

## EMPLOYEE WEB SERVICES KIOSK (NOVATIME)

Use the following link to view employee web services kiosk. This site will allow you to view your timesheet as well as PTO Accruals.

<https://online4.timeanywhere.com/novatime/ewskiosk.aspx?CID=50fe4c57-48d9-420c-abdc-cf28c69e5809&Site=AWS>



When you enter the link, this is the screen that will show. Enter your employee ID in the appropriate box and then enter the word **password** into the password box and click enter on the keyboard (this will open a screen that prompts you to create your own password for future logins).

Once you successfully log in, the following screen is what you should see. This is where you can view your timesheet for the current period or past periods.

Date	Pay Code	In	Out	Reg	1.5X	2.0X
01/25/2021	0[WORK HOURS]	09:24 AM	05:26 PM	8.03	0.00	
01/26/2021	0[WORK HOURS]	09:04 AM		0.00	0.00	

Summary:	Reg	OT
Jan 25, 2021 - Jan 31, 2021	8.03	0.00

Pay Code	In	Out	Reg	1.5X	2.0X
0[WORK HOURS]	09:04 AM		0.00	0.00	

You can also view your PTO Accruals and history by selecting the 3 bars in the top left corner and selecting accruals.

**\*\*This is a view only Kiosk. Direct any questions about missed punches or time off requests to your department manager.**