

Getting Started with NOVAtime as a Part-time Hourly or Student Employee of Mt. Hood Community College.

Welcome to MHCC and congratulations on your new job. MHCC uses a software system called NOVAtime to track attendance and work hours for payroll processing. To ensure that you are paid correctly, it is important that you and your supervisor work together to accurately maintain your attendance record, correct errors, and submit your timesheet when required.

NOVAtime is a web-based service which is accessible from your personal computer using any modern web browser. If you are having trouble accessing the site, please check that your browser software is up-to-date. To access the site, go to –

<https://online4.timeanywhere.com/novatime/ewslogin.aspx?CID=1340a2f0-08b9-4a04-9b4a-e31e53d3a8f5&Site=SWS>

Or, you can start at <https://www.mhcc.edu/Novatime/> and click on the link for Staff.



Academics & Training

Registration & Financial Aid



ALERT:

Summer classes online. No classes or support s

Human Resources

Novatime

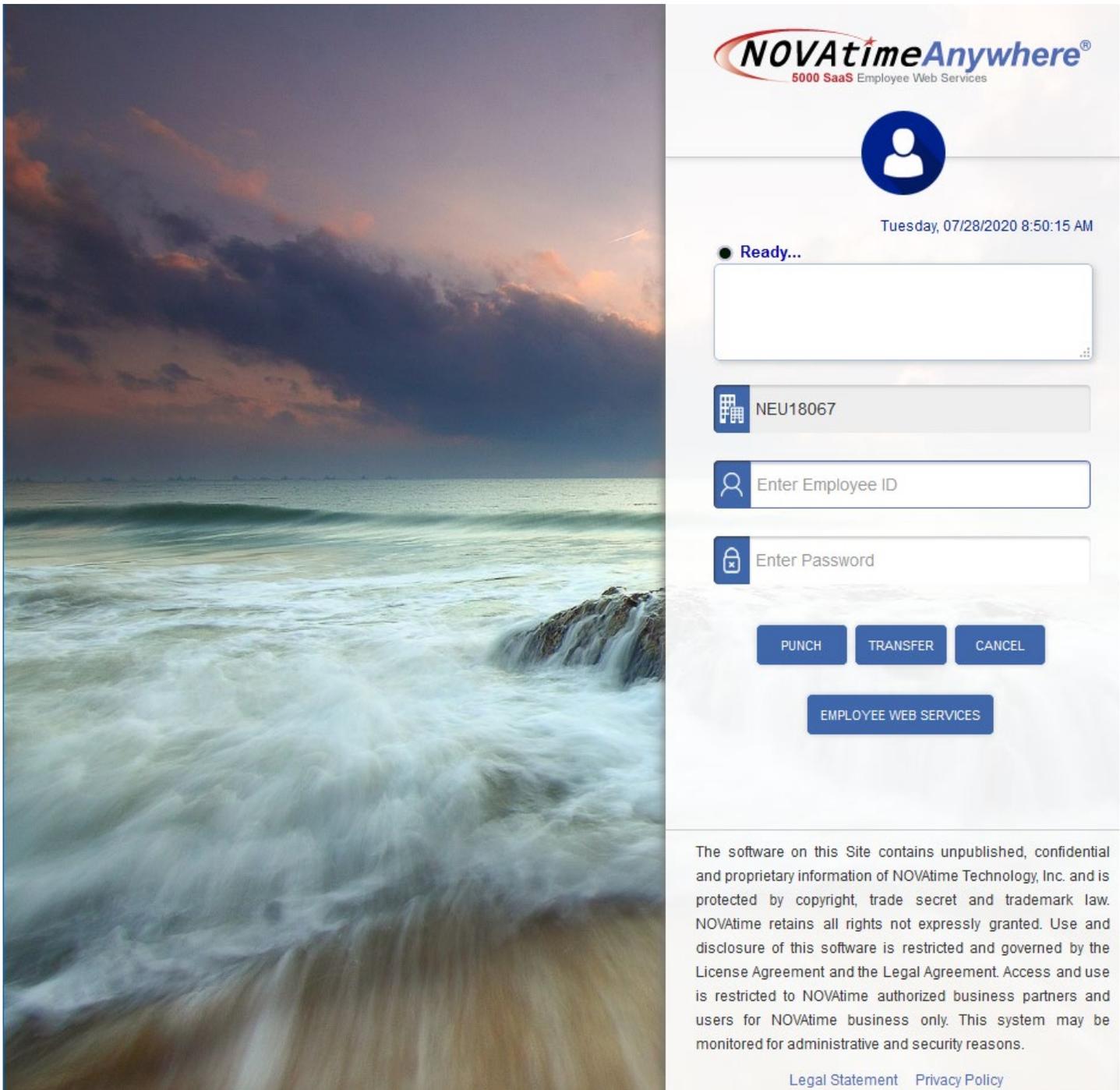
Novatime

- Novatime - [Staff](#)
- Novatime - [Supervisor](#)
- Novatime - [Exception Reporting](#)
- [Frequently Asked Questions](#)

Share on

Either method will take you to the NOVAtime login page which you will ultimately use to clock-in and clock-out for work, to review and submit your timesheet, and to make requests of your supervisor that relate to your timesheet and your schedule.

The NOVAtime Login Page



NOVAtimeAnywhere
5000 SaaS Employee Web Services

Tuesday, 07/28/2020 8:50:15 AM

● Ready...

The software on this Site contains unpublished, confidential and proprietary information of NOVAtime Technology, Inc. and is protected by copyright, trade secret and trademark law.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.

[Legal Statement](#) [Privacy Policy](#)

Please note that the scenic picture is regularly changed so your view might not be exactly like the one presented above.

Before we proceed with setting up your password, let's review the features of the login page.

1. Employee ID field – this is your MHCC ID number. If you are or were a student at MHCC, it's your student ID number.
2. Password field – you'll create your password in a later step. NOVAtime will require your ID and password to access the system.
3. PUNCH – the punch button is the default action on the page – if you key-in your ID and password, pressing the Enter key on your keyboard will make an entry on your timesheet. If you have not already punched-in for the day, PUNCH will create an 'in-punch' on your timesheet. If you are working and punched-in at the beginning of your shift, PUNCH will create an 'out-punch' for that shift.

4. TRANSFER – if you have more than one job at MHCC or if your job is paid from more than one source, you will use the TRANSFER button to clock in for work. TRANSFER will bring up a list of your assigned jobs and let you choose the correct one for that particular shift. Never use TRANSFER to punch-out at the end of your shift only to punch-in.
5. CANCEL – cancels the login/logout if you have not already used PUNCH or TRANSFER.
6. EMPLOYEE WEB SERVICES – takes you to the employee dashboard which will be covered in detail later.

Before you can use NOVAtime, you will need to create your password which you will do by entering your MHCC ID number as your Employee ID and then any single character in the password field (the letter ‘a’ works nicely). If your hiring process is complete, this will open a password creation dialog that will provide you with the requirements for your password. **If you see an error at this step, please contact your supervisor.**

Once you have successfully created your password, you will use it to log in. Enter your ID number and your password in the fields shown but DO NOT PRESS ENTER. Instead, use the mouse to click on the EMPLOYEE WEB SERVICES button to open the employee dashboard. The layout of the dashboard can be customized and is responsive to your device’s screen so it may be arranged differently from the picture below.

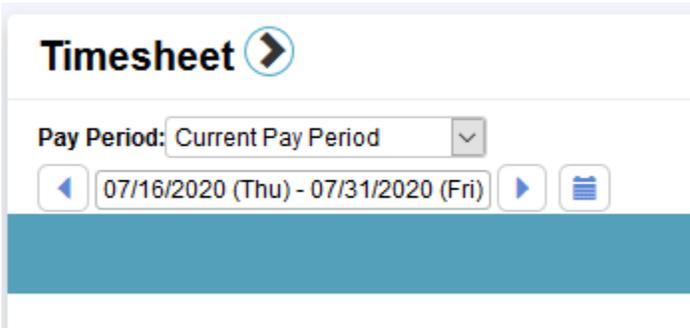
The screenshot displays the NOVAtime employee dashboard. At the top left is the NOVAtime logo and navigation icons. The main dashboard is divided into several sections:

- Clock:** Shows the current time as 11:27:17 AM on Tuesday, July 28, 2020, Pacific Time. It includes buttons for 'Punch' and 'Transfer'. Below this, it shows 'Last Clock In' as 07/28/2020 11:03 AM and 'Last Clock Out' as --:--.
- Timesheet:** Displays the current pay period as 07/16/2020 (Thu) - 07/31/2020 (Fri) with a status of OPEN. It includes an 'Exception' table and a 'Summary' table for the period Jul 16, 2020 - Jul 31, 2020, showing 0.00 hours for Regular and 0.00 for OT.
- Schedule:** Shows a weekly schedule for the period Jul 26, 2020 - Aug 1, 2020. The schedule is set to 'Weekly'. The days from Monday to Friday show a 12:00 AM - 12:00 AM shift with 0 [REGULAR] hours. A summary table at the bottom shows 0.00 hours for Regular, 0.00 for OT, and a total of 0.00 for the weekly period.
- Public Message:** A message box with the NOVAtime logo and the text: "There doesn't seem to be any public messages!".
- Message:** A section with a 'Private Message' button.

On the dashboard, you can review your schedule (if your department uses this feature), verify that you are punched-in or punched out, use the Punch and Transfer functions (these work like their counterparts on the login page), review your timesheet and check for messages from Payroll or your supervisor, and send messages to your supervisor.

Your Timesheet in NOVAtime

To review your timesheet, clicking on the > symbol next to the word Timesheet as shown below will open the timesheet page



On the timesheet page you will see several sections which can be expanded or collapsed depending on your preferences by clicking the plus + or minus – symbol at the left-end of the section. In the image below, the Timesheet and Timesheet Summary sections are expanded while all others are collapsed.

Timesheet

Pay Period: Current Pay Period | 07/16/2020 (Thu) - 07/31/2020 (Fri) | Status: OPEN | Submit

+ Tuesday, 07/28/2020 11:53:37 AM Pacific Time

- Timesheet TEST, PERSON - 389123

More Functions

	Date	Pay Code	Schedule	In	Out	Reg	OT-1	OT-2	Daily Hours	Total Hours	Job Title 1
<input type="checkbox"/>	Tue 07/28/2020	0[WKHR]		11:03 AM		0.00	0.00	0.00	0.00	0.00	TEST ID JOB 99 [Test ID job 99]
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

- Timesheet Summary

Group By: Pay Code

Pay Code	Reg Hrs	OT-1	OT-2	Total Hrs	Earnings	Deductions	Reg Pay Rate	Reg Pay	OT-1 Pay	OT-2 Pay	Premium Pay	Total Pay	Work Period
0 [WKHR]	0.00	0.00	0.00	0.00	\$0.0000	\$0.0000	***	***	***	***	***	***	07/16/2020 - 07/31/2020
Totals	0.00	0.00	0.00	0.00	\$0.0000	\$0.0000							

+ Accrual Summary

+ Point System Summary

The Timesheet section shows the record of all of your work hours for the pay period. In the picture above, notice that the out time for July 28 is highlighted in pink, indicating a missing punch there. If you forget to punch out at the end of your shift, you will see that day's 'Out' field highlighted like this and will have to ask your supervisor to make a correction to your timesheet.

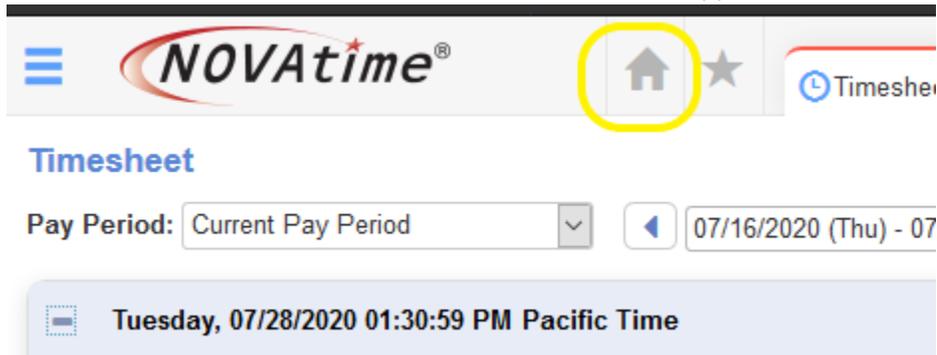
Below the Timesheet section is the Timesheet Summary which shows total activity in the current pay period.

The other sections are –

1. Day/Date/Time at the top. Here you can punch and transfer, see your schedule for the day, and also see a quick summary of your hours in the current pay period.
2. Accrual Summary. Some employees earn (accrue) paid time off of various types which are summarized here. This does not apply to Student Aid or Federal Work Study employees.
3. Point System Summary. MHCC is not currently using an attendance point system.

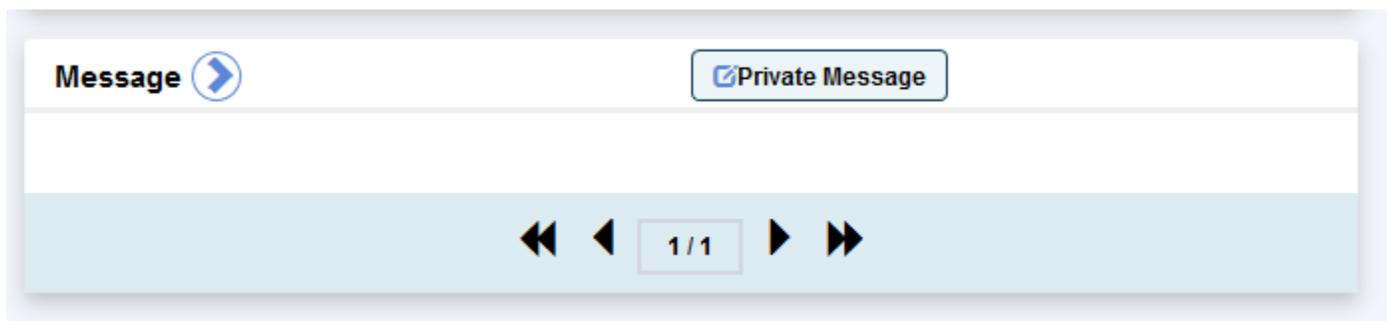
Lastly, near the top of the timesheet is a button labeled 'Submit.' At the end of each pay period, you are required to review and submit your timesheet for payment. Clicking submit is telling your supervisor that you believe everything presented on your timesheet is correct and the act of submitting the timesheet is comparable to signing an actual paper timesheet. Note that if you have any missed punches, the system will not allow you to submit your timesheet for pay; all errors must be corrected before submitting.

To return to the dashboard, click the home icon near the upper left corner of the screen.



Private Messages

If you have questions for your supervisor related to your timesheet, using NOVAtime, or need to correct an error on your timesheet, you should use the Private Message function. Private messages are readable only by your supervisor and your supervisor will be alerted when a message arrives. You can create and send a message from the dashboard using the Message function.



Clicking the 'Private Message' button will open a message window with your supervisor's name, a title field, and a message area.

Message to Supervisor

To: Allen Harry

Title:

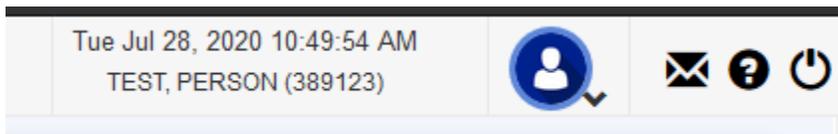
Message:

✉ Submit ↪ Exit

Just compose your message and click the 'Submit' button to send it. If you change your mind, just click 'Exit' to close the message window.

Settings, Help, and Logging-out of the Dashboard

In the upper right-hand corner of the dashboard is the current time, your name, ID number and some icons –



Clicking on the blue silhouette icon will allow you to access your dashboard settings and your user profile. You may use the settings to change the appearance of your dashboard if you wish.

The envelope icon will take you to the message history page where you can review messages you've sent to your supervisor as well as replies your supervisor has sent you. If you have unread messages, there will be a red indicator on the envelope showing the number of unseen messages waiting for you.

The question mark icon will take you to the built-in help system where you can learn a lot about using NOVAtime and find the answers to many of your questions.

The power button will log you out of the dashboard. **Please note that logging out of the dashboard does not clock you out from your shift.**

Summary

Please remember to clock in and out for each of your scheduled shifts.

If you have multiple jobs at MHCC or if your job is funded from multiple accounts/sources, please use 'Transfer' to clock in for your shift and 'Punch' to clock out.

Check your timesheet regularly for missed punches and other errors and ask your supervisor to make corrections where needed.

Remember, you must submit your timesheet for supervisor approval at the end of each pay period. Failing to do so might delay the processing of your timesheet for pay.

If you have questions about NOVAtime or your job, your supervisor should be your first source for help.

NOVAtime specific questions may also be sent by email to timesheets@mhcc.edu. **When sending an email for assistance, please use this format for the email subject line** – your last name, your pay category (PT Hourly or Student), and a brief description of the issue.

As an example, if Jane Jones, a student employee needed her password reset the subject line of the email would be:

Jones, Student, Password Reset.

Please do not use generic subject lines like:

- NOVAtime
- NOVAtime help
- NOVAtime problem
- Question about NOVAtime

If you have questions about your paycheck or other pay matters, email payroll@mhcc.edu.