



AAA Carolinas, 6600 AAA Drive, Charlotte, NC 28212

# NovaTime ~ Employee Training Aid



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NovaTimeMail@aaacarolinas.com



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## Access NovaTime Website

Go to the front page of Oliver, left column, under Internal Only Links, *Employee Time Clock*

**Quick Links**

- Benefits
- Directions to AAA Headquarters
- Ultipro Employee/Manager Self Serve
- Oliver Help
- Email SharePoint Support
- The Goofy Grille
- Visa Application
- AAA Carolinas Internal Job Board

**Internal Only Links**

- AIC Web
- Employee Time Clock**
- Find An Employee/Place
- Manager Time Clock

**AAA Carolinas Mission Statement**

We are people who are passionately committed to providing our members and customers with Value, Safety and total Peace of Mind in all things related to automotive, travel, insurance and member benefits.

**AAA News**

- AAA Carolinas Recognized 8/28/2015 by Carnival
- AAA Carolinas receives Carnival Cruise Line's 2015 Excellence Award....
- Ernie King featured on 9/15/2015 Local News
- Ernie King, Travel Manager for Forest Acres discusses fall travel on local news....
- TowMark Durham moving 9/15/2015 to new location next month
- TowMark Durham moving to brand new location in October. Check out the progress....

**AAA Corporate Goals**

- Deliver World Class Service
- Build and Expand Relationship
- Membership Growth
- Great Place to Work

**Employee Recognition**

Lauren Stout  
HR Recruiting Coordinator  
Human Resources

## NEW Employees Accessing for the First Time

Enter your 5 digit Employee ID, leave the Password field blank, and hit enter

● Ready...

Client ID:

ID:

Password:

1 2 3

4 5 6

7 8 9

Back 0 Enter

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The system will prompt you to create a password.

*Please choose a password that is between 8 and 12 characters. The password must contain at least 1 number and 1 letter. The password is case sensitive. Be sure to write your password down for future reference.*

## Setup Password



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

New Password:

Verify Password:

CONFIRM

CANCEL

## Clock In/Out

Enter your Employee ID and password and click *Punch*

You will receive a confirmation message that your punch was accepted



Wednesday, 02/17/2016 4:01:08 PM

Accepted!

Good Afternoon,

Punch Accepted.

Client ID:

HOST

ID:

Password:

PUNCH

TRANSFER

CANCEL

EMPLOYEE WEB SERVICES

1

2

3

4

5

6

7

8

9

Back

0

Enter

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## NovaTime Employee Web Services

To review your timesheet, accrual information, or request time off, log in to NovaTime Employee Web Services. Enter you Employee ID and password and click *Employee Web Services*

## View Timesheet

When you log into *Employee Web Services* you will be directed to the timesheet page. If you are on another page in *Employee Web Services* and want to get back to your timesheet just select *Attendance* from the navigator bar and select *Timesheets* from the drop down menu.

To switch between pay periods you can click on the double arrows on either side of the “Pay Period” currently showing. << will take you back one pay period and >> will take you forward one pay period



Date	PayCode	In	Out	Reg	OT-1	SNEOT	Earn/Ded	Daily Hours	Weekly Hours
Mon 01/09/2017	23[SAL]	09:07AM	10:55AM	2.00	0.00	0.00	\$ 0.00	0.00	2.00
Mon 01/09/2017	23[SAL]	11:24AM	07:46PM	8.25	0.00	0.00	\$ 0.00	10.25	10.25

You can also click on the calendar icon next to the pay period dates.

The calendar will pop up, select any date in the pay period you are trying to access. Once you click on the date the timesheet will automatically move to that pay period.

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31			1	2	3	4	5
32	6	7	8	9	10	11	12
33	13	14	15	16	17	18	19
34	20	21	22	23	24	25	26
35	27	28	29	30	31		

Today is Fri, 18 Aug 2017

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## View Time Off Accrual Balances

Select the *Accruals* button and you will be directed to your accruals page where you can view historical, current, and future dated accrual information.

00016474 :: HOST :: 4000 SaaS

**NOVAtimeAnywhere**® QUICK NAVIGATOR  
4000 SaaS EMPLOYEE WEB SERVICES

Attendance Scheduler **Accruals** History Profile

Timesheets Schedules **Accruals** History Profile

**Timesheet**

Timesheet

Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Notes			
[19]VAC	12/29/2013	S	112.00	112.00	Syst			
Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Earned	Available
12/29/2013	170	S	112.00	0.00	0.00	0.00	0.00	112.0
12/27/2013	170	+	0.00	0.00	0.00	0.00	0.00	0.0
Pay Code	Last Post Date	Post Type	Accrued/ Used	Available	Notes			
[36]PRSN	01/01/2014	*	0.00	0.00	Syst			
Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Earned	Available
01/01/2014	270	*	0.00	8.00	0.00	-8.00	0.00	0.0

Your PTO time accrual populates based on your seniority DAY. For example, if you were hired on the 5<sup>th</sup> of the month, then, once you are eligible, you will accrue PTO time every month on the 5<sup>th</sup>. PTO is available on a calendar year (1/1 – 12/31) and DOES NOT roll over.

Your vacation time populates based on your seniority MONTH and DAY. For example, if you were hired on 1/5/16, your vacation will reset on 1/5/17 and you have until 1/4/18 to use all available time. Vacation DOES NOT roll over either.

Refer to the employee handbook for your business line for details on the amount of PTO and vacation you are eligible for.



## Request Time Off

To request time off, select *Scheduler* from the navigator bar and select *Requests* from the drop down menu.

At the top of the page you will see the time off templates available for use based on the business line you are in. Selecting a template with (8.00 hours) noted at the end will automatically populate 8 hours for that particular benefit code. If you select a template with (0.00 hours) you will be able to choose the number of hours you request. Generally speaking, if you are requesting a full day off you would choose the 8.00 hours option. If you are requesting just a few hours or a half day, you would choose the 0.00 hours option and enter the number of hours you would like to request.

Click on the calendar button to change to the week you are requesting time off for. To request time off you can either click on one of the template buttons above then click in the date you want to request off, OR, you can click on the + button under the day you want to request off and choose from the pop up menu that will appear.

REQUEST TEMPLATES ~ The Request Templates will vary depending on which Business Line you are in.

Selecting a template with 0 hours will give you the option to select the number of hours you want to request

Selecting a template with 8 hours will populate your request with 8 hours

When you select the 0 hours template the *Schedule Hour Editor* will pop up and you will enter the number of hours you want to request and click *confirm*.

Click on the calendar button to choose the week you want to request time off

To request time off you can either click on one of the template buttons above then click on the date you want to request off, OR, you can click on the + button under the day you want to request off and choose from the pop up menu that will appear.

Once you have selected the time off it will populate in the pending request field. Be sure to click SAVE. Once you click SAVE your Manager will receive an e-mail that the time has been requested off and they will then be responsible for approving or declining the request

Save

8.00 Hours +  
Mon 01/09/2017  
(PC-19)  
✓ Scheduled Vac

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If you would like to request the next day off with the same template type and hours you can click the > button and it will duplicate the entry to the right. You can also click the < button to duplicate the entry to the left. Be sure to SAVE when you are finished.

Sunday 01/08/2017	Monday 01/09/2017	Tuesday 01/10/2017	Wednesday 01/11/2017
<b>Pending Request:</b>			
	8.00 Hours + Mon 01/09/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Tue 01/10/2017 (PC-19) ✓ Scheduled Vac	
<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>

If you would like to request the whole week off with the same template type and hours you can click the >>> button and it will autofill the rest of the week to the right with the same information. Likewise if you had entered the first day in the Friday field you could click the <<< button and it will autofill the rest of the week with the same information to the left.

Sunday 01/08/2017	Monday 01/09/2017	Tuesday 01/10/2017	Wednesday 01/11/2017	Thursday 01/12/2017	Friday 01/13/2017	Saturday 01/14/2017
<b>Pending Request:</b>						
	8.00 Hours + Mon 01/09/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Tue 01/10/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Wed 01/11/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Thu 01/12/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Fri 01/13/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Sat 01/14/2017 (PC-19) ✓ Scheduled Vac
<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>

PLEASE NOTE: When using the autofill feature it copies to the end of the week. If you do not normally work on Saturday you will need to click the - button to remove from the request from Saturday. As always, be sure to SAVE when you are finished.

Sunday 01/08/2017	Monday 01/09/2017	Tuesday 01/10/2017	Wednesday 01/11/2017	Thursday 01/12/2017	Friday 01/13/2017	Saturday 01/14/2017
<b>Pending Request:</b>						
	8.00 Hours + Mon 01/09/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Tue 01/10/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Wed 01/11/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Thu 01/12/2017 (PC-19) ✓ Scheduled Vac	8.00 Hours + Fri 01/13/2017 (PC-19) ✓ Scheduled Vac	
<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>	<< < - + > >>

As you request time off through *Scheduler/Requests* and it is approved by your Manager, it will update your accrual balances. If you request time off BEFORE you have accrued time it will show your balance as negative but once you accrue time it will adjust automatically.



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## Cancel Approved Time Off

If any vacation/PTO time that has already been APPROVED needs to change, you can CANCEL the time yourself and then request the new time if necessary.

**NOVAtimeAnywhere**® 4000 SaaS EMPLOYEE WEB SERVICES QUICK NAVIGATOR Mon Nov 4 2013 09:55:00 AM WELCOME HELP Licensed to: AAA CAF

Attendance **Scheduler**

**Requests** Calendar

Jury Duty[8.00 Hours]	Fmla[8.00 Hours]	Fmla[0.00 Hours]
Vacation[8.00 Hours]	Vacation[0.00 Hours]	Offsite[0.00 Hours]
Fam Trip[0.00 Hours]	Unscheduled Pto[0.00 Hours]	Scheduled Pto[0.00 Hours]

Week Of: 11/03/2013 (Sun)-11/09/2013 (Sat) **Save** Undo

Sunday 11/03/2013	Monday 11/04/2013	Tuesday 11/05/2013	Wednesday 11/06/2013	Thursday 11/07/2013	Friday 11/08/2013	Saturday 11/09/2013
-------------------	-------------------	--------------------	----------------------	---------------------	-------------------	---------------------

Pending Request:

To cancel time off that you have requested and your Manager has approved:

- ~ Go to the Scheduler/Requests page
- ~ Scroll down to the "Approved Request + Schedule:" section
- ~ Click on the Red X beside the time you wish to cancel
- ~ You will get a pop up message stating "The approved time-off request is about to be completely removed from the system. Click Ok to continue, or Cancel to exit"
- ~ Click Ok, the Red X will begin to blink, Click the Save button to complete the cancellation.
- ~ Your Manager will receive a notification that the approved time off has been cancelled, but nothing else needs to be done as it will have already been removed from your schedule and time card.

Approved Request + Schedule:

[U] 8.00 Hours Tue 11/05/2013 (PC-19) ✓ Vacation By: @11/04/2013	[U] 8.00 Hours Fri 11/08/2013 (PC-19) ✓ Vacation By: @09/12/2013
--	--

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## Accrual History

To make it easier to manage PTO requests, at the first of each year we pre-populate the PTO accruals through the end of the year. Please remember that per the employee handbooks (see below), PTO is **earned** on a monthly basis.

PTO (personal time-off) is awarded as advancement in pay for a benefit that is not yet earned. An employee must be actively employed through December 31<sup>st</sup> of the award year in order to earn the full balance of PTO. If an employee leaves the Company before December 31, either voluntarily or involuntarily, and **unearned** PTO has been used or paid out, the unearned time will be deducted from an employee's final paycheck, at the employee's regular rate of pay as of the date of termination.

In NovaTime Employee Web Services, select Attendance/Accruals/History to view your accrual history.

**NOVAtimeAny**  
4000 SaaS EMPLOYEE

Attendance Scheduler

Timesheets  
Schedules  
Accruals  
History

Annual Calendar  
Monthly Calendar  
Calendar Detail  
Calendar Summary

**Accruals**

History

ID: \_\_\_\_\_ Hire Date: 10/12/1987  
Name: \_\_\_\_\_ Adjusted Hire Date: 10/12/1987  
Pay Category: \_\_\_\_\_ Title Change Date: \_\_\_\_\_

Your PTO accruals populate based on your adjusted hire DAY ~ in this example it populates every month on the 12<sup>th</sup>.

DDBURNETT :: HOST :: 4000 SaaS - Windows Internet Explorer

http://test.aatime.com/nova4000/timeanywhere.aspx

File Edit View Favorites Tools Help

DDBURNETT :: HOST :: 4000 SaaS

**NOVAtimeAnywhere**  
4000 SaaS ADMINISTRATOR WEB SERVICES

Fri Aug 1 2014 04:05:25 PM WELCOME DANA BURNETT (DOBURNETT) HELP LOGOUT

Dashboard Attendance Scheduler Employees Reports Preferences EWS Setup Users Setup Access Tools Company Setup Rules Setup NEWS Payroll HW Devices

Overview Summary Timesheets Schedules Accruals Points History In Out Board Posting Unclaimed Access Control Access Control Board Events Import

Post Date	Acc. Code	Post Type	Hours	Carry Hours	Used	Adjust	Earned	Available	Notes
12/12/2014	270	S	8.00	69.75	0.00	0.00	0.00	77.75	System Accrual Hours
11/12/2014	270	S	8.00	61.75	0.00	0.00	0.00	69.75	System Accrual Hours
10/12/2014	270	S	8.00	53.75	0.00	0.00	0.00	61.75	System Accrual Hours
09/12/2014	270	T	0.00	45.75	0.00	0.00	0.00	53.75	Usage by paycode 34
09/12/2014	270	S	8.00	37.75	0.00	0.00	0.00	56.00	System Accrual Hours
08/12/2014	270	S	8.00	29.75	0.00	0.00	0.00	48.00	System Accrual Hours
08/12/2014	270	S	8.00	21.75	0.00	0.00	0.00	40.00	System Accrual Hours
05/12/2014	270	S	8.00	13.75	0.00	0.00	0.00	32.00	System Accrual Hours
04/12/2014	270	S	8.00	5.75	0.00	0.00	0.00	24.00	System Accrual Hours
03/27/2014	270	T	0.00	0.00	8.00	0.00	0.00	16.00	Usage by paycode 32
03/12/2014	270	S	8.00	0.00	0.00	0.00	0.00	24.00	System Accrual Hours
02/12/2014	270	S	8.00	0.00	0.00	0.00	0.00	16.00	System Accrual Hours
01/12/2014	270	S	8.00	0.00	0.00	0.00	0.00	8.00	System Accrual Hours
01/01/2014	270	*	0.00	0.00	0.00	0.00	0.00	0.00	Reset Past Annually
12/27/2013	270	*	0.00	0.00	0.00	0.00	0.00	0.00	Import Balance

The PTO accrual code will vary depending on the business line.

The monthly accrual rate will vary depending on the employee, job, and business line.

In this example, you can see the future dated requests that have been approved, as well as future dated accruals showing you the total available through year end. AGAIN ~ even though you can see an available balance and use it in advance, it is NOT earned until it is accrued which is based on the posting date