



HOW TO ENTER TIMESHEET INFORMATION

Presented by NOVA Human Resources

NOVA | Northern Virginia
Community College

LOG INTO MYNOVA ACCOUNT

FIRST, click this button to get to this page...

Info For ▾ Locations ▾ Language ▾

myNOVA Apply Give Directory Search... Q

NOVA Northern Virginia Community College

Academics Admissions & Aid Services & Support Student Life About NOVA

STUDENT LINKS

THEN, click this button to log in

myNOVA Login

[Forgot your password?](#)

Use myNOVA to access:

- NOVAConnect – Student Information System (SIS)
- Student Email
- Canvas
- Library Services

Important Notice

NOVA will not drop you from your classes for non-payment. If you placed a course in the **SIS** shopping cart, clicked the **Finish Enrolling** button, and received a green check mark in the status, you have successfully enrolled into a class. This means that you are now financially responsible for the class and need to make payment arrangements.

For more information, please visit the [Student Financial FAQ](#) page.

Announcements

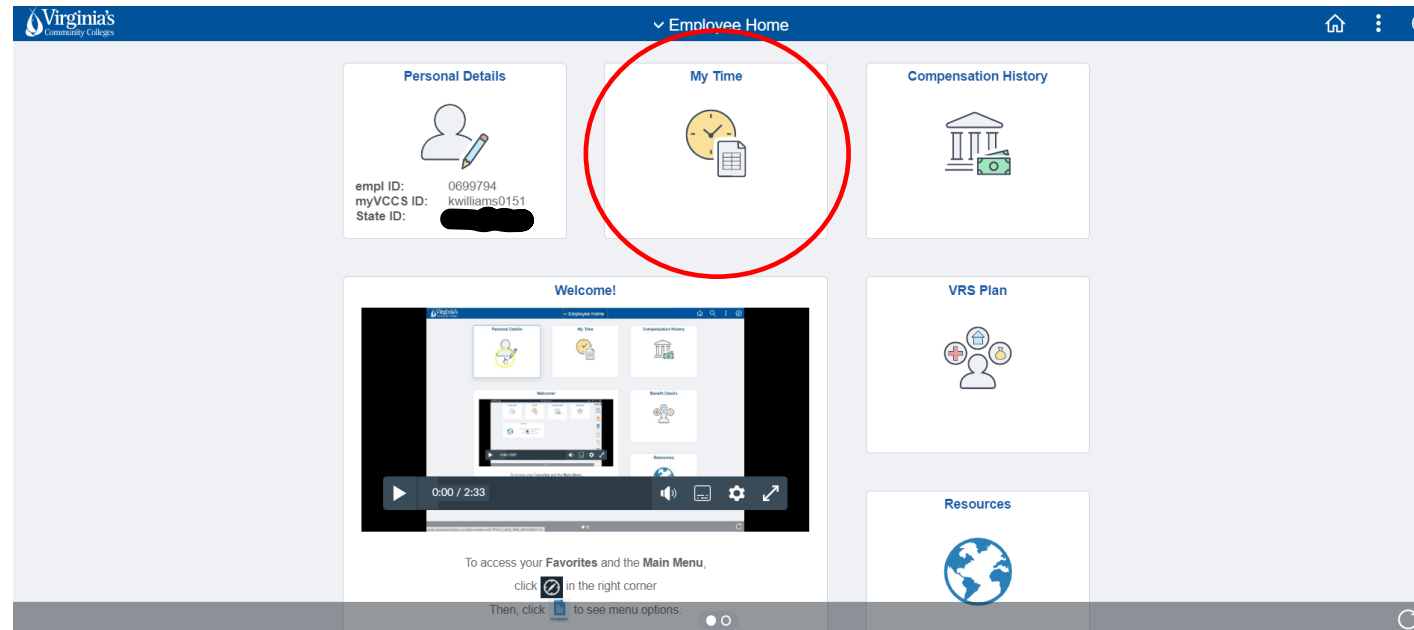
GO INTO HCM APPLICATION

The screenshot shows a user interface for managing applications. The top navigation bar is blue with the text 'Applications' and a user profile icon. On the left, there is a sidebar with a 'Filter' dropdown and a list of application categories: 'My Applications', 'All', 'Bookmarks', 'Faculty and Staff', 'Nova', 'Students', 'Support', and 'System Office'. The main content area is titled 'My Applications' and shows '31 Results'. The table below lists several applications:

Application Name	User	Action
AdAstra	Nova	Likhitha Madenahalli
Transfer Virginia	Faculty and Staff, Students	Likhitha Madenahalli
HR HCM (Recent)		Emilio Acevedo (Details, Launch)
PeopleAdmin	Faculty and Staff	Likhitha Madenahalli (Launch)
Cardinal (Recent)	Faculty and Staff	Emilio Acevedo
ChromeRiver	Faculty and Staff	Likhitha Madenahalli
VCCS Contacts	Faculty and Staff	Emilio Acevedo

Click on the launch button to open.

CLICK ON THE “MY TIME” BUTTON



“TIMESHEET” PAGE SHOULD DEFAULT

Timesheet

Employee ID



Empl Record 0

Earliest Change Date 10/10/2022

Actions ▾

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)

*Date  

Reported Hours 0.00

[Punch Timesheet](#)

DO NOT use “Punch Timesheet”

From Monday 10/03/2022 to Sunday 10/09/2022 

Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Total	Time Reporting Code	*Ti
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="REG - Regular Time"/>	P:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	P:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	P:

Time should always be entered as regular time.

Click the submit button when finished entering time.

Enter hours on the day worked. Minutes should be entered in quarter increments (.25, .5, .75.) Each quarter equals 15 minutes.




THINGS TO REMEMBER

- Submit your hours in a timely manner so that your pay can be processed on schedule. This should be no less often than every week but could be daily depending on your supervisor's request.
- **NEVER** submit hours worked on a day that you didn't work them. If hours need to be added to previous timesheets, please reach out to benefits@nvcc.edu to update them.
- **NEVER** submit hours on the punch timesheet. You will not be paid correctly if you do.



Thank you!

The image features the words "Thank you!" in a highly stylized, hand-drawn font. Each letter is filled with a different pattern or color: 'T' is red with a white zigzag, 'h' is blue, 'a' is green with white dots, 'n' is pink with white dots, 'k' is yellow with black stripes, 'y' is orange, 'o' is purple with white dots, 'u' is green, and the exclamation point is red with a white zigzag. The background is black.



If you have any questions,
reach out to the HR
Benefits team at
benefits@nvcc.edu.

The top right corner of the slide features a decorative graphic consisting of several overlapping geometric shapes, including squares and triangles, in shades of gray and gold.