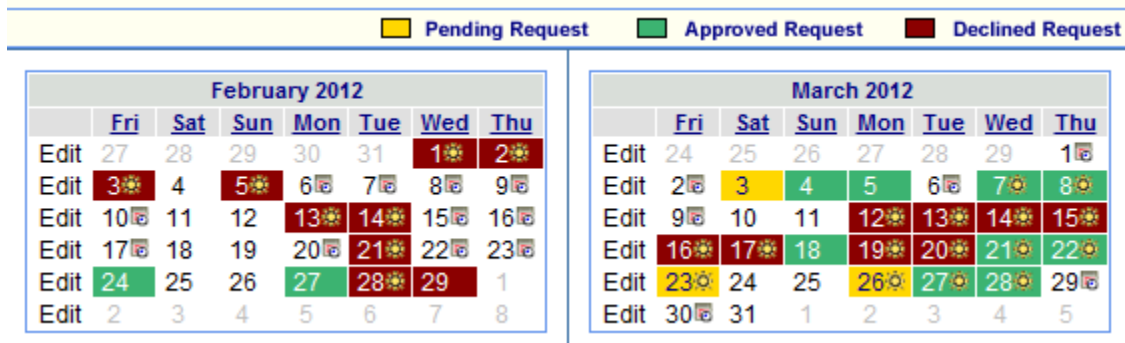
- 1) Go to the Scheduler and click on the Calendar tab



NOVAtimeAnywhere®
 QUICK NAVIGATOR

 Mon May 7 2012 02:14:05 PM WELCOME
 4000 SaaS EMPLOYEE WEB SERVICES
 Licensed to: BOS

Attendance	Scheduler
Requests	Calendar

- 2) On this page you can look at the status of your requests. Yellow requests are pending, green requests are approved and red requests have been declined:



Note: this calendar *only* shows the status of the request. It does not show the type of the request, although for time bank requests you will see a sun icon: 

To see all of your NOVAtime data on one calendar,

- 1) Navigate to the following page:

NOVAtimeAnywhere® QUICK NAVIGATOR Mon May 7 2012 02:16:11 PM WELCOME G
 4000 SaaS EMPLOYEE WEB SERVICES Licensed to: BOSTON COLLEGE

Attendance Scheduler Timesheets Schedules Accruals **History** Profile

Calendar Monthly Calendar Detail Summary

2012

Mixed 0[WKHR] 1[HOLI] 2[TMBK] 3[GRSQ] 4[GRVA] 5[CANM] 6[UNPD] 7[VOLU] 8[COMP]

January 2012							
	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Week	30	31	1	2	3	4	5
Week	6	7	8	9	10	11	12
Week	13	14	15	16	17	18	19
Week	20	21	22	23	24	25	26
Week	27	28	29	30	31	1	2
Week	3	4	5	6	7	8	9

February 2012							
	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Week	27	28	29	30	31	1	2
Week	3	4	5	6	7	8	9
Week	10	11	12	13	14	15	16
Week	17	18	19	20	21	22	23
Week	24	25	26	27	28	29	1
Week	2	3	4	5	6	7	8

March 2012			
	Fri	Sat	Sun
Week	24	25	26
Week	2	3	4
Week	9	10	11
Week	16	17	18
Week	23	24	25
Week	30	31	1

- 2) On this page you will see work hours, approved requests and the type of request (time bank, volunteer, etc.).
- 3) If you click on any given day, you will be directed to the detail tab for that day, which shows you more information about the time logged for that day.

Note: declined and pending requests will not appear on this calendar.

VIEWING YOUR PTO BALANCES

Log in to your NOVAtime Employee Web Services account and navigate to the following page:

NOVAtimeAnywhere® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR Mon May 7 2012 02:19:49 PM WELCOME EMPLOYEE,TEST (9999) HELP LOG

Licensed to: BOSTON PRIVATE FINANCIAL HOLDINGS, INC. (f)

Attendance Scheduler

Accruals History Profile

History

ID	Name	Pay Category	Hire Date	Adjust Hire Date	Title Change Date
9999	EMPLOYEE, TEST	1 [Officer]	09/01/1996		

Clicking the + boxes to the left of each row will expand them:

ID		Name			Pay Category			Hire Date		Adjust Hire Date	Title Change Date
					1 [Officer]						
Pay Code		Last Post Date	Post Type	Accrued/Used	Available	Notes					
[2]TMBK		03/01/2012	S	20.67	54.00	System Accrual Hours					
Acc. Code	Type	Post Date	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes		
PC1	S	03/01/2012	20.67	33.33	0.00	0.00	0.00	54.00	System Accrual Hours		
PC1	T	02/28/2012	0.00	41.33	8.00	0.00	0.00	33.33	Usage		
PC1	T	02/27/2012	0.00	49.33	8.00	0.00	0.00	41.33	Usage		
PC1	T	02/24/2012	0.00	57.33	8.00	0.00	0.00	49.33	Usage		
PC1	T	02/23/2012	0.00	65.33	8.00	0.00	0.00	57.33	Usage		
PC1	T	02/22/2012	0.00	73.33	8.00	0.00	0.00	65.33	Usage		
PC1	T	02/21/2012	0.00	81.33	8.00	0.00	0.00	73.33	Usage		
PC1	S	02/01/2012	20.67	60.67	0.00	0.00	0.00	81.33	System Accrual Hours		
PC1	S	01/01/2012	20.67	40.00	0.00	0.00	0.00	60.67	System Accrual Hours		
PC1	+	01/01/2012	40.00	0.00	0.00	0.00	0.00	40.00	Import Balance		

The first row (highlighted in blue) is a snapshot of your accrual account for that pay code. It shows the most recent transaction – it will be the same as the first line in the table below.

This table shows all time bank balance and usage information as follows:

Column Heading	Definition
Acc. Code	"Accrual Code" – corresponds to pay category for time bank data, corresponds to pay code for all others
Type	Explains why hours were added or subtracted in this row
T	Normal PTO usage (Using a time bank day)
U	Administrator changes to the balance
S	System updates – appears on the 1 st of each month when accruals are added to your PTO balance
+	Initial balance in the system
Post Date	When the hours were added or used
Hours	Hours provided through a data import or a monthly accrual
Carry Hours	Balance before this row
Used	Amount of hours used

Adjust	Hours added or subtracted by administrators
Available	Balance as of this the row's Post Date
Notes	Explains why a row is included

Pay Code Definitions (not limited to the Accrual Table):

Pay Code	Full Name	Symbol	Definition
0[WKHR]	Work Hours		Time worked – only applies to non-exempt employees. Any work hours appearing on exempt timesheets are not included in payroll.
1[HOLI]	Holiday		Holiday hours – automatically applied to each employee's timesheet for each holiday
2[TMBK]	Time Bank PTO		Standard paid time off. Can be requested by employees.
3[GRSK]	Grandfather Sick		Sick hours for west coast employees. Can only be added to employee timesheets by HR administrators
4[BRVM]	Bereavement Hours	[no symbol]	Can be requested by employees.
5[FLTD]	Floating Holiday	[no symbol]	Can be granted to an employee by an HR administrator if the employee works on a holiday. Not currently included in our implementation.
6[JURY]	Jury Duty Time	[no symbol]	Can be requested by employees.
7[GRVA]	Grandfather Vacation	[no symbol]	Vacation time grandfathered in for a very few employees whose yearly PTO allotment was slightly reduced under the new PTO policies.
9[UNPD]	Unpaid Leave	[no symbol]	Can be added to employee timesheets by HR administrators.
10[VOLU]	Volunteer Time	[no symbol]	Can be requested by employees. Each employee receives 8 hours per year.

Notes:

You may notice that the **Attendance | Accrual** tab does not always seem to match the accrual summary information on the **Scheduler | Request** tab. This is because the Accrual tab shows your PTO usage for the entire year, including time off that has been approved for future dates, whereas the accrual summary table on the Request tab only shows your PTO usage as of the current date.

MANAGING YOUR TIMESHEET

For non-exempt employees only

VIEWING YOUR TIMESHEET AND ADDING TIME

Log in to your NOVAtime Employee Web Services account and navigate to the following page:

NOVAtimeAnywhere® QUICK NAVIGATOR Mon May 7 2012 02:23:12 PM WELCOME
4000 SaaS EMPLOYEE WEB SERVICES Licensed to: BOST

Attendance Scheduler

Timesheets Schedules Accruals History Profile

Save Add Delete Undo Print Recalculate

Pay Period 05/18/2012 (Fri)-05/24/2012 (Thu) Timesheet Status: OPEN Submit

Date	PayCode	In	Out	Reg	STR	OT	Daily Hours	Shift_Exp	Schedule	Total Hours

Add Record

Use the calendar icon to select the work week that you want to view. You can only edit timesheets that are marked as **OPEN**, but you are able to view any timesheet.

NOVAtimeAnywhere® QUICK NAVIGATOR Mon May 7 2012 02:27:00 PM WEL
4000 SaaS EMPLOYEE WEB SERVICES Licensed to:

Attendance Scheduler

Timesheets Schedules Accruals History Profile

Save Add Delete Undo Print Recalculate

Pay Period 05/18/2012 (Fri)-05/24/2012 (Thu) Timesheet Status: OPEN Submit

Date	PayCode	In	Out	Reg	STR	OT	Daily Hours	Shift_Exp	Schedule	Total Hours


Add Record


Timesheet Summary: Group By:

Pay Code	Reg Hrs	STR	OT	DT	Totals	Earnings	Deductions	Reg Pay	STR Pay	OT Pay	DT Pay	Prem

Accrual Summary

To add time, click the drop down menus in the **Date** column


Pay Period: 03/30/2012 (Fri)-04/05/2012 (Thu)  **Time Sheet**

	Date	PayCode	In	Out
	<div> <div></div> <div> Fri 03/30/2012 Sat 03/31/2012 Sun 04/01/2012 Mon 04/02/2012 Tue 04/03/2012 Wed 04/04/2012 Thu 04/05/2012 Fri 04/06/2012 </div> </div>			

Add


Timesheet **Group By:** Paycode

Enter the **PayCode** the same way – the only option available is 0[WKHR]:

	Date	PayCode	In	Out
	Mon 04/02/2012	0[WKHR] ▼		


Add Record

Click the box in the **In** column– this will be your starting time. Make sure you type “am” or “pm” after the time (“a” or “p” is also sufficient).

	Date	PayCode	In	Out
	Mon 04/02/2012	0[WKHR]	9:00 AM	

Add Record





Repeat step 5 for the **Out** column – this will be your ending time.


	Date	PayCode	In	Out
	Mon 04/02/2012	0[WKHR]	09:00AM	12:30PM


Add Record

Repeat steps 3-6 to add additional rows of data. If you need more rows, click the **Add Record** button.

When you have finished entering data, click the **Save** button


 **Save** |
  **Add** |
  **Delete** |
  **Undo** |
  **Print** |
  **Recalculate**

Pay Period: 03/30/2012 (Fri)-04/05/2012 (Thu)
  **Timesheet Status**

	Date	PayCode	In	Out	Reg
	Mon 04/02/2012	0[WKHR]	09:00AM	12:30PM	
	<input type="text" value=""/>				







Add Record



Note, the system automatically calculates the number of hours after you click **Save** – this is a good way to be sure that you have saved.


 QUICK NAVIGATOR
 4000 SaaS EMPLOYEE WEB SERVICES

Attendance | **Scheduler**

Timesheets | Schedules | Accruals | History | Profile

 **Save** |
  **Add** |
  **Delete** |
  **Undo** |
  **Print** |
  **Recalculate**

Pay Period *05/04/2012 (Fri)-05/10/2012 (Thu)
 
Timesheet Status: OPEN
  **Submit**

	Date	PayCode	In	Out	Reg	STR	OT	Daily Hours	Shift_Exp
	Fri 05/04/2012	0[WKHR]	08:30AM *	05:00PM *	8.50	0.00	0.00	8.50	00001-FS
	Mon 05/07/2012	0[WKHR]	08:30AM *		0.00	0.00	0.00	0.00	00001-FS

EDITING YOUR TIMESHEET

You can change the time you entered by clicking the **In** and **Out** fields and entering new information. When you have finished making edits, click the **Save** button.

DELETING INFORMATION FROM YOUR TIMESHEET

To delete a row, click the gray square to the left of that row and then click the **Delete** button. Click the **Save** button when you are finished.

NOVAtimeAnywhere® QUICK NAVIGATOR
4000 SaaS EMPLOYEE WEB SERVICES

Attendance Scheduler

Timesheets Schedules Accruals History Profile

Save | Add | **Delete** | Undo | Print | Recalculate |

Pay Period *05/04/2012 (Fri)-05/10/2012 (Thu) Timesheet Status: C

	Date	PayCode	In		Out		Reg
	Fri 05/04/2012	0[WKHR]	08:30AM	*	05:00PM	*	8.50
	Mon 05/07/2012	0[WKHR]	08:30AM	*			0.00

Add Record

SUBMITTING YOUR TIMESHEET

At the end of every Thursday, confirm that the data on your timesheet is correct and then **Submit** your timesheet for your supervisor to review and approve.

- 1) First log in to your NOVAtime Employee Web Services account and navigate to the following page:

NOVAtimeAnywhere® QUICK NAVIGATOR
4000 SaaS EMPLOYEE WEB SERVICES

Attendance Scheduler

Timesheets Schedules Accruals History Profile

Save | Add | Delete | Undo | Print | Recalculate |

Pay Period *05/04/2012 (Fri)-05/10/2012 (Thu) Timesheet Status: **OPEN** Submit

	Date	PayCode	In		Out		Reg	STR	OT	Daily Hc
	Fri 05/04/2012	0[WKHR]	08:30AM	*	05:00PM	*	8.50	0.00	0.00	
	Mon 05/07/2012	0[WKHR]	08:30AM	*	05:00PM	*	8.50	0.00	0.00	

- 2) Use the calendar icon to select the correct week.

Attendance
Scheduler

Timesheets
Schedules
Accruals
History
Profile

Save
Add
Delete
Undo
Print
Recalculate

Pay Period
*05/04/2012 (Fri)-05/10/2012 (Thu)
Timesheet Status: OPEN
Submit

Date	PayCode	In	Out	Reg	STR	OT	Daily Hc
Fri 05/04/2012	0[WKHR]	08:30AM	* 05:00PM	8.50	0.00	0.00	
Mon 05/07/2012	0[WKHR]	08:30AM	* 05:00PM	8.50	0.00	0.00	

3) When you finish reviewing your timesheet for this week, click the **Submit** button.

Once you have submitted your timesheet, you will not be able to make any further edits unless your supervisor or an HR administrator changes the status of the timesheet back to **OPEN**.

EDITING A TIMESHEET THAT IS NOT OPEN

If the status of your timesheet is **SUBMIT** or **APPROVED**, your supervisor or an HR administrator can change the status of your timesheet to **OPEN**. When they have changed the status back to **OPEN** you can edit it as usual.

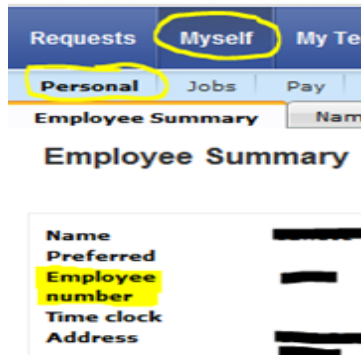
If the status of your timesheet is **PAYROLL**, only an HR administrator can change it back to **OPEN**. When they have changed the status back to **OPEN** you can edit it as usual.

STILL HAVE QUESTION ABOUT NOVATIME?

Please reach out to your local Human Resource Team if you have questions.

NovaTime Q & A

- 1) Q: What is NovaTime?
A: NovaTime is an online time management application that will track employee time worked, employee Time Bank requests, and other time off options.
- 2) Q: How can I access NovaTime?
A: A link to NovaTime will be available from UltiPro's Home Page, and the MemberCenter.
Note: There are two links to NovaTime:
 - 1) Manager/Supervisor Link (approve employee time worked) -
<https://online.novatetimeanywhere.com/nova4000/wslogin.aspx?cid=1F8BDAEC-7848-4E1A-A2F5-86456FB55C14>
 - 2) Employee link (enter time worked and request time off) -
<https://online.novatetimeanywhere.com/nova4000/ewslogin.aspx?cid=1F8BDAEC-7848-4E1A-A2F5-86456FB55C14>
- 3) Q: What is my User ID?
A: Employees User ID: Your employee number, which can be found in **UltiPro** (Myself -> Employee Summary (4 digit number)).



A: For Managers/Approvers User ID for logging in to Approve direct reports time worked access the Manager/Supervisor Link about and enter: First initial of first name, first nine characters of last name (ex: Mark Zuckerberg User ID: mzuckerber)

- 4) Q: Password Criteria?
A: Must be 8 to 10 characters in length, have one number, one letter and one special character. You will answer a security question. Please retain this info in a confidential place.
- 5) Q: As an employee who tracks time worked, what will I need to do in NovaTime?
A: You will now track/record/log your time worked in the NovaTime application. This includes logging time In, Time Out, meal period time out and meal period time back in as well as any time off requests.

- 6) Q: As a manager, what will I need to do in NovaTime?
A: Approve non-exempt employees' time worked and requests for time off.
- 7) Q: Will I need to approve employee's time at the end of each week or just at the end of each two week pay period?
A: You must approve employee time each week, every Friday by 9:30 am.
- 8) Q: For payroll purposes what is the cut off for approving employee two week pay period time?
A: Employee time must be approved by Friday 12 noon (respective of your time zone).
- 9) Q: What if I can't approve the employee's time?
A: NovaTime is set up to accommodate a second approver and your Human Resource Team will have access to assist if needed, please work with HR.
- 10) Q: As a manager, what am I looking for when approving employee time worked?
A: Employee's time worked will typically be the standard 40 regular scheduled hours per week, any overtime (MA, WA and CA) or double time (CA) exceptions will automatically calculate. When approving the work week for employees you will see this amount.
- 11) Q: Will NovaTime track employee Meal Breaks?
A: Yes, Employees who track time need to log their off-duty meal breaks (non-working break). If an employee does not take or is not able to take an off-duty meal break and works through a meal period (after 5 hours of work in a day) this is considered an on-duty meal break and the employee will be paid for the time worked and 1 hour of regular pay will be added to the employees' work hours for the day.
- Employees have the right and should be provided the opportunity to take no less than a thirty-minute off-duty (non-working) unpaid meal break when the work period is more than five hours (CA and WA) (six hours MA) except if the entire work period for that day is no more than six hours (CA). Managers should ensure that employees are aware that they have the right to and should be provided the opportunity to a full 30 minute off-duty meal break.
CA: http://www.dir.ca.gov/dlse/faq_mealperiods.htm
MA: <http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXXI/Chapter149/Section100>
WA: <http://www.lni.wa.gov/WorkplaceRights/Wages/HoursBreaks/Breaks/>
- 12) Q: What about the 'Scheduler' application in NovaTime, is this how I request Time Off?
A: Yes, the 'Scheduler' is used to request time off we are working to confirm everyone's time bank balances so through the month of Jan and into Feb please be patient with this part of the application. We will follow up with confirmation email to ensure that time bank balances are accurate.
- 13) Q: I am a Non-exempt employee does the time worked that I enter into NovaTime effect my pay check?
A: Yes, the hours that you work over a regular 40 hours in a work week will import into our payroll database and be used to determine any exceptions to your regular pay.
- 14) Q: I still have questions?
A: Please reach out to your Human Resource Team or Janece Rittenberry, HRIS Manager (jrittenberry@bostonprivate.com)

BOSTON PRIVATE

WEALTH ▫ TRUST ▫ PRIVATE BANKING

NEW HIRE CHECKLIST

Task	Completed	Waived	Instructions
I-9 document(s)	<input type="checkbox"/>	N/A	To be completed by HR
Federal Tax Forms <u>(currently defaulted to "0")</u>	<input type="checkbox"/>	N/A	See UltiPro Instructions to complete
State Tax Forms <u>(currently defaulted to "0")</u>	<input type="checkbox"/>	N/A	
Emergency contact info	<input type="checkbox"/>	N/A	
Direct Deposit	<input type="checkbox"/>	N/A	
BAI Compliance Training	<input type="checkbox"/>	N/A	Check email for BAI Instructions and Login information

Please return to HR within 30 days of hire

Employee Name_____

Employee Signature_____

Date_____

Human Resources Signature_____

Date_____

Rev. 12/21/2016