

# REQUESTING TIME OFF USING NOVA TIME

**Request leaves, HPL, work without pay etc...**

# ON THE COMPUTER

Provo City School District

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PROVO CITY SCHOOL DISTRICT  
280 WEST 940 NORTH  
PROVO, UTAH 84604  
(801) 374-4800

## Stake Holder Survey

Take survey now

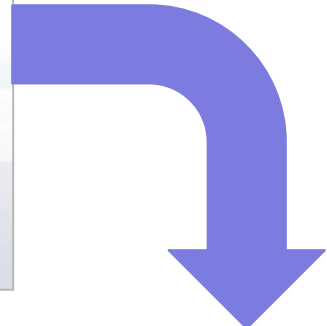
I am a PARENT I am a STUDENT I am an EMPLOYEE

District Alerts 0

District News

Spring Creek Elementary Students Create Mural

Go to the Provo City School District Website and click on “Novatime Timekeeping System.”



Employee News

Departments

- Business & Finance
- Human Resources
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Forms & Docs

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- School Year
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Employee Access

- ALIO Employee Service Portal Login
- Benefits Enrollment
- Curriculum Resources
- Email Login
- Employee Website
- ESP Evaluations
- Filter Login
- Find A Substitute Teacher
- Novatime Timekeeping System**
- OnTrack
- Parentlink Login
- PowerSchool For Teachers Login
- PowerSchool For Admin Login

Then login using your employee ID number and your password (which is the same for clocking in and out).

**NOVAtimeAnywhere**  
5000 SaaS Employee Web Services

Tuesday, 02/13/2018 10:36:15 AM

● Ready...

NEU17020

Enter Employee ID

Enter Password

PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES

The software on this Site contains unpublished, confidential and proprietary information of NOVAtime Technology, Inc. and is protected by copyright, trade secret and trademark law.

After putting in your information, click “Employee Web Services.”

**WARNING:** Do NOT hit enter when going to request a leave, as this will automatically clock you in or out of work.

### Clock Wed, February 14, 2018, Mountain Time

**09 : 12 : 54 AM**

Last Clock In ---

Last Clock Out ---

Pay Code	In	Out	Reg	STRG - OT-1

### Timesheet

Pay Period: Current Pay Period 02/01/2018 (Thu) - 02/28/2018 (Wed)

Submit Status: OPEN

**Exception:**

Date	Pay Code	In	Out	Reg	STRG - OT-1
02/01/2018	0[WKHR]	11:32 AM	12:26 PM	0.90	0.00
02/01/2018	0[WKHR]	12:56 PM	04:00 PM	3.10	0.00
02/02/2018	0[WKHR]	11:34 AM	12:44 PM	1.25	0.00

**Summary:**

	Reg	OT
Feb 1, 2018 - Feb 28, 2018	33.00	0.00

### Approaching Hours

Meal Time: Punch Out Before: ---

Scheduled Work Hours: 0.00 / 11.00 Hours

Weekly OT: 7.75 / 40.00 Hours

### Leave Management

Send Reminder  Request Leave

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

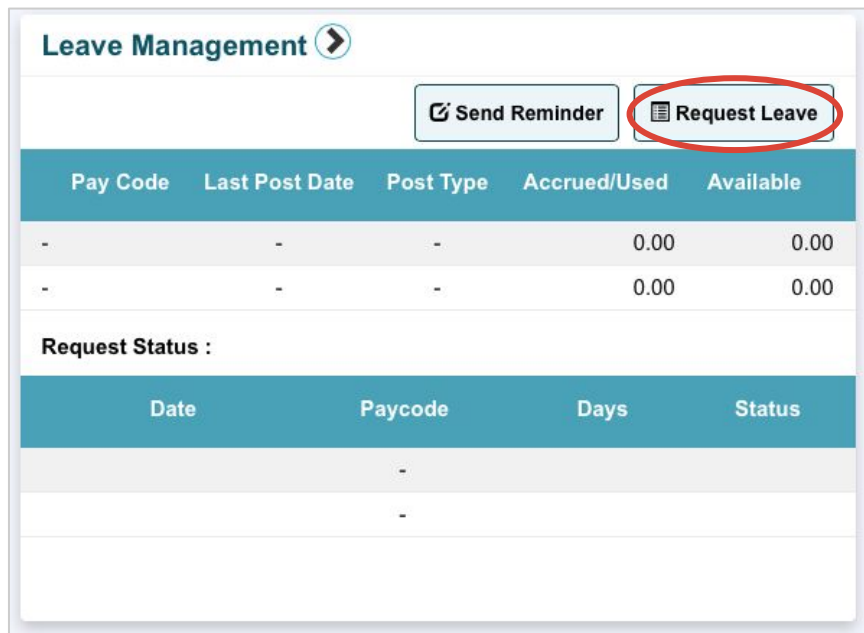
**Request Status :**

After logging in, this screen will appear and in the bottom right-hand corner there is a box called "Leave Management."

This is where an employee will go to make the Leave Request.

# REQUESTING THE LEAVE

Click on “Request Leave” in the upper right-hand corner to start the request.



The screenshot displays the 'Leave Management' interface. At the top, there is a header 'Leave Management' with a right-pointing arrow. Below the header, there are two buttons: 'Send Reminder' and 'Request Leave'. The 'Request Leave' button is circled in red. Below the buttons, there is a table with the following columns: 'Pay Code', 'Last Post Date', 'Post Type', 'Accrued/Used', and 'Available'. The table contains two rows of data, both showing dashes for the first three columns and '0.00' for the last two. Below the table, there is a section titled 'Request Status :'. Underneath this section, there is another table with the following columns: 'Date', 'Paycode', 'Days', and 'Status'. The table contains two rows of data, both showing dashes for the first two columns and dashes for the last two.

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

**Request Status :**

Date	Paycode	Days	Status
-	-	-	-
-	-	-	-

After clicking “Request Leave,” this window will pop up and using the drop-down menu and the calendar icon, the employee will choose the type of leave and what day(s) the request will cover.

**Request Leave**

Template: Select Template

Multi-Day:

Date:

Total:  hours (per day)

Message to Supervisor:

February 2018


	Su	Mo	Tu	We	Th	Fr	Sa
5	28	29	30	31	1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28	1	2	3
10	4	5	6	7	8	9	10

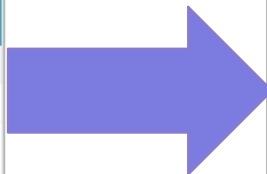
✓ Select Template  
Unpaid Time[0.00 Hours]


Once the employee hits “Submit,” the request will be sent to his or her supervisor.

# LEAVE REQUEST STATUS

After hitting “Submit,” the pop-up window will close and under “Leave Management,” the request will appear with an icon indicating its status.

Leave Management >				
		<input type="checkbox"/> Send Reminder	<input type="checkbox"/> Request Leave	
Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00
Request Status :				
Date	Pay Code	Days	Status	
02/16/2018	601[UPTM]	1		



Leave Management >				
		<input type="checkbox"/> Send Reminder	<input type="checkbox"/> Request Leave	
Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00
Request Status :				
Date	Pay Code	Days	Status	
02/16/2018	601[UPTM]	1		

Once it is approved, the status will change and employees will receive a notification of the change to their leave requests.