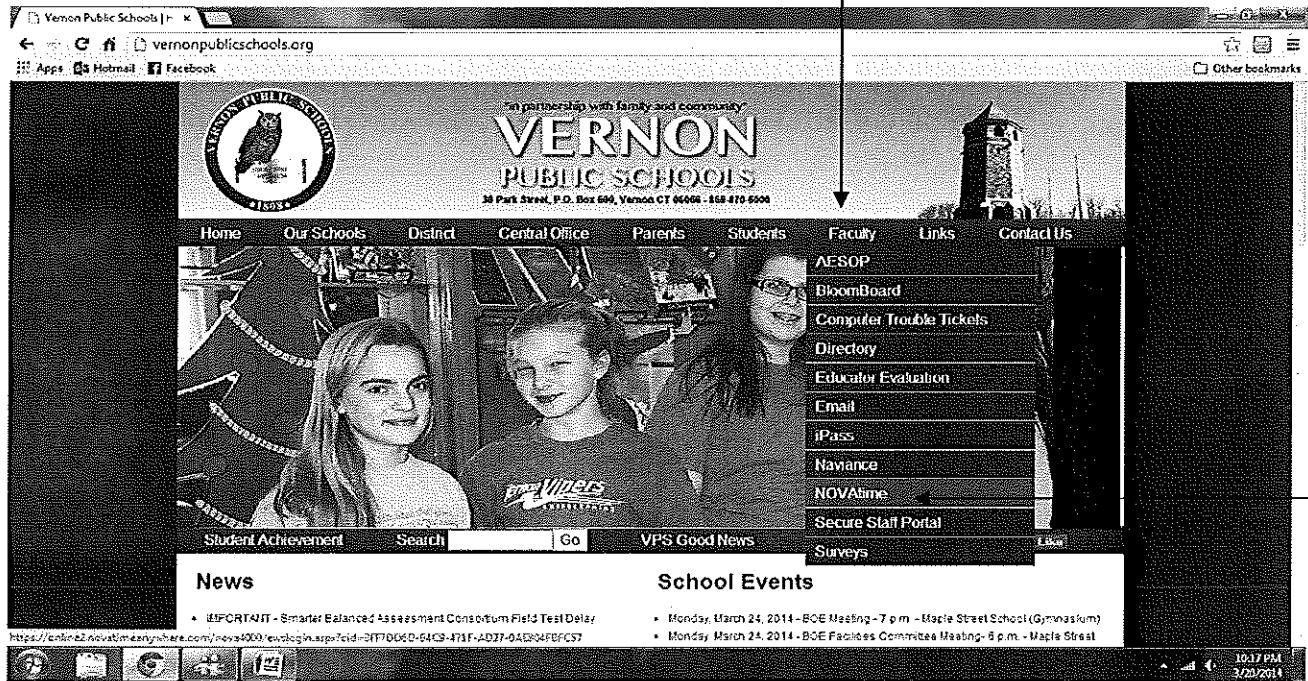


FIRST TIME LOG IN TO NOVAtime and attendance

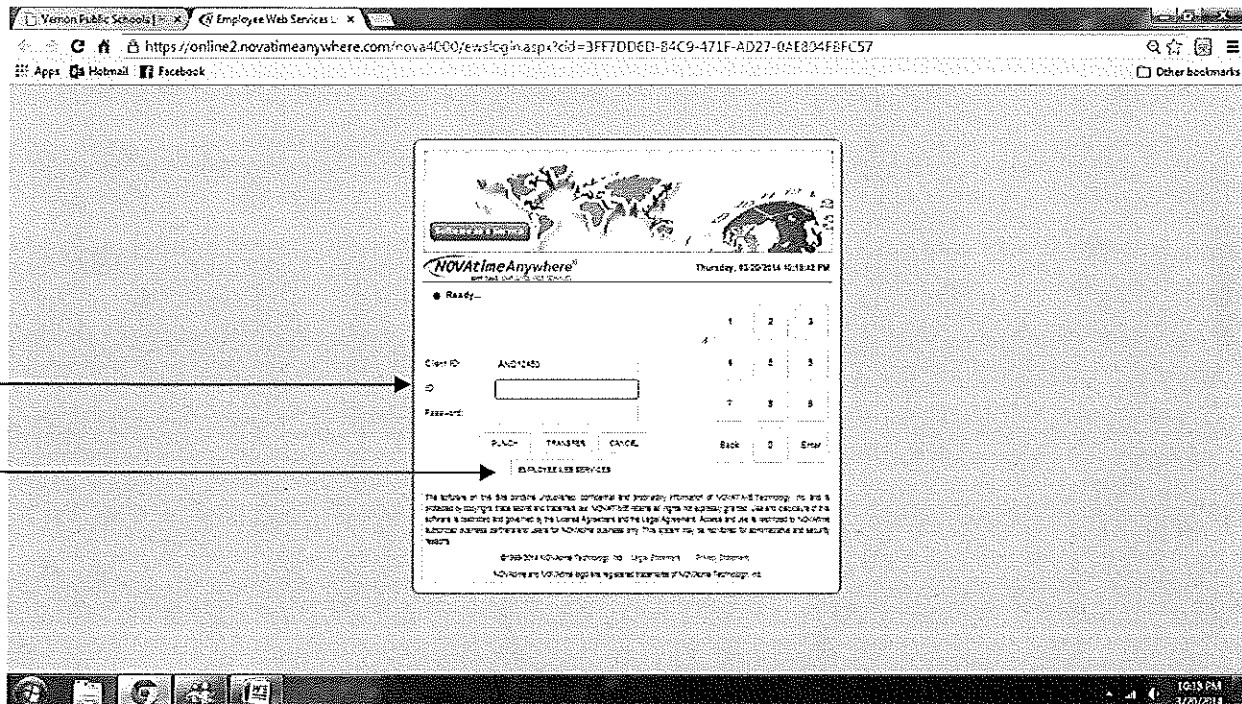
Log on to: www.vernonpublicschools.org

Go to the "Faculty" tab, and use the dropdown menu and choose "NOVAtime".

This will bring you directly to the NOVAtime EWS (Employee Web Services) log in page.



The first time that you log on, you will enter your 6 digit employee id number in the ID field. Leave the password field blank and click on the "Employee Web Services" tab. A menu box will pop up and prompt you to create a password. It will need to contain at least 1 number, 1 letter, and be at least 8 characters long. Next, re-enter your password to confirm and hit enter. This will bring you back to the login page, which you will now enter your id number and the password that was just created.

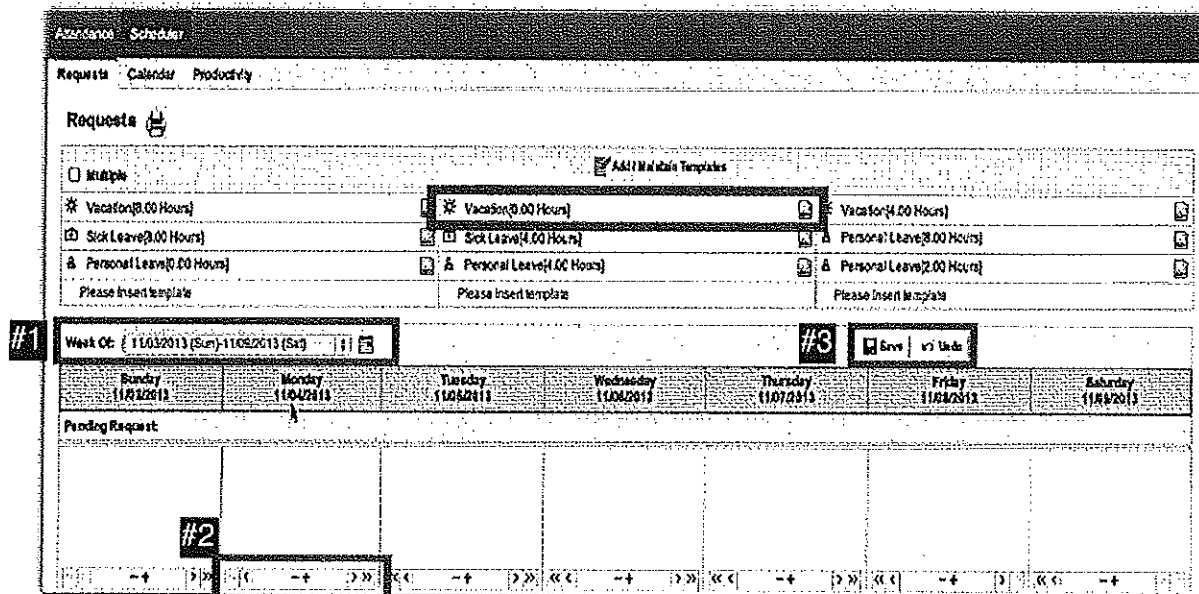


SCHEDULER CATEGORY


The Scheduler category allows employees to

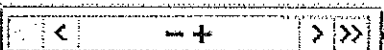
- View their weekly schedules
- Submit time-off requests and review their status.

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 requesting 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.

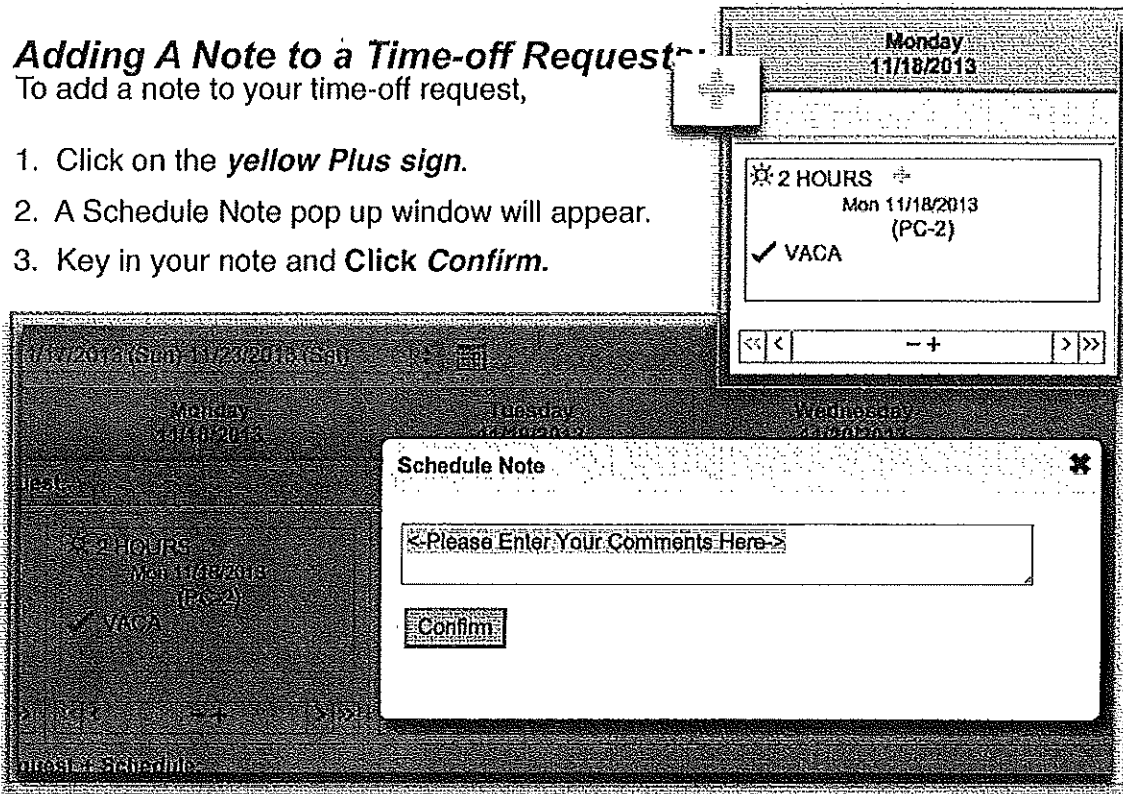
Using the [0 Hours] template :

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**.

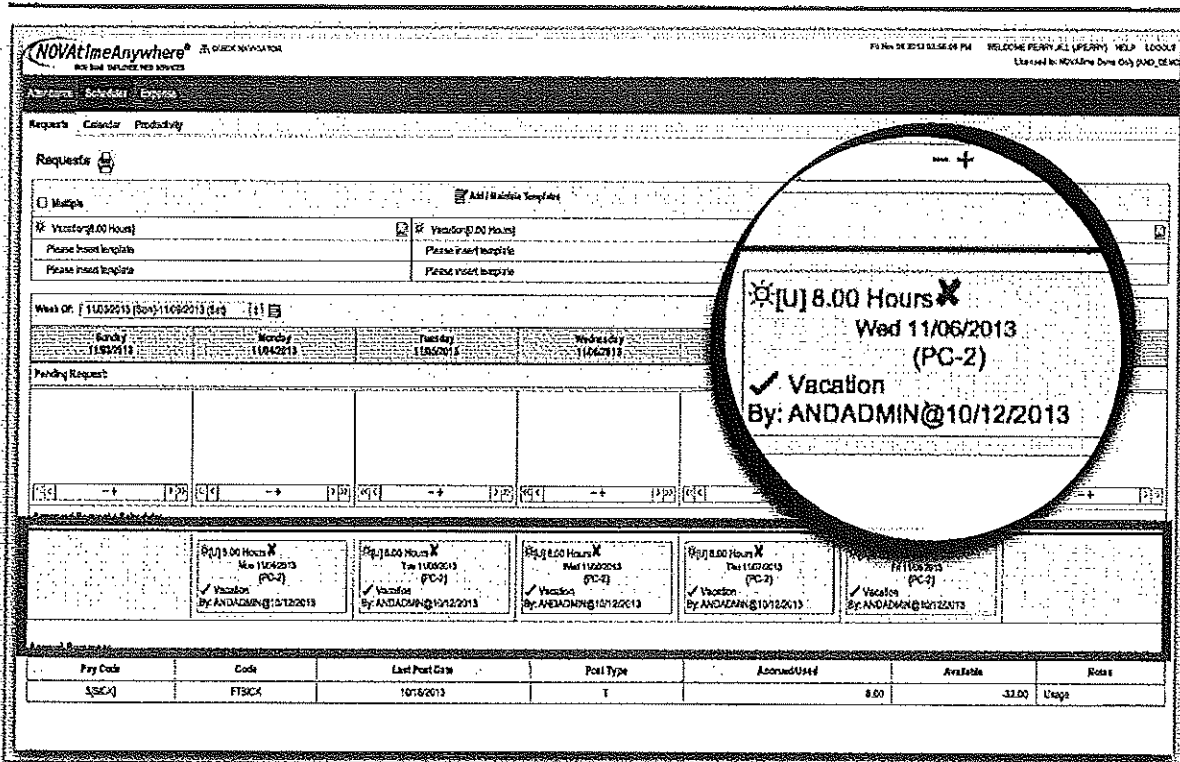
Adding A Note to a Time-off Request

To add a note to your time-off request,

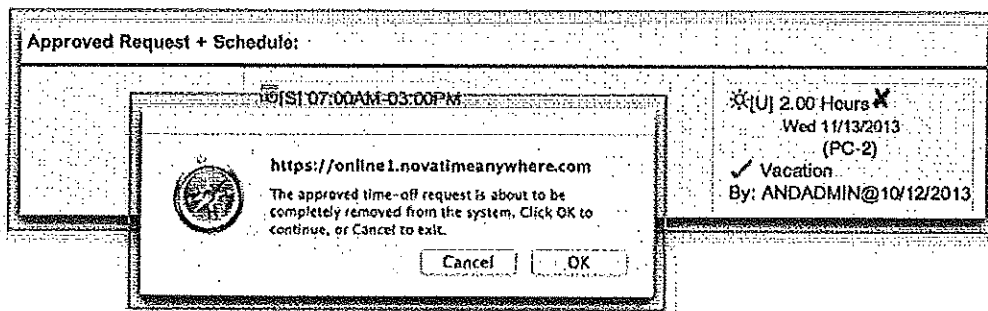
1. Click on the **yellow Plus sign**.
2. A Schedule Note pop up window will appear.
3. Key in your note and **Click Confirm**.



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**.

Timesheet Adjustment Form



Department: _____

Employee: _____

Supervisor: _____

Pay Period: _____

Date Submitted: _____

Day	Date	Adjusted time		Reason for time adjustment
		In	Out	
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total Hours:				

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

VERNON PUBLIC SCHOOLS

30 Park Street • P.O. Box 600

Vernon, CT 06066-0600

Tel: 860-870-6000



Time Clock Locations/Building Numbers

0	Travel
1	Rockville High School
2	Vernon Center Middle School
4	Maple Street School
5	Northeast School
6	Skinner Road School
8	Center Road School
9	Lake Street School
13	BOE Central Office

Instructions for swiping to go into "Travel Mode"

1. Press "Loc. Transfer"
2. Swipe
3. Press "0"
4. Press "Enter"
5. Press "Enter" again

Instructions for swiping to "Transfer into a Building"

(Look at the time clock BEFORE you swipe, to see the building number listed on the screen)

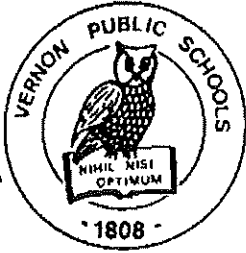
1. Press "Loc. Transfer"
2. Swipe
3. Press "the building #" – Ex. Type number "5" for NE School
4. Press "Enter"
5. Press "Enter" again

VERNON PUBLIC SCHOOLS

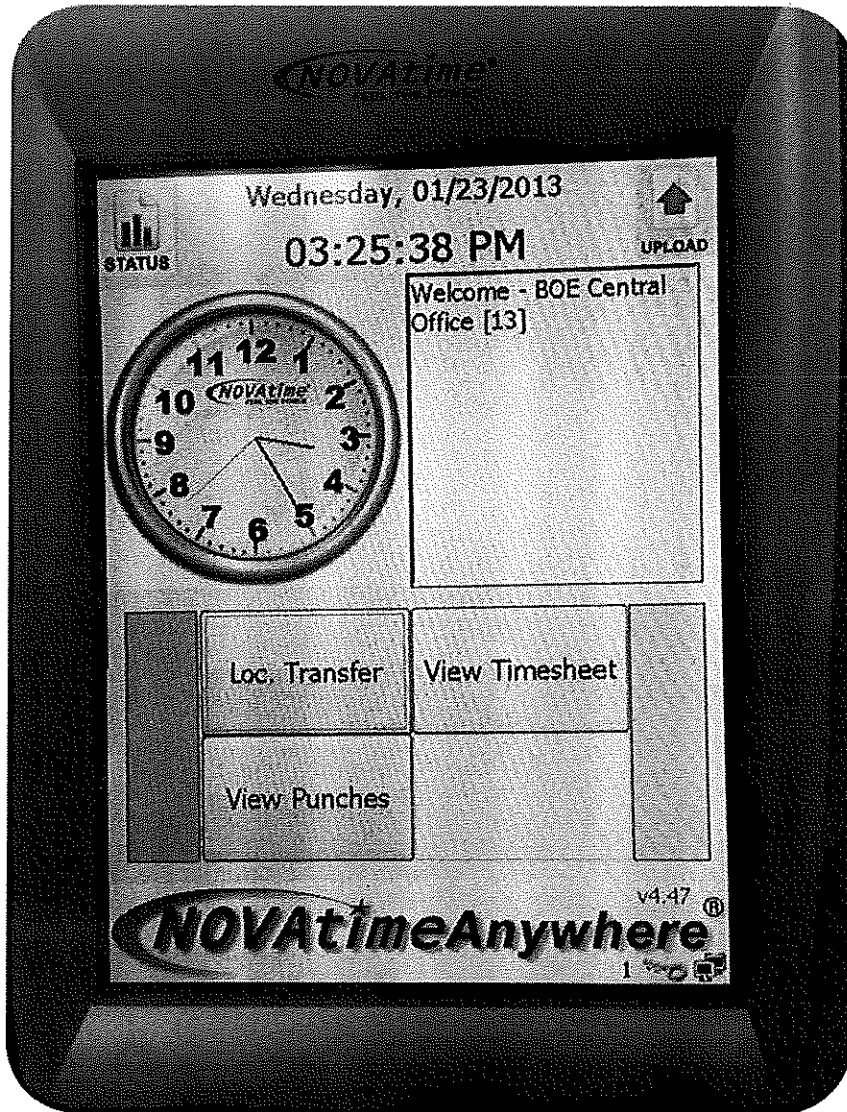
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Vernon, CT 06066-0600

Tel: 860-870-6000



TIME CLOCK LOCATION TRANSFER INSTRUCTIONS



TRANSFER OUT

To transfer OUT of a building into travel mode (when leaving a building but NOT punching out for the day).

Press the “Loc. Transfer” button on the screen and swipe your badge.

Using the on-screen keyboard, press the “0” button for travel and press ENTER.

Confirm your entry on the screen and press ENTER to accept.

TRANSFER IN

To transfer INTO a building from travel mode (when entering a building from travel mode).

Use the same instructions as above, but use the building number listed on the clocks home screen.

In the example, “13” is the building number for the Central Office.

FOR QUESTIONS OR ASSISTANCE PLEASE CONTACT LOGISITCS AT
860-870-6000 x135 or clafontaine@vernon-ct.gov