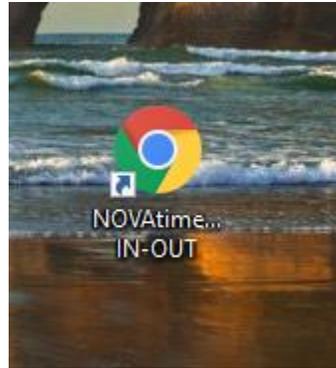
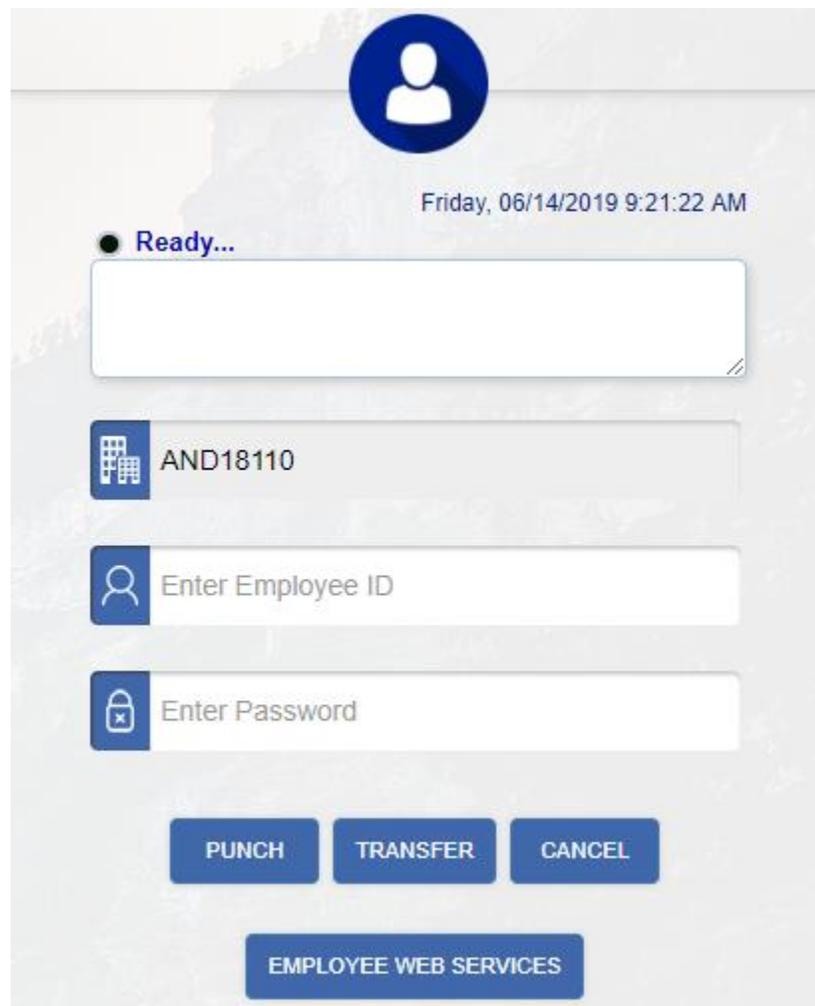


How to Punch In and Out using Novatime

1. Go to this shortcut on your desktop and open it



On the right side of the Novatime website that comes up, you will see this sign in prompt



Friday, 06/14/2019 9:21:22 AM

● Ready...

 AND18110

 Enter Employee ID

 Enter Password

PUNCH **TRANSFER** **CANCEL**

EMPLOYEE WEB SERVICES

1. Under Employee ID, input your last 4 of your social security number.
2. Under Password, input your custom selected password.
(Default password is a1234567, you will be asked to change it)
3. When ready to punch, click the punch button on the left.

A successful punch will look like this:

