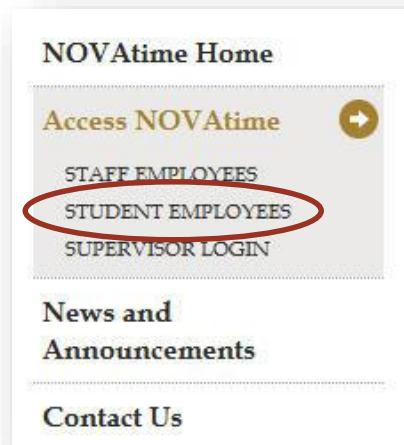


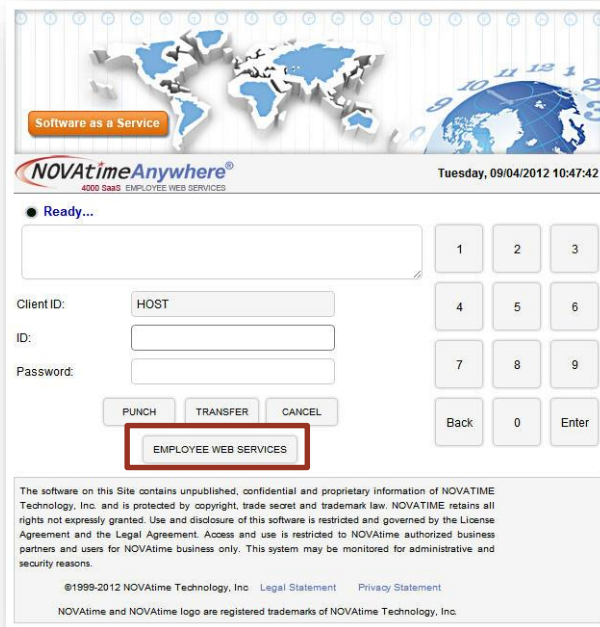
# Student Employee Quick Guide

Access NOVAtime: <http://novatime.wfu.edu>

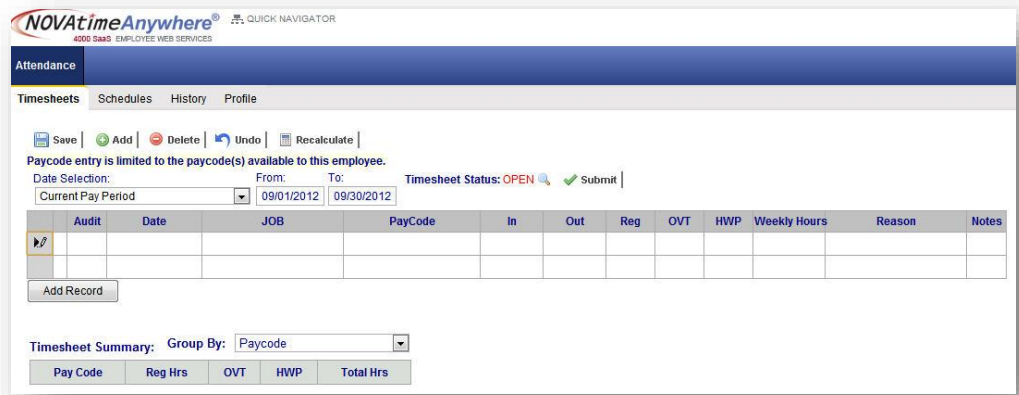
On the left side menu, click **Student Employees** under the “Access NOVAtime” heading.



1. **Client ID:** Users will not need to edit this field.
2. **ID:** Type your network user name into this field (the name you use to login to your computer).
3. **Password:** Type your network password into this field (the password you use to login to your computer).
4. Click “**Employee Web Services**”.

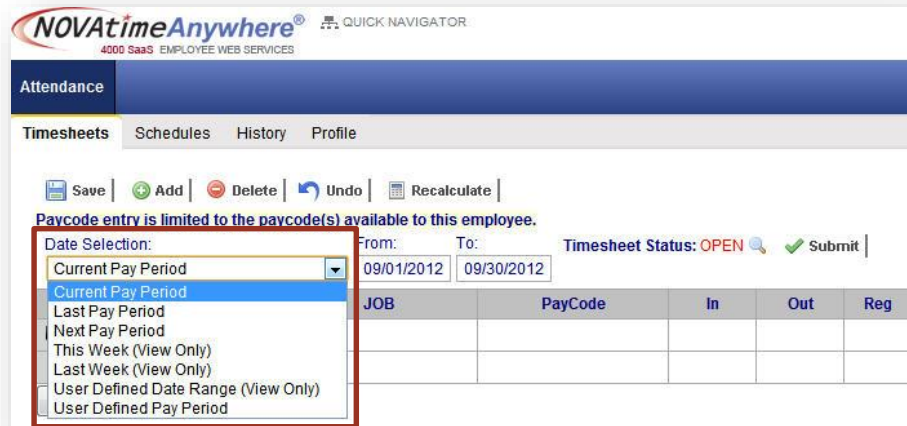


By default, your timesheet will display for the current pay period under the Attendance category.



To update the timesheet:

Be sure that the pay period for which you need to enter time is displayed correctly in the date selection field. The system will default to the current pay period.



To add a record of time information, simply click on an empty row in the date column and select the appropriate date from the drop-down.



By default, your primary job will display in the JOB field. If you have more than one job that you perform, you may select it from the drop-down.

Select Pay Code 0[Reg In Out].

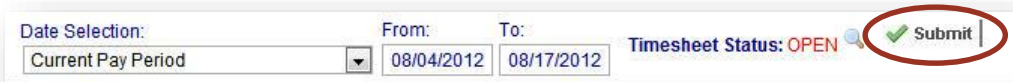
Enter the actual time in and time out for that job for the selected day.

NOTE: The system assumes military time. If you do not wish to use military time, use “a” for am or “p” for pm.

After entering any time data, always be sure to click the save button.

Audit	Date	JOB	PayCode	Reg	OVT
	Mon 09/03/2012	12345678-999888-00 [Circulation / Front Desk Student]	100[REG HOUR BY DAY]	0	
	Mon 09/03/2012	12345678-999777-00 [I/S Audiovideo Support]	100[REG HOUR BY DAY]	01	

Once the pay period has closed and all time information has been entered, click the "Submit" link.



The screenshot shows a web interface for submitting a timesheet. It includes a "Date Selection" section with a dropdown menu set to "Current Pay Period". To the right, there are "From:" and "To:" date fields, both containing "08/04/2012" and "08/17/2012" respectively. Further right, the text "Timesheet Status: OPEN" is displayed. On the far right, there is a "Submit" button with a green checkmark icon, which is circled in red.

The following dialog box will display, asking you to certify that your timesheet is correct.

Click "OK" to submit your timesheet to your supervisor.

