



Time and Attendance

A good Time and Attendance system has the power to transform your business, increasing efficiency and ensuring fair and accurate pay for all employees.

Time and Functionality that Works for YOU

In an ever-changing economy and business environment, the one thing that can help your business **control costs** is an end-to-end workforce management solution.

How will a Workforce Management Solution help your company?

The answer is by:

- Automating routine tasks
- Optimizing pay and shift rules
- Providing the ability to create detailed labor cost reports for analysis
- Accommodating mobile access
- Integrating with your HR, Payroll, Job Cost, or ERP system

Many companies have turned to workforce management solutions and leveraged a time and attendance system as a strategic tool, as well as a differentiator for their particular industry or vertical market.

NOVAtime Workforce Time and Attendance

Workforce Time and Attendance System

The NOVAtime workforce time and attendance system accommodates a virtually unlimited number of employees, pay codes, and pay rules, and the system easily adapts to organizational changes.

- User-friendly online portals
- Highly configurable dashboards
- Interfaces with over 300 3rd party applications, including Abra HRMS, Made2Manage, and Intuitive ERP
- Wide selection of data collection devices, including biometric devices, swipe card, web browser, telephones, and mobile apps (for Android, Apple iOS, and Windows devices)

Robust Timesheet Editing & Approvals

The NOVAtime Timesheets feature enables supervisors to review, edit, and approve their assigned employees' timesheets. Employee punches and attendance exceptions are displayed on the timesheet, as well as on the supervisor's dashboard for quick corrections as needed.

- Audit log to track edits and adjustments
- Reason codes and notes to prevent or resolve disputes over data changes
- Retro-pay adjustments to prior pay periods

Workflow-Supporting Notifications

NOVAtime is workflow-enabled, allowing users to configure customized workflow approval levels for timesheet editing and supporting notifications via phone, email, or text message of events requiring attention.

User-Friendly Self-Service Portals

NOVAtime is web-based for all users, including payroll administrators, system administrators, supervisors, and employees. Self-service user accounts can be accessed through a PC via a standard web browser, as well as through selected time clocks, mobile apps, or the Phone-in System.

Powerful Report Generator

The NOVAtime Reports feature offers a variety of report categories and templates, allowing users to create and customize reports on system and employee data. System administrators are able to pre-configure reports that are to be used by supervisors, while access features control what type of information users are allowed to report on. Additionally, NOVAtime reports may be published to all system users or emailed to designated supervisors only.

- Over 150 pre-installed report templates that can be customized, saved, and published
- Report customization, filtering, and sorting capability
- Report output in PDF, Excel, RTF, HTML, or CSV
- Print preview option

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