

ESS & NOVAtime

NOVAtime (Employee Time System)

ESS

Access to NOVAtime allows Employees to:

1. Punch IN and OUT or enter their timesheet data from their PC via intranet or Internet
2. View their timesheets
3. View actual hours summarized by pay codes and Group
4. View actual work hours with IN / OUT time, grouped by regular hour, OT1, OT2, etc.
5. View week / pay period total hours
6. View their total scheduled work hours for each day of the week.
7. Look up benefit accrual information, such as vacation hours, sick hours, comp-time hours, etc.
8. View their complete attendance history - weekly, monthly & yearly

The ESS portal is available for you to use. This portal will allow you to:

1. Access and print your paystubs.
2. View your tax withholding information.
3. Print new tax forms if changes are needed.
4. Print direct deposit forms if changes are needed.
5. View leave balances

Supporting Documents

ESS Instructions 184.48 KB

NovaTime Instructions 409.28 KB