



HOW TO ENTER TIMESHEET INFORMATION

Presented by NOVA Human Resources



LOG INTO MYNOVA ACCOUNT

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



STUDENT LINKS

THEN, click this button to log in



[Forgot your password?](#)

Use myNOVA to access:

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

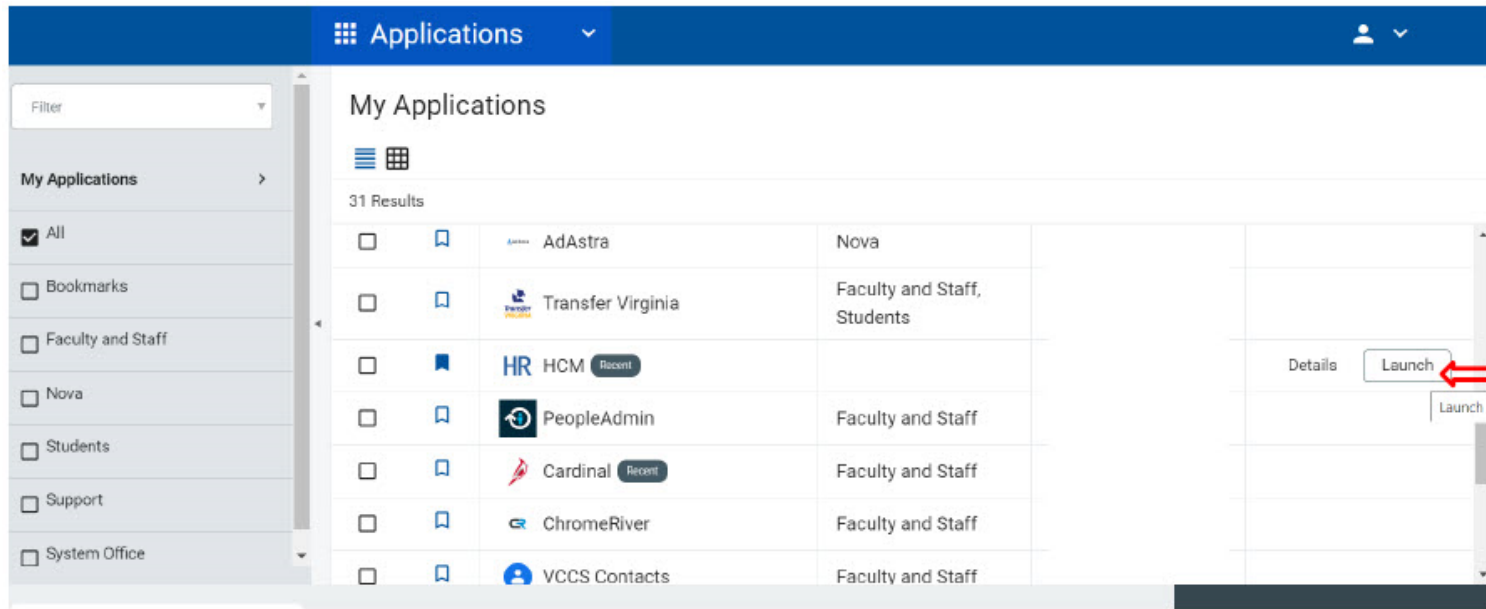
Important Notice

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.

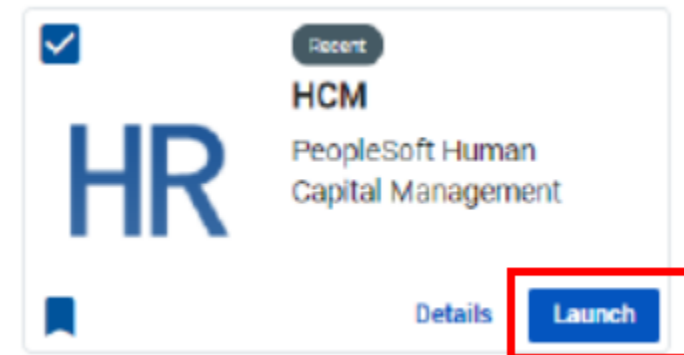
Announcements

GO INTO HCM APPLICATION

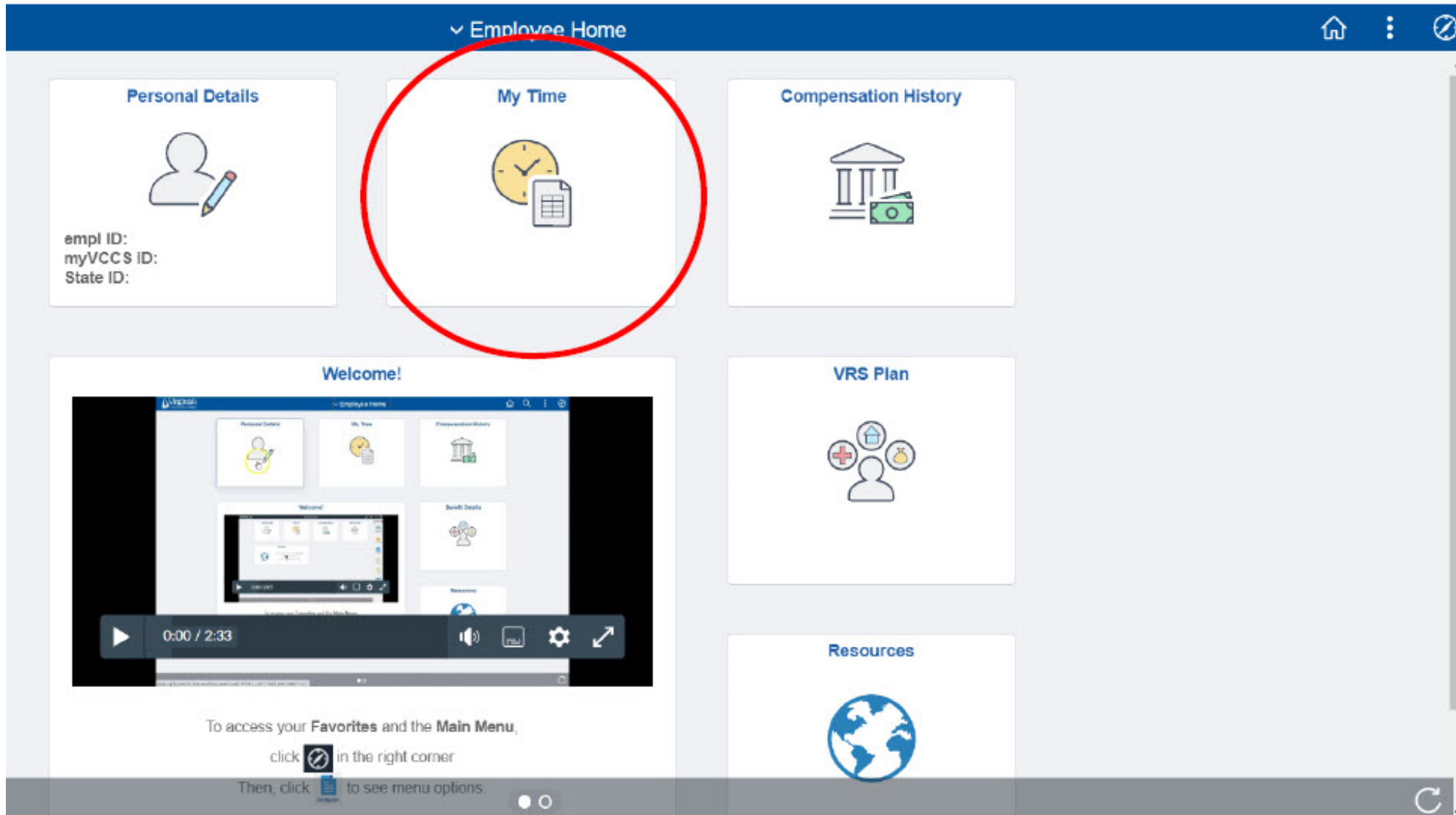


Click on the launch button to open.

The HR HCM icon will look like this if you view your applications as tiles.



CLICK ON THE “MY TIME” BUTTON



The screenshot shows the 'Employee Home' dashboard. The top navigation bar is blue with the text 'Employee Home' and icons for home, menu, and search. The main content area has a light gray background with several white tiles. The 'My Time' tile, which features a clock and a calendar icon, is circled in red. Other tiles include 'Personal Details' (with a person and pencil icon), 'Compensation History' (with a building and money icon), 'VRS Plan' (with a person and gear icon), and 'Resources' (with a globe icon). A video player is embedded in the lower-left section, showing a 'Welcome!' message and a smaller version of the dashboard. Below the video player, text instructions read: 'To access your Favorites and the Main Menu, click [search icon] in the right corner. Then, click [calendar icon] to see menu options.'

Employee Home

Personal Details

My Time

Compensation History

emp ID:
myVCCS ID:
State ID:

Welcome!

VRS Plan

Resources

To access your Favorites and the Main Menu,
click [search icon] in the right corner
Then, click [calendar icon] to see menu options.

“TIMESHEET” PAGE SHOULD DEFAULT

Timesheet

Empl Record 0

Earliest Change Date 10/10/2022

Actions-

Select Another Timesheet

*View By Week

Previous Week Next Week

*Date 10/03/2022

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	*Ta
								REG - Regular Time	P:
									P:
									P:

Time should always be entered as regular time.

Submit

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 dataops@nvcc.edu to update them.
- **NEVER** submit hours on the punch timesheet. You will not be paid correctly if you do.



6
Thank you!

The image features the words "Thank you!" in a highly stylized, hand-drawn font. Each letter is outlined in white and filled with a different pattern or color: 'T' is red with a wavy pattern, 'h' is blue with vertical stripes, 'a' is green with horizontal stripes, 'n' is pink with polka dots, 'k' is yellow with black diagonal stripes, 'y' is orange with vertical stripes, 'o' is purple with horizontal stripes, 'u' is green with vertical stripes, and the exclamation point is red with a wavy pattern. A small white number '6' is in the top left corner.

If you have any questions,
reach out to the HR Data
Operations team at
dataops@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.