

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

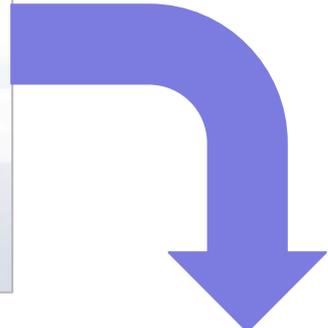
I am a PARENT STUDENT **EMPLOYEE**

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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- Technology Support
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Forms & Docs

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Calendars

- School Year
- Contract Calendars
- Meeting Room Calendar

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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).

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 |

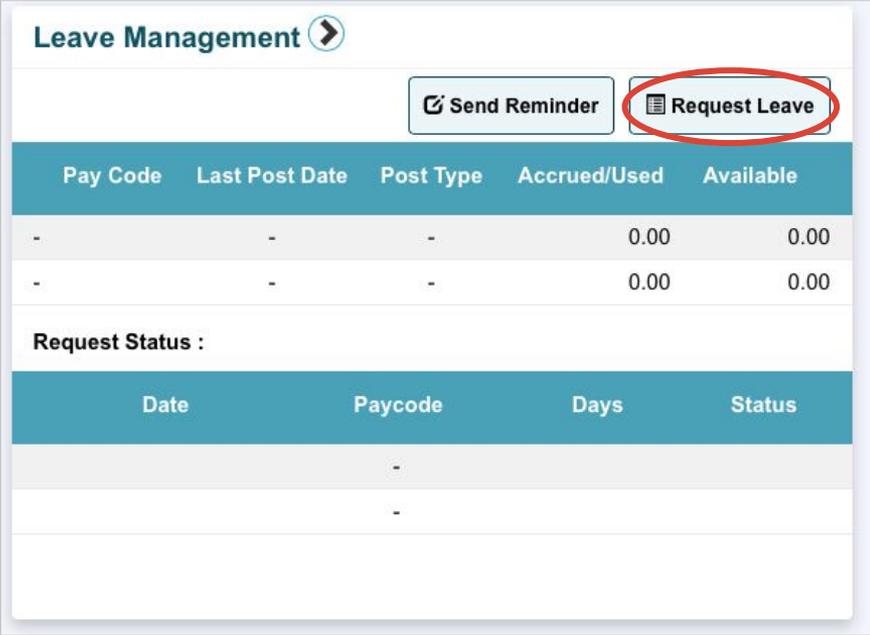
Request Status :

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 |

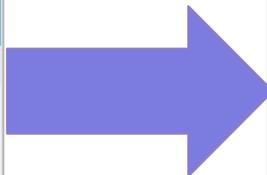
✓ Select Template
Unpaid Time[0.00 Hours]

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 |  | |

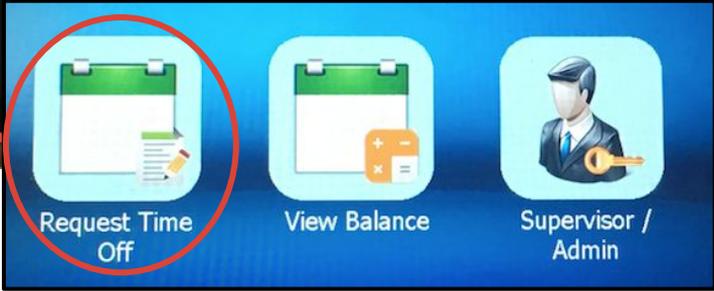
Once it is approved, the status will change and employees will receive a notification of the change to their leave requests.

ON THE NOVATIME TIME CLOCK



Using the Novatime Time Clock found at the different locations, scroll over to the other options on the next screen by using the arrow found on the right side of the screen.

Then, click on the icon that says "Request Time Off."



After clicking “Request Time Off,” use your fob or your Employee ID number to enter this portion.



Using the drop-down menu, select which type of leave that is being requested.

Request Time Off

Select a request template:

Unpaid Time[0.00 Hours] 0.00 (Hours)

From:

Select a date

To:

Select a date

Submit

Back to Main

After selecting the type of leave, select a date by clicking on the "Select a date" box. Then, use the calendar that appears to select which days will be used for the leave.

Once the date(s) have been selected, hit "Submit" to finalize the request.

Request Time Off

Select a request template:

Unpaid Time[0.00 Hours] 0.00 (Hours)

From:

Select a date

To:

Select a date

Submit

Back to Main

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |