



EWS INSTRUCTIONAL GUIDE

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Print displayed information is available on all pages

PART ONE: GETTING STARTED

STEP 1: Logging In



Software as a Service

NOVAtimeAnywhere
AND SABS EMPLOYEE WEB SERVICES

Thursday, 10/10/2013 2:05:43 PM EDT

● Ready...

Client ID: AND_DEMO

ID:

Password:

PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES

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SECURE
network solutions

Employee ID

Enter Employee ID.

Password

8 to 12 characters and contain at least one number and one letter.

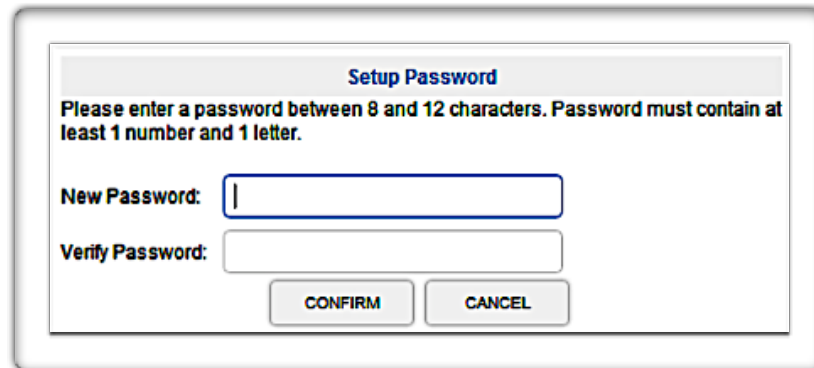
Example: mydogspot112

LOG IN:

1. In the ID box, enter your **Employee ID** then hit tab key
2. In the Password box, enter your **Password** and Click on either the *Punch*, *Transfer*, or *Employee Web Services* button.

LOGGING IN FOR THE FIRST TIME:


STEP 1: Leave the Password box empty and Click on either the *Punch, Transfer, or Employee Web Services* button. The **Setup Password** window will appear.

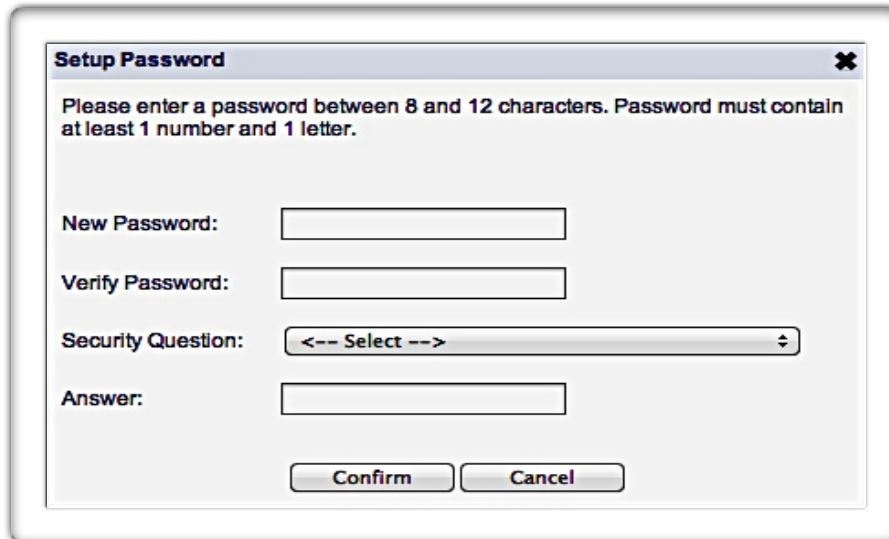


The screenshot shows a dialog box titled "Setup Password". Inside the dialog, there is a header bar with the title "Setup Password". Below the header, there is a message: "Please enter a password between 8 and 12 characters. Password must contain at least 1 number and 1 letter." There are two input fields: "New Password:" and "Verify Password:". The "New Password:" field has a vertical cursor. At the bottom of the dialog, there are two buttons: "CONFIRM" and "CANCEL".

STEP 2: Key in your new password in the ***New Password*** and again in the ***Verify Password*** boxes and Click **Confirm**.

CHANGE PASSWORD

1. In your EWS menu bar, Click on **Attendance**.
2. Click on **Profile**.
3. Under **User Name / Password**, click on the  **Change Password** icon displaying to the right.



The image shows a 'Setup Password' dialog box with the following fields and controls:

- Setup Password** (Title bar)
- Instructions: Please enter a password between 8 and 12 characters. Password must contain at least 1 number and 1 letter.
- New Password:**
- Verify Password:**
- Security Question:** <-- Select --> (dropdown menu)
- Answer:**
- Confirm** button
- Cancel** button

** The above window will display if you are using strong password security is enabled.

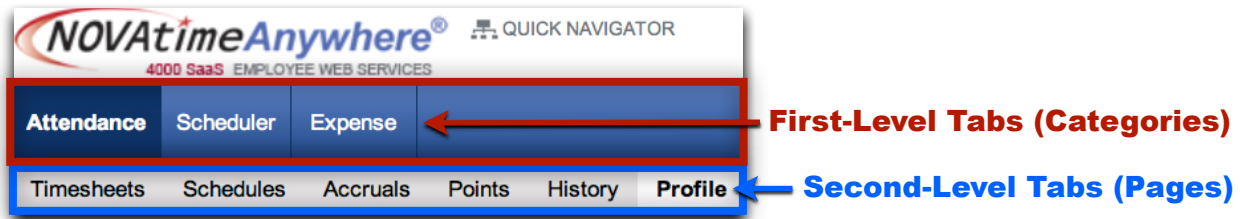
4. Enter in your new password into the **New Password** and **Verify Password** fields.
5. Select your **Security Question** from the drop down menu.
6. Enter your **Answer** to your security question.
7. Click **Confirm**.
8. When you have completed your entries, go up to the top left-hand side and Click **Save**.

LOCKOUTS

- **IP Lockout:** Web punch for employees can be limited to authorized office locations.
 - “Login from this location is not allowed” will be displayed if the punch occurs at an unauthorized location.
- **Meal lockout:** Punching may be disabled during meal breaks to ensure that employees take a minimum meal break of 30 minutes.
 - “Meal Lockout. Please punch later” will be displayed if the punch occurs before the minimum break time has elapsed.

Notes:

PART B: NAVIGATION



Categories: First-level tabs that group employee functions.

Pages: Second-level tabs that organize employee functions.

Tabs: Third-level tabs that further break down functions.

EWS typically provides employees access to two categories:

- The **Attendance** category is used for tracking time.
 - Web punch employees are able to:
 - Review their timesheets for the current and previous pay periods (read only).
 - Web entry employees are able to:
 - Input their work hours for the current pay period.
 - Submit timesheets.
 - Review previous timesheets.
- The **Scheduler** category is used for work schedules and enables employees to:
 - View weekly schedules.
 - Submit time-off requests.
 - View the statuses of their time-off requests.

Filters and Icons are available throughout the system

Filters: Used to view specific criteria
example: Filter by date range



Icons: Graphic image on a computer screen representing a disk drive, a file, or a software command. A graphic shortcut to performing a task.
example: Save, Print, Calendar, Apply Filter, Add Record



ATTENDANCE CATEGORY

TIMESHEETS

The Timesheets page allows employees to review their punches for the selected pay period. The timesheet display defaults to the current pay period.

NOVAtimeAnywhere QUICK NAVIGATOR Tue Oct 15 2013 07:33:48 PM WELCOME PERRY, JILL (JPERRY) HELP LOGOUT
4093 0000 EMPLOYEE WEB SERVICES Licensed to: NOVAtime Demo Only (AND_DEMO)

Attendance Scheduler Expense

Timesheets Schedules Accruals Points History Profile

Timesheet

Save Add Delete Undo Print Columns Hourly Recalculate Multi Add Insert / Repost

Pay Period: 09/29/2013 (Sun)-10/12/2013 (Sat) Timesheet Status: OPEN Submit

Date	PayCode	In	Out	Reg	OT-1	OT-2	Daily Hours	Notes	Reason	Department
Mon 09/30/2013	0[WKHR]	07:00AM	03:00PM	8.00	0.00	0.00	8.00			140 [Physician Assistant]
Tue 10/01/2013	0[WKHR]	07:00AM	03:00PM	8.00	0.00	0.00	8.00			140 [Physician Assistant]
Wed 10/02/2013	0[WKHR]	07:00AM	03:00PM	8.00	0.00	0.00	8.00			140 [Physician Assistant]
Thu 10/03/2013	0[WKHR]	07:00AM	03:00PM	8.00	0.00	0.00	8.00			140 [Physician Assistant]
Fri 10/04/2013	3[SICK]			8.00	0.00	0.00	8.00	1 [DOCTOR APPOINTMENT]		140 [Physician Assistant]

Add Record

Weekly Summary

Date Range Of Week	Reg	OT-1	OT-2	Comp
09/29/2013 ~ 10/05/2013	40.00	0.00	0.00	0.00
10/06/2013 ~ 10/12/2013	0.00	0.00	0.00	0.00

Save Add Delete Undo Print Columns Hourly Recalculate Multi Add Insert / Repost

Pay Period: *09/29/2013 (Sun)-10/12/2013 (Sat) Timesheet Status: OPEN Submit

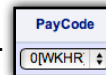
Icons and Shortcuts: *Some items may not be available due to system configuration* ★

- | | | | |
|---------------|--------------------------------------|--------------------------|---|
| Save | Save entries | Hourly ★ | View Hourly timesheets |
| Add | Add blank row | Recalculate | Recalculate the timesheet |
| Delete | Delete selected row | Multi Add ★ | Add multiple records |
| Undo | Revert to previously saved timesheet | Insert / Repost ★ | Insert one or more punches for the employee |
| Print | Print displayed information | Columns ★ | Configure timesheet column display |

The following information on a time punch may be changed if the timesheet is not submitted:

Date - Click on the drop down list box to select the date or input directly.

Pay code - Click on drop down list box to select any applicable pay code.



IN Time and OUT Time - The acceptable formats are

- "hh:mm": Example - "08:00"
- "hhmm" (without : between hh and mm) if using military time:
Example - "0815" for 8:15 AM, "1715" for 5:15 PM
- "hhmm" with am or pm for OUT time: Example - "0503pm"
- "hhmma" or "hhmmp": Example "8a" for 8:00 AM, "1015p" for 10:15 PM

Edit Punch Record:

Click on the field of the time punch record and type over the existing content or select the entry from the drop down list box if applicable.


Department Transfer:

Click on the cell in the **Department** column to select the department.

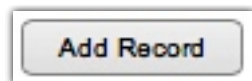
Job Transfer:

Click on the cell in the **Job** column to select the job.

Reason: Enables you to add existing reason codes to your timesheet edits. You can add a reason by clicking on the corresponding cell in the **Reason** column. Click **Save** when you are done.

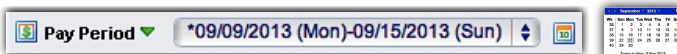
Add A Note:  Enables you to add notes to a timesheet. You can also add a note by clicking on the corresponding cell in the **Notes** column. To save, Click **OK**.

Add Record: Allows you to insert additional rows to add non-worked pay code hours.



1. Click **Add Record**.
2. Select the cell in the **Date** column and choose a date.
3. Go to the **PayCode** column and choose a code from the dropdown menu.
4. Input the number of hours directly into the **Reg** column.

Change Pay Period View:



Click on the Pay Period drop down arrow, select the arrow up or arrow down, or click on the calendar icon and select the date.

ADDITIONAL DISPLAYS:

Timesheet Summary

Group By:

Pay Code	Reg Hrs	OT-1	OT-2	Comp	Total Hrs	Reg Pay	OT-1 Pay	Total Pay
0[WKHR]	21.00	0.00	0.00	0.00	21.00	\$420.00	\$0.00	\$420.00
Totals	21.00	0.00	0.00	0.00	21.00	\$420.00	\$0.00	\$420.00

Weekly Summary

Date Range Of Week	Reg	OT-1	OT-2	Comp
09/15/2013 - 09/21/2013	32.00	0.00	0.00	0.00
09/22/2013 - 09/28/2013	0.00	0.00	0.00	0.00

Accrual Summary

Pay Code	Code	Last Post Date	Post Type	Accrued/Used	Available	Maximum Used	Qualified Hours	Qualified Avg.	Notes
2[VACA]	VACD	04/19/2013	S	77.00	0.00	0.00	0.00	0.00	Bonus
3[SICK]	FTSICK	01/01/2013	S	3.33	6.67	0.00	0.00	0.00	System Accrual Hours
4[PERS]	FTPER1	01/01/2013	S	4.00	8.00	0.00	0.00	0.00	System Accrual Hours

Point System Summary

Point Rule	Description	Last Post Date	Post Type	Balance	Notes
-	-	-	-	0.00	-

Pay Matrix Summary

Pay Matrix Summary

Paycode	Pay ID	Hours	Rate	Pay Amount
0[WKHR]	Regular	21.0000	\$ 20.0000	\$ 420.00

The timesheet also offers additional displays which are view only:

- **Weekly Summary**
- **Timesheet Summary**
- **Accrual Summary**
- **Point System Summary**
- **Pay Matrix Summary**



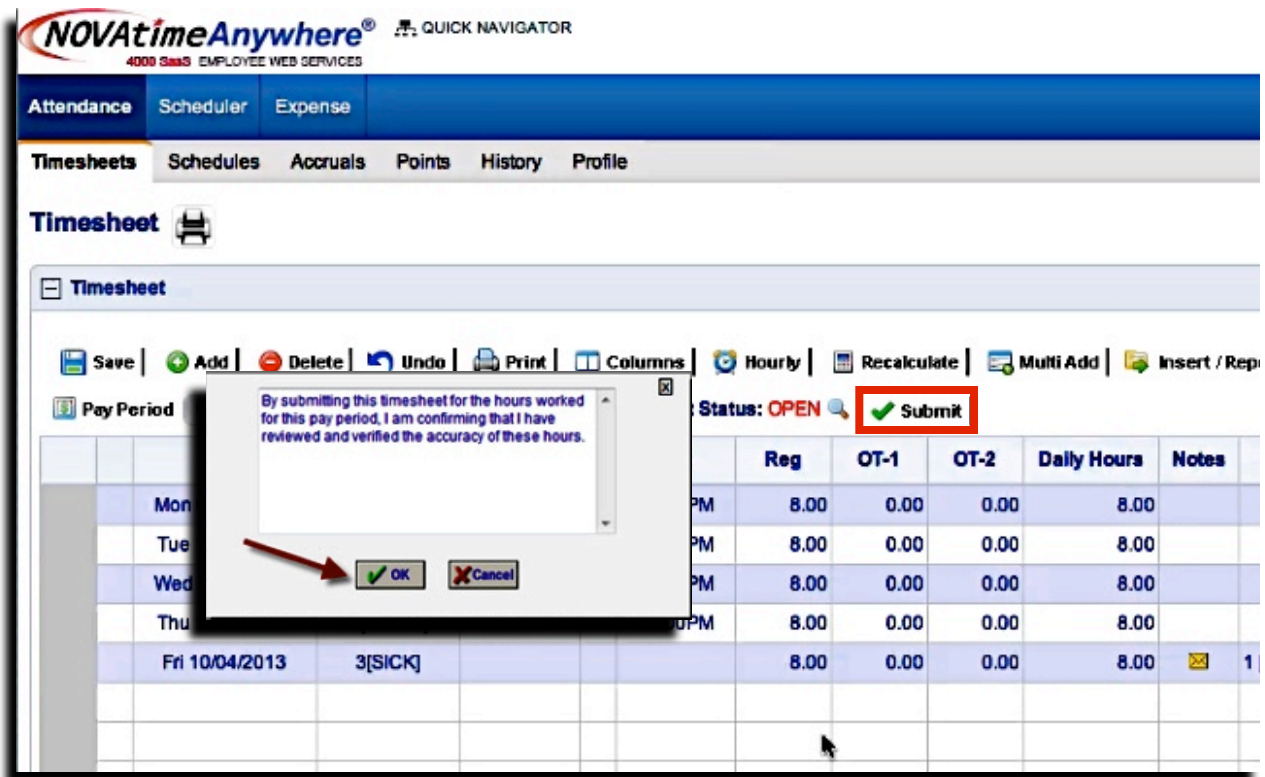
Expand the display



Minimize the display

Notes:


SUBMITTING TIMESHEETS



NOVAtimeAnywhere® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR

Attendance Scheduler Expense

Timesheets Schedules Accruals Points History Profile

Timesheet 

Timesheet

Save Add Delete Undo Print Columns Hourly Recalculate Multi Add Insert / Rep

Pay Period

Status: OPEN Submit

By submitting this timesheet for the hours worked for this pay period, I am confirming that I have reviewed and verified the accuracy of these hours.

OK Cancel

	Reg	OT-1	OT-2	Daily Hours	Notes
Mon PM	8.00	0.00	0.00	8.00	
Tue PM	8.00	0.00	0.00	8.00	
Wed PM	8.00	0.00	0.00	8.00	
Thu PM	8.00	0.00	0.00	8.00	
Fri 10/04/2013	3[SICK]			8.00	1

- ✓ Web input employees should submit their timesheet if required.
- ✓ Once a timesheet is submitted, it is read-only and cannot be edited.
- ✓ If employees do not approve of the hours entered into their timesheet, they should contact their Supervisors immediately and should not submit the timesheets.

Contact your Supervisor for the timesheet submission deadline.

SCHEDULES

NOTE: The Schedules tab is VIEW ONLY. Questions regarding your schedule should be addressed with your Supervisor.

The screenshot shows the 'Schedules' interface with the following components:

- Navigation Bar:** Attendance, Scheduler, Expense, Timesheets, Schedules, Accruals, Points, History, Profile.
- Pay Period:** 09/01/2013 (Sun)-09/14/2013 (Sat)
- Month:** September, 2013
- Schedule Summary Table:**

Schedule Summary	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.	Sch.	Act.
09/01/2013-09/07/2013	-	-	7.00	-	7.00	-	7.00	-	7.00	-	7.00	-	-	-
09/08/2013-09/14/2013	-	-	7.00	-	7.00	-	7.00	-	7.00	-	7.00	-	-	-
09/15/2013-09/21/2013	-	-	7.00	8.00	7.00	8.00	7.00	8.00	7.00	8.00	7.00	-	-	-
09/22/2013-09/28/2013	-	-	7.00	-	7.00	-	7.00	-	7.00	-	7.00	-	-	-
09/29/2013-10/05/2013	-	-	7.00	8.00	-	-	-	-	-	-	-	-	-	-
- Calendar View:** A weekly grid for September 2013 showing scheduled hours (e.g., 07:00AM-03:00PM) and actual worked hours for days 1-14. Each day entry includes job codes (PC-0 M60) and roles (Physician Assistant, Administrative Services).

The selection bar allows you to view your schedules by Pay Period or by Month:

The selection bar contains:

- Pay Period:** 09/01/2013 (Sun)-09/14/2013 (Sat)
- Month:** September, 2013

Pay Period: Use the up and down arrows to scroll through pay periods or Click the Calendar icon to choose your pay period.

Month: The Up arrow will move you forward in the months, the Down arrow will move you back.

Schedule Summary: Displays a summary of Scheduled and Actual worked hours within the pay period or month.

Calendar: Displays schedule details for each day.

Calendar navigation arrows: Move you forward (Right arrow) or backward (left arrow) by month in the Calendar display.

ACCRUALS

NOTE: The Accruals page is VIEW ONLY. Questions regarding your Accruals should be addressed with your Supervisor.

The Accruals page allows employees to view their benefit accrual hours summaries and details.

The screenshot shows the NOVAtimeAnywhere interface for the Accruals page. At the top, there are navigation tabs: Attendance, Scheduler, Expense, Timesheets, Schedules, Accruals (selected), Points, History, and Profile. Below the tabs, there's a section for 'Accruals' with a printer icon and a 'History' tab. Employee information is displayed in a form: ID: JPERRY, Name: PERRY, JILL, Pay Category: 1 [FULL TIME], Hire Date: 10/10/2013, Adjusted Hire Date, and Title Change Date. There are controls for 'Sort by' (Post Date) and 'Filter by' (Date Range) with 'Add Filter', 'Apply Filter', and 'Clear Filter' buttons. Below this is a table of accruals:

Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Notes					
[2]VACA	08/01/2013	S	6.67	6.67	System Accrual Hours					
	Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes
	08/01/2013	FTVAC	S	6.67	0.00	0.00	0.00	0.00	6.67	System Accrual Hours
[3]SICK	08/01/2013	S	3.33	3.33	System Accrual Hours					
[4]PERS	08/01/2013	S	4.00	8.00	System Accrual Hours					
[13]COMP	01/16/2013	U	2.63	2.63						

FILTERS:

This block shows a close-up of the filter controls. It includes a 'Sort by' dropdown menu set to 'Post Date', a 'Filter by' dropdown menu set to 'Date Range', and two empty input fields for 'From' and 'To' dates. Below these are three buttons: 'Add Filter', 'Apply Filter', and 'Clear Filter'.

- Sort by** Allows you to sort your filter by Post Date or Accrual Code.
- Filter by** The Accruals page allows you to filter by Date Range, Pay Code or both.
- Add Filter** Click on Add Filter to choose a selection criteria of “is” or “is not” for your display.
- Apply Filter** Applies your selections in your filter to the display.
- Clear Filter** Resets your filter selection.

HISTORY

NOTE: The History page is VIEW ONLY.

Annual Calendar
Monthly Calendar
Calendar Detail
Calendar Summary

Select Legend

- All Paycodes
- Holiday
- Week Off
- Mixed Paycodes
- Exceptions

2013

January 2013							February 2013							March 2013							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
Week 30	31	1	2	3	4	5	Week 27	28	29	30	31	1	2	Week 24	25	26	27	28	1	2	
Week 6							Week 3	4	5	6	7	8	9	Week 3							
Week							Week 10	11	12	13	14	15	16	Week 10	11	12	13	14	15	16	
Week							Week 17	18	19	20	21	22	23	Week 17	18	19	20	21	22	23	
Week							Week 24	25	26	27	28	1	2	Week 24	25	26	27	28	29	30	
Week							Week 3	4	5	6	7	8	9	Week 31	1	2	3	4	5	6	

April 2013							May 2013							June 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Week 31	1	2	3	4	5	6	Week 28	29	30	1	2	3	4	Week 26	27	28	29	30	31	1
Week 7	8	9	10	11	12	13	Week 5	6	7	8	9	10	11	Week 2	3	4	5	6	7	8
Week 14	15	16	17	18	19	20	Week 12			15	16	17	18	Week 9	10	11	12	13	14	15
Week 21	22	23	24	25	26	27	Week 19	20	21	22	23	24	25	Week 16	17	18	19	20	21	22
Week 28	29	30	1	2	3	4	Week 26	27	28	29	30	31	1	Week 23	24	25	26	27	28	29
Week 5	6	7	8	9	10	11	Week 2	3	4	5	6	7	8	Week 30	1	2	3	4	5	6

July 2013							August 2013							September 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Week 30	1	2	3	4	5	6	Week 28	29	30	31	1	2	3	Week 25	26	27	28	29	30	31
Week 7	8	9	10	11	12	13	Week 4	5	6	7	8	9	10	Week 1	2	3	4	5	6	7
Week 14	15	16	17	18	19	20	Week 11	12	13	14	15	16	17	Week 8	9	10	11			
Week 21	22	23	24	25	26	27	Week 18	19	20	21	22	23	24	Week 15						
Week 28	29	30	31	1	2	3	Week 25	26	27	28	29	30	31	Week 22	23	24	25	26	27	28
Week 4	5	6	7	8	9	10	Week 1	2	3	4	5	6	7	Week 29	30	1	2	3	4	5

October 2013							November 2013							December 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Week 29	30	1	2	3	4	5	Week 27	28	29	30	31	1	2	Week 24	25	26	27	28	29	30
Week 6	7	8	9	10	11	12	Week 3	4	5	6	7	8	9	Week 1	2	3	4	5	6	7
Week 13	14	15	16	17	18	19	Week 10	11	12	13	14	15	16	Week 8	9	10	11	12	13	14
Week 20	21	22	23	24	25	26	Week 17	18	19	20	21	22	23	Week 15	16	17	18	19	20	21
Week 27	28	29	30	31	1	2	Week 24	25	26	27	28	29	30	Week 22	23	24	25	26	27	28
Week 3	4	5	6	7	8	9	Week 1	2	3	4	5	6	7	Week 29	30	31	1	2	3	4

The Annual and Monthly Calendar tab displays the employee punch history in color coded dates.

- **Clicking on a workday** will navigate the page to the Calendar Detail tab and show the punch details for the selected workday.
- **Clicking on "Week"** will navigate to the Calendar Detail tab and show the punch details for the selected work week.

Monthly Calendar displays employee punch history for the selected month, in color coded dates.

Calendar Detail uses filters to retrieve specific pay dates and pay codes.

Calendar Summary tab displays employee attendance patterns by workday with the number of occurrences and total numbers of minutes.

Calendar		Monthly Calendar		Detail		Summary											
Start Date: 01/01/2012		End Date: 12/31/2012						Print									
Attendance Summary (01/01/2012 - 12/31/2012)																	
	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total		
Paycode	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count		
0 [WKR]	-	-	16	126:45	16	128:00	16	123:30	15	120:00	15	110:15	-	-	78	608:30	
1 [HOL]	-	-	1	08:00	-	-	-	-	-	-	-	-	-	-	1	08:00	
2 [VACA]	-	-	-	-	2	16:00	1	08:00	1	08:00	2	16:00	-	-	6	48:00	
3 [SICK]	-	-	-	-	-	-	-	-	1	08:00	1	08:00	-	-	2	16:00	
Exceptions	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count	Hr:Min	Count		
Absent	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	
Early Out	-	-	-	-	-	-	2	03:05	-	-	5	01:35	-	-	7	04:40	
Tardy	-	-	3	01:15	1	00:03	1	01:23	-	-	1	00:15	-	-	6	02:56	
Missed Punch	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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SCHEDULER CATEGORY

The Scheduler category allows employees to

- View their weekly schedules
- Submit time-off requests and review their status.

The **Requests** page allows employees to submit time-off requests.

To submit a request, follow the steps below:

1. Using the *Week Of:* option, **Click on the *Calendar* icon** to select the day or pay period you are reuesting for time-off. The pay period will then appear below in the Pending Request display.

2. **Click on the bar option in the day you wish to request.**

To Add a Request template: Click on the template (and click on the day) or **+** sign

To Remove a Request template: Click the **-** sign.

To copy your template forward by one day: Click the **>**

To copy your template back by one day: Click the **<**

To copy your template forward to fill the entire row: Click the **>>**

To copy your template backward to fill the entire row: Click the **<<**

3. When you are finished with your entries, Click **Save**.
4. Your time-off request has been submitted for approval.

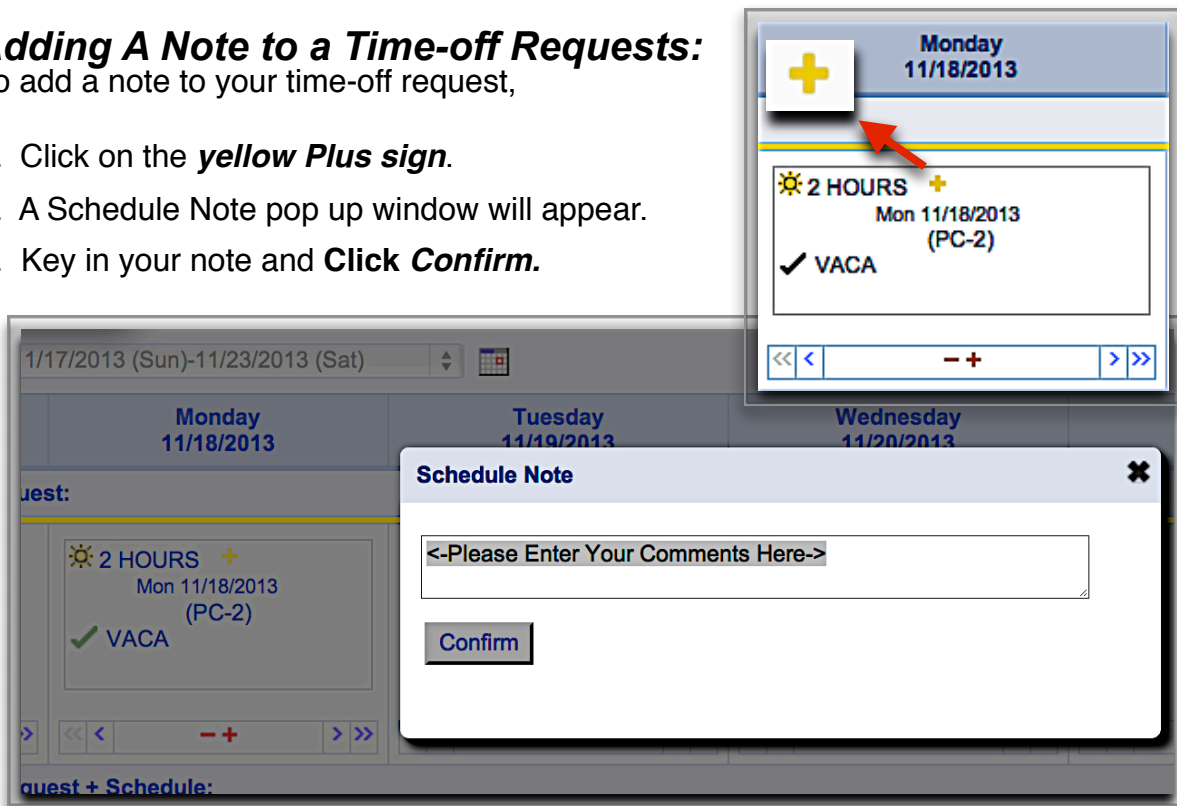
Using the [0 Hours] template :

1. Click on the template (and click on the day) or + sign, on the workday you are requesting time-off.
2. A popup will appear for you to input the number of hours.
3. Input the hours and confirm the entry by clicking **Save**, then Click **Exit**.

Adding A Note to a Time-off Requests:







To add a note to your time-off request,

1. Click on the **yellow Plus sign**.
2. A Schedule Note pop up window will appear.
3. Key in your note and **Click Confirm**.









Add/Maintain Templates:


 Add / Maintain Templates

 **New** |
  **Edit** |
  **Delete** |
  **Save** |
  **Undo** |
  **Exit**

EWS - My Schedule Template ✖

 **New** |
  **Edit** |
  **Delete** |
  **Save** |
  **Undo** |
  **Exit**

Template: <--Select-->

 **Preview** |

Pay Code: <--Select-->

Department: <--Select-->

Position: <--Select-->

Starts:

Ends:

Meal: **Minutes** (:)

Hours:

Click the **Add/Maintain Template** icon:

To Add a Template:

1. Select Pay Code from the Pay Code drop down.
2. Enter the number of hours for the template in the **Hours box**.
3. Click **Save** when entries are completed.
4. Click **Exit**.

To Edit a Template:

1. Click **Edit**.
2. Enter your changes.
3. Click **Save** when entries are completed.
4. Click **Exit**.

To Delete a Template:

1. Click **Delete**.
2. Click **Save**.
3. Click **Exit**.

REMOVING A TIME-OFF REQUEST

1. To remove an approved time-off request, Click on the red **X** in the approved request day located in the Approved Request + Schedule display. You will receive the pop up message below:

2. Click **OK**. The **X** will begin to flash on the screen.

3. Click **Save**.

CALENDAR

Attendance | Scheduler

Request | Calendar | Productivity

2012

■ Pending Request
 ■ Approved Request
 ■ Declined Request

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

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

The **Calendar page** The *Calendar* page is used by employees to review the status of their time-off requests for the selected calendar year.

The page displays each request based on its status in color:

Yellow = Pending **Green** = Approved **Red** = Declined

Click "Edit" or click on any date of the month, and the system will automatically navigate the employee to the **Request** page for that week.

To print the calendar view, click the **Print** icon.

MESSAGING

The screenshot shows the NOVAtimeAnywhere Employee Web Services interface. At the top, there is a navigation bar with "NOVAtimeAnywhere" logo, "4000 SaaS", "QUICK NAVIGATOR", and user information: "Wed Apr 4 2012 11:39:17 PM [(GMT-08:00) Pacific Time(US & Canada); Tijuana] WELCOME JONES,DANA (9006) H". Below the navigation bar, there are tabs for "Attendance" and "Scheduler". The main content area is titled "Timesheet" and contains a table with columns for date, status, start time, end time, and various time codes. A dialog box titled "Message from webpage" is overlaid on the timesheet, asking "You have new messages, do you want to read them now?" with "OK" and "Cancel" buttons. Below the timesheet table, there is a "Timesheet Summary" section with a table showing "Pay Code", "HOLWK", and "Total Hrs".

Pay Code	HOLWK	Total Hrs
0[WKHR]	0.00	9.00
3[SICK]	0.00	8.00
Totals	0.00	17.00

If there are unread messages from a supervisor, the system will prompt the employee to read the messages upon logging into EWS.

1. Click **OK** to automatically navigate to the Private Message window.


The screenshot shows the NOVAtimeAnywhere Private Message window. At the top, there is a navigation bar with "NOVAtimeAnywhere" logo, "4000 SaaS", "QUICK NAVIGATOR", and user information: "Wed Apr 4 2012 11:41:11 PM [(GMT-08:00) Pacific Time(US & Canada); Tijuana] WELCOME JONES,DANA (9006) HELP LOGOUT". Below the navigation bar, there are tabs for "Attendance" and "Scheduler". The main content area is titled "Your Private Message(s):" and contains a table with columns for "Title", "Urgent", "Sender", "Date", "Need Receipt?", and "Read?". Below the table, there is a "Total 4 message(s)." label. At the bottom, there is a "Detail Message:" section with a "Mark Read" button and "Print", "Delete", and "Exit" icons. The detail view shows the following content:

```

Title: Your Time-Off Request.
Content:
Your request(s) have been approved/declined by DEMO:
1. Request For 8 hours of VACATION On 05/24/2012
--Declined;
Supervisor Note: No coverage.
    
```

The icon in the top right corner of the window will continue to flash until all messages are read.

2. The Private Message page can be accessed by Clicking the icon.

- The page displays all messages and responses to time-off requests.
 - To view the message in the message box at the bottom of the page, select and highlight a message on the top panel.
3. Click on the  button to acknowledge receipt of the message.

The **Private Messages** page is used to display internal private messages that were sent to the system user.

The envelope icon contains all the internal messages. When it's flashing, that means you have at least one message that hasn't been read. The **My Messages** icon is located on the upper right hand corner next to Home, Help, and Log Off.

After an employee submits their time off requests, their supervisor receives an alert notice. As they select each time-off request and click on the Mark Read button, the Mark Read button will gray-out and the corresponding record under the "Your Private Messages" on the top will change to "Yes" under the "Read?" column.

Just like Supervisor's messages, employees must acknowledge every time-off request record, meaning clicking the Send Receipt button for each request so that the **My Messages** won't pop up at the next login. Once you have successfully sent receipts, the envelope icon will stop flashing.