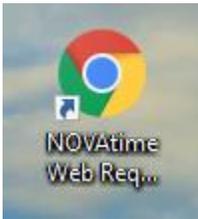


How to Request Time Off with NOVAtime

1. Click on the NOVAtime Web Request Shortcut on your Computer Desktop



2. Log in to the NOVAtime system.

A login form for the NOVAtime system. It has a light gray background. At the top left is a blue icon of a building. Below it is a text input field containing "AND18110". Below that is another blue icon of a person, followed by a text input field with the placeholder "Enter Employee ID". Below that is a blue icon of a padlock, followed by a text input field with the placeholder "Enter Password". At the bottom center is a blue button with the text "EMPLOYEE WEB SERVICES" in white.

- 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

A screenshot of a dashboard. At the top left, the text "Leave Management" is displayed in a bold, black font, with a blue circular arrow icon to its right. Below this, on the right side, is a blue button with a white icon of a document and the text "Request Leave". At the bottom of the screenshot is a teal-colored navigation bar with five white text labels: "Pay Code", "Last Post Date", "Post Type", "Accrued/Used", and "Available".

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

Request Leave

Template

Multi-Day

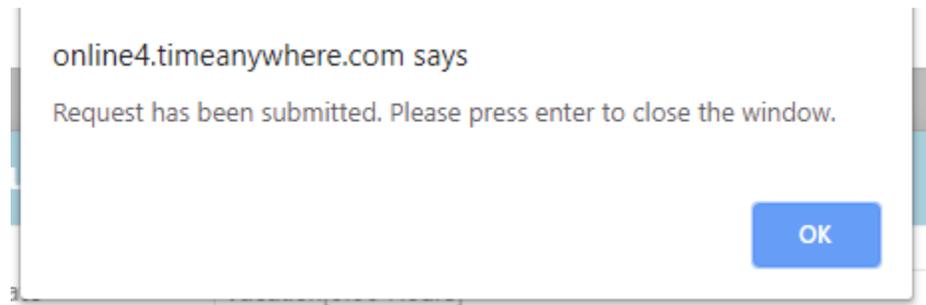
Date 

Total hours (per day)

Message to Supervisor

- 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



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	