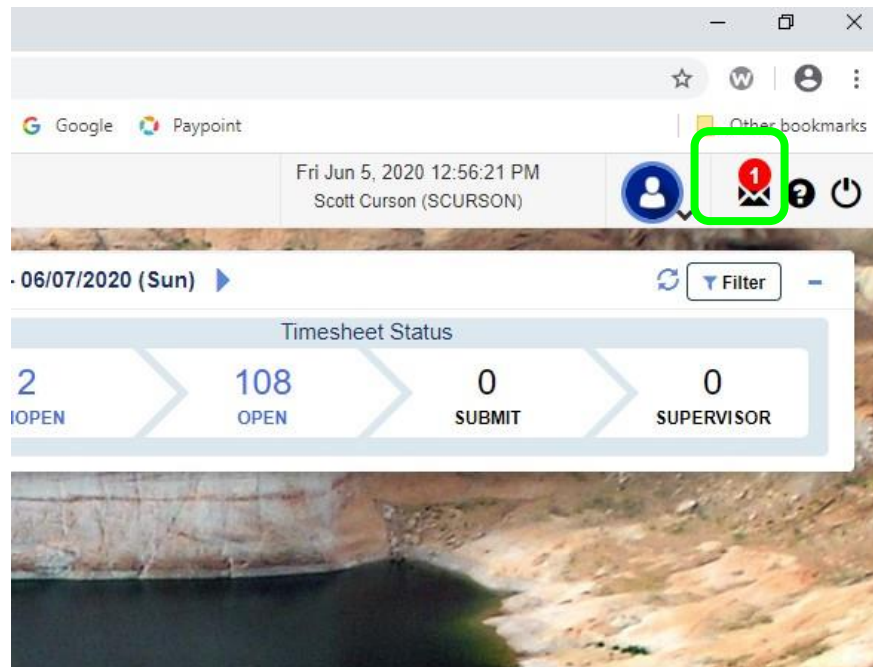
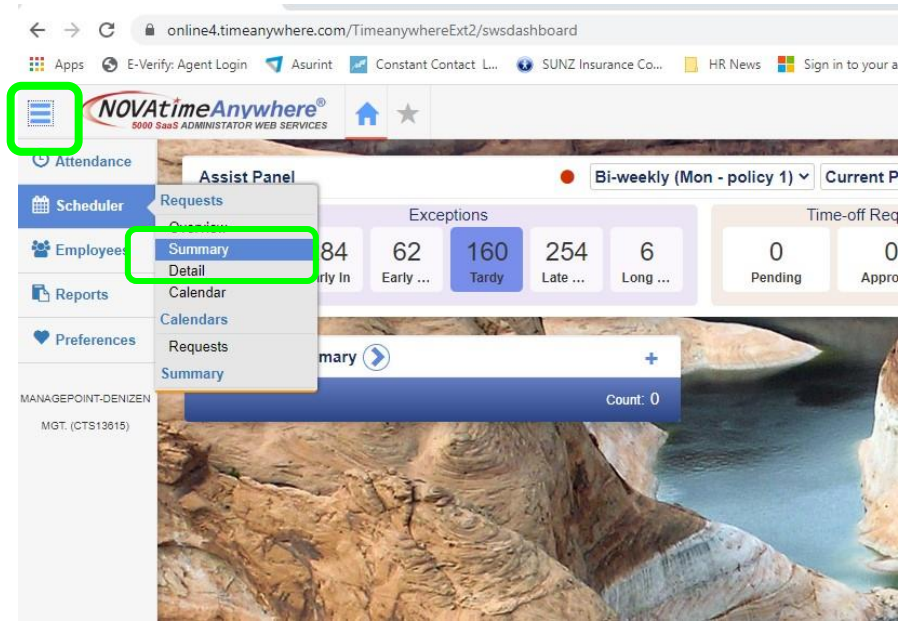


Supervisor Instructions for Reviewing Time Off Requests

1. (In order to view time off request notifications a supervisor will need to have the employee assigned to them under the Send Schedule/Approval Request field in the General tab in the Employee Info section. Supervisors can see, but not edit this field. That will need to be done at the admin level.) Log into Novatime. On the home page you will have a notification message in the upper left corner alerting you that a new request has been submitted. In the upper right corner click on the hamburger icon, hover the cursor over "Scheduler", and then click "Summary" under the "Request" heading.





- Here you can see all the requests that have been submitted as well as their current status. Click on the employees name to see the details of the request.

Employee ID	Employee Name	Paycode	Hours Available	Requested On
98888	TEST, SCOTT	2[VAC]	40.00	06/05/2020 12:31PM
98888	TEST, SCOTT	2[VAC]	40.00	06/05/2020 12:54PM
98888	TEST, SCOTT	3[SICK]	40.00	06/04/2020 01:32PM

- On the Detail page you can either approve or decline the request. Click on the button under the Status column for each request. On the menu that appears select either approved or declined from the Status drop box and then leave a comment in the Supervisor's Comment section below. Then click OK.

NOVA COMMUNITY COLLEGE
2000 SAAS ADMINISTRATOR WEB SERVICES

Requests x Scott Cur

Requests

Overview Summary Detail Calendar

Save Refresh [TEST, SCOTT] 2 found. Cancel Filter

2020 June
Approve Selected Approve all

Status: All Paycode: 2[VAC] Group: All Supervisor: All

Employee ID ^	Employee Name	Paycode	Date	Hours Requested	Select	Status	Hours Available	Requested On
98888	TEST, SCOTT	2[VAC]	06/20/2020	8.00	<input type="checkbox"/>	Pending	40.00	06/05/2020 12:31PM
98888	TEST, SCOTT	2[VAC]	06/27/2020	8.00	<input type="checkbox"/>	Pending	40.00	06/05/2020 12:54PM

1

Requests

Overview Summary Detail Calendar

Save Refresh [TEST, SCOTT] 2 found. Cancel Filter

2020 June
Approve Selected Approve all

Status: All Paycode: 2[VAC] Group: All Supervisor: All

Employee ID ^	Employee Name	Paycode	Date	Hours Requested	Select	Status
98888	TEST, SCOTT	2[VAC]	06/20/2020	8.00	<input type="checkbox"/>	Pending
98888	TEST, SCOTT	2[VAC]	06/27/2020	8.00	<input type="checkbox"/>	Pending

1

98888 [TEST, SCOTT] - 06/27/2020 ~ 2[VAC] ~ 8.00 hours

Status: Pending OK Cancel

- Pending
- Approved
- Declined
- Remove

Employer: []

Take trip: []

Supervisor's comment (New):

Supervisor's comment (History):

Requests

Overview Summary **Detail** Calendar

Save Refresh [TEST, SCOTT] 2 found. Cancel Filter

2020 June

Approve Selected Approve all

Status: All Paycode: 2[VAC] Group: All Supervisor: All

Employee ID ▲	Employee Name	Paycode	Date	Hours Requested	Select	Status
98888	TEST, SCOTT	2[VAC]	06/20/2020	8.00	<input type="checkbox"/>	Pending
98888	TEST, SCOTT	2[VAC]	06/27/2020	8.00	<input type="checkbox"/>	Declined

1



98888 [TEST, SCOTT] ~ 06/20/2020 ~ 2[VAC] ~ 8.00 hours

Status: **Approved** OK Cancel

Employee's comment :
Taking the family camping.

Supervisor's comment (New):
Have a good time.

Supervisor's comment (History):

4. On the Detail screen click the **Save** button before you leave to finalize your review.

Requests

Overview Summary **Detail** Calendar

Save Refresh [TEST, SCOTT] 2 found. Cancel Filter

2020 June

Approve Selected Approve all

Status: All Paycode: 2[VAC] Group: All Supervisor: All

Employee ID ▲	Employee Name	Paycode	Date	Hours Requested	Select	Status
98888	TEST, SCOTT	2[VAC]	06/20/2020	8.00	<input type="checkbox"/>	Approved
98888	TEST, SCOTT	2[VAC]	06/27/2020	8.00	<input type="checkbox"/>	Declined

1