## **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-abdccf28c69e5809&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.

NOVAti	me° 🟫 🛪									1	Tue Jan 26, 2021 01:39:07 PM VAUGHN, ALISSA (101444)	0	∞ 0 (	
Clock	Tue, January 26	Timesheet > Approaching Hours							>					
		7	Pey Period; Current Pay Period 🗸 01/25/2021 (Mon) - 01/31/2021 (Sun) 🕨 🗮 Mea							Meal Time:			Punch Out Before::	
U	1:39:0	PM	Exception:				5	tatus:OPEN	Scheduled Work	Hours:		0.	00 /0.00 Hours	
Last Clock In 01/26/2021 09:04 AM			Date					1.5X - 2.0X						
Last Clock Out: 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	Weekly OT:			8.0	3 /40.00 Hours	
			augustant allocationed assaula				0.00	0.00	Tuesday, January 26, 2021					
UWORK HOURS] U	3.04 AM	0.00 0.00							Pay Code	In	Out	Reg	1.5X - 2.0X	
			Summary:			Reg	от	0[WORK HOURS]	09:04 AM		0.00	0.00		
			Jan 25, 2021 - Jan 31, 2021				8.03	0.00						
Exception Summary 📎			Message >					Public Message						
Pay Period: Current Pay	Period	31/2021 (Sun) 🕨 🗮												
Exc	₩ 4 1/1 ▶ ₩													
										There doesn't seem to be any public				

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.