How to Request Time Off with NOVAtime
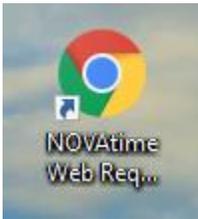
1. Click on the NOVAtime Web Request Shortcut on your Computer Desktop

2. Log in to the NOVAtime system.

    a. Under Employee ID, input the last 4 digits of your SS#
    b. Under Password, input your custom password (First time users please enter a1234567)
    c. Click 'Employee Web Services' when ready

3. On the dashboard, click 'Request Leave' on the top middle of the screen

4. Choose either Vacation or Sick time under 'Template'

Request Leave

Template	Select Template ▾
Multi-Day	⬤▬
Date	[ ] 📅
Total	[ ] hours (per day)

Message to Supervisor

[ ]

☑ Submit   ↪ Exit

    i.   Select whether you are requesting a single day off or multiple days off
    ii.   Input the day or date range you would like to request off
    iii.   Input the per day amount of hours per day you are requesting off (Default is 8 Hours)
    iv.   Input a message for your Supervisor detailing your Leave Request
    v.   Click Submit when ready.

5. Click OK on the pop-up that appears

online4.timeanywhere.com says

Request has been submitted. Please press enter to close the window.

OK
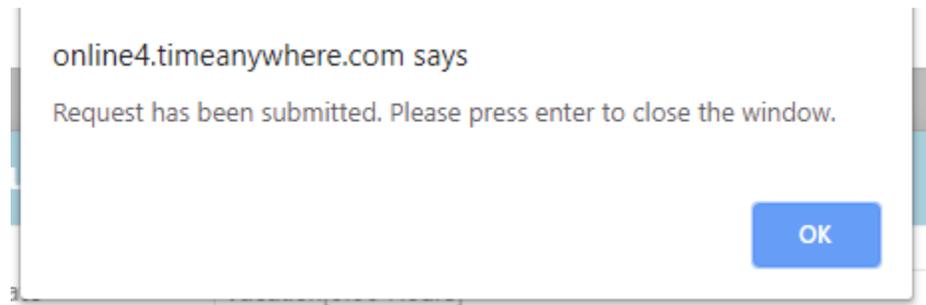
6. On your dashboard, your Time off request will be listed under 'Leave Management'

Date	Pay Code	Days	Status
07/12/2019	2[VAC]	1	✅
07/31/2019	2[VAC]	1	⚠️