

# NOVAtime 1000 Small Business Edition (SBE) Quick Start & Reference Guide



**NOVAtime**<sup>®</sup>  
FEEL THE POWER





## Package Content

The following items should be included in your SBE package:

- ① NOVAtime 1000 SBE CD
- ② NT300 Time Clock Terminal
- ③ AC Adapter for NT300 (12VDC)
- ④ IC-485S RS232/RS485 Communication Converter
- ⑤ AC Adapter for IC-485S (9VDC)
- ⑥ RS232 9F/25M Converter
- ⑦ 50 ft Communication Cable to Connect NT300 and IC-485S
- ⑧ 25 Employee Badges
- ⑨ 4 Screws to Mount NT300
- ⑩ Quick Start and Reference Guide

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## Employee Management Overview

The **Required** screen allows you to assign pay policy, shift, holiday rule, pay category, and groups (Facility, Dept., and Job). Calculation of each employee's work hours is based on the information entered here.

The **Pay Profile** is where you specify hourly / salaried and employee pay rates. You can enter up to 3 different pay rates for an employee.

The **Personal Profile** allows you to keep track of an employee's personal information. 4 user-defined fields are available to keep more information on your employees.

**Employee Management (1) - [9001-->MURPHY, MARY]**

Last Changed  
Date: 06/11/2001 08:32 PM  
User: DEMO

Employee ID: 9001 Last Name: MURPHY S.S.N.: 333-55-2222  
Card Number: 5001 First Name: MARY Status: Active

Job Title: H. R. MANAGER

**Required** Pay Profile Personal Profile Benefits Reviews

**Time Keeping / Cost Center Distribution**

Facility:	100	DEFAULT FACILITY
Department:	100	DEFAULT DEPT
Job:	100	DEFAULT JOB

**Pay Policy/Rule**

Pay Policy:	1	DEFAULT PAY POLICY
Shift Number:	1	DEFAULT SHIFT
Holiday Rule:	1	STANDARD
Pay Category:	1	FULL TIME

Hire Date: 09/01/1996  
Termin./Leave Date: / /  
UserDate1: / /  
UserDate2: / /

Add / Change Picture

The **Benefits** screen allows you to manage and keep track of an employee's benefits, such as vacation hours and sick hours.

The **Review** screen allows you to enter notations on an employee. The system date and time stamps each entry, allowing you to keep a running commentary on this employee.

# Timesheet Management Overview

The **Hours / Pay** screen allows you to review and adjust an employee's timesheet.

The **Exceptions** screen allows you to review timesheet exceptions for an employee. You may pick and choose the exception types to review and adjust by selecting on the Exceptions button.

**Timesheet Input: Screen (1) - [9001-->MURPHY, MARY]**

Employee ID: 9001 Last Name: MURPHY Sort by: Employee ID Status: Active / Hourly  
 S.S.N.: 333-55/2222 First Name: MARY Locate Employees in: Active Employees Only  
 Policy: 1 DEFAULT PAY POL Shift: 1 DEFAULT SHIFT Job: 100 DEFAULT JOB  
 Date: 06/08/2001 Current Pay Period: 06/11/2001 - 06/17/2001

Date	Pay Code	IN	OUT	O/R	Reg Hr	OT-1	OT-2	UOT	Earn/Ded	Schedule	Exception
06/04/2001 Mon	0 [WKHR]	07:58 AM	05:03 PM		8.00					8:00am - 5:00pm	E 2 / L 3
06/05/2001 Tue	0 [WKHR]	08:04 AM	05:40 PM*		8.00	0.50				8:00am - 5:00pm	T 4 / L 40
06/06/2001 Wed	3 [SICK]				8.00						E 1 / L 12
06/07/2001 Thu	0 [WKHR]	07:54 AM	04:53 PM		8.00					8:00am - 5:00pm	E 6 / E 7
06/08/2001 Fri	0 [WKHR]	07:53 AM	05:46 PM		8.00	1.00				8:00am - 5:00pm	E 7 / L 46

Total Hours Summary	Daily	Weekly	Pay Period
	06/08/2001	06/03/2001 06/09/2001	06/04/2001 06/10/2001
Regular Hours	8.00	40.00	40.00
Overtime Hours	1.00	1.50	1.50
<b>Grand Totals</b>	<b>9.00</b>	<b>41.50</b>	<b>41.50</b>

Toolbar: Holiday, Overtime, Audit, Exceptions, Report, New, Save, Delete, Undo, Exit

The **Total Hours Summary** summarizes the total hours worked in 3 categories: Daily, Weekly, and Pay Period.

The **Benefits** screen allows you to view the number of benefit hours for each pay code (i.e. sick, vacation) by employee.

The **Charts/Graphs** screen allows you to see a graphical view of hours worked.

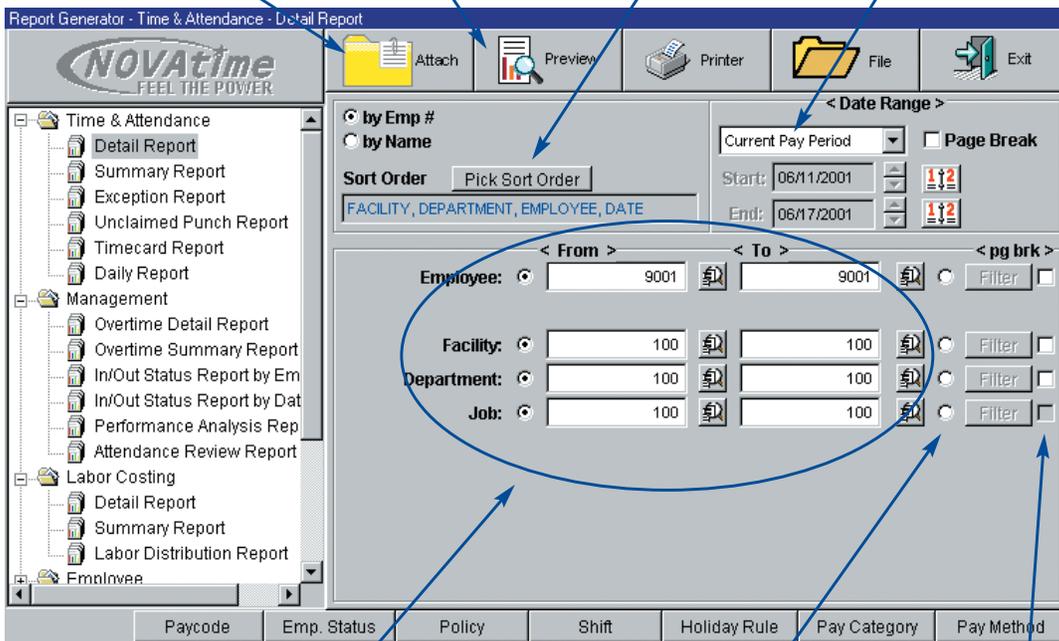
## Report Generator Overview

You may attach any comments and messages to a report.

You may preview reports online before they are printed.

Additional sort options are available by clicking here.

You may select a pay period or input a custom date range.



You may select any group of employees to be on a report. SBE's default includes all employees.

Additional filters are available. This option allows you to selectively choose or exclude employees based on the filter fields selected.

For ease of report distribution, you may want to identify page breaks.

# 1 Getting Started

Congratulations! You have purchased a powerful, versatile, easy-to-use, and comprehensive Time and Attendance software package.

This Quick Start and Reference Guide is designed to help you install the NOVAtime 1000 Small Business Edition (SBE) and get up to speed quickly. Assistance with the more advanced and complete SBE features are available online through the context sensitive help. Press the F1 key on the SBE screen that you're on, and you will be directed to the online Help Subject.

## 1.1 Hardware Connection Overview

This photo illustrates the connection between the NT300 and your PC.

- 1 NOVAtime 1000 CD
- 2 NT300 Time Clock Terminal (Rear View)
- 3 AC Adapter for NT300 (12VDC)
- 4 IC-485S RS232/RS485 Communication Converter
- 5 AC Adapter for IC-485S (9VDC)
- 6 RS232 9F/25M Converter
- 7 50 ft Communication Cable to Connect NT300 and IC-485S
- 8 25 Employee Badges
- 9 4 Screws to Mount NT300
- 10 Quick Start and Reference Guide



## 1.2 PC Hardware and Software Requirements

To use SBE you need to meet the following minimum hardware and software requirements:

- IBM PC compatible computer with Pentium II 166 CPU or better.
- At least 64 megabytes of RAM (recommend 128 megabytes or more).
- Minimum of 100 megabytes of hard drive space.
- Minimum screen display area of SVGA 800 by 600 pixels.
- One available serial communication port.
- Microsoft Windows 95 / 98 / 2000 / Millennium Edition / NT Workstation 4.0 Service Pack 5 or above.
- Microsoft Internet Explorer 4.0 or above (for HTML online help).

## 1.3 SBE Software Specification

Number of Active Employees	100
Number of Pay Policies	5
Number of Shifts	10
Number of Pay Codes	15
Number of Pay Categories	3, Fixed
Number of Employee Group Levels	3
Number of Overtime Levels	3
Number of User Defined Dates	2
Number of User Defined Fields	4
Standard Modules	In/Out Board, Employee Benefits
Supports Multiple Clocks	Yes
Auto Punch Out for Group Transfers	Yes (Fixed)
Consecutive Day Overtime Rules	6th, 7th
Rounding Rules	Shift Time, In/Out, Totals
Guaranteed Hours	Guarantee by Day
Network User Access Capacity	Unlimited
Available Payroll Bridges	ADP, Ceridian, PayChex, PayCor, PayLink, RapidPay, Quick Books

# 2 NT300 Time Clock Installation

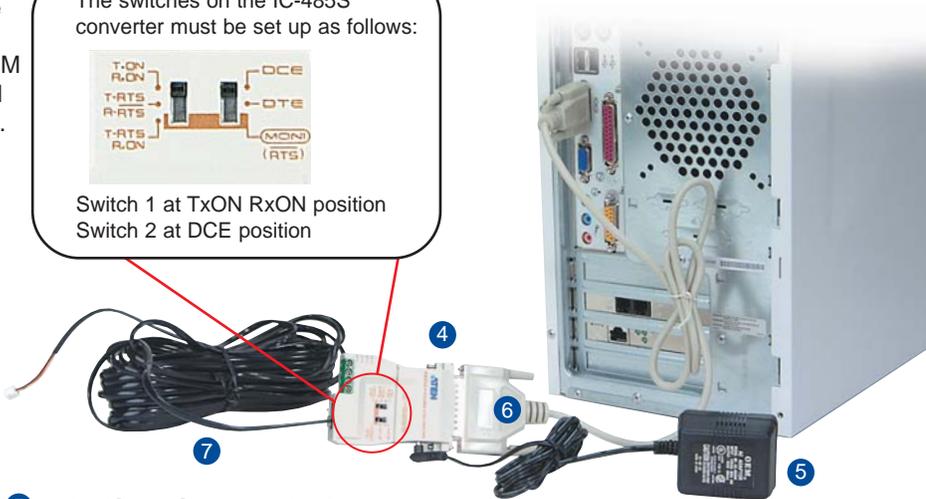
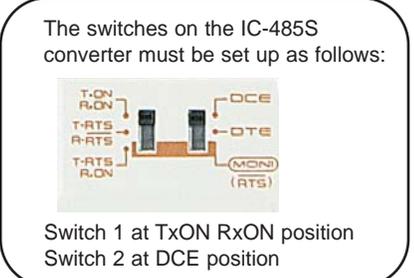
Follow this procedure to install and connect your NT300 time clock terminal:

**Step 1.** Connect the communication cable **7** and the AC adapter **3** into the NT300 time clock terminal. **2**

**Step 2.** Mount the NT300 terminal **2** to the wall with the 4 screws. **9**



**Step 3.** Connect the communication cable **7** into the IC-485S communication converter **4** (use RJ11 connector), connect the IC-485S communication converter to the RS232 9F/25M converter **6** (use DB25 connector), and connect the RS232 9F/25M converter to the PC serial port (use DB9 connector).



**Step 4.** Connect the AC adapters **5** to the IC-485S communication converter **4**, and then plug both AC adapters **3** **5** (for NT300 and IC-485S) into a 120V power outlet (use of a surge protector or UPS is recommended).

**Using the NT300 Clock:**

The NT300 time clock is a barcode reader. To swipe your barcode badge, insert it at the top of the NT300 and pull it down with a continuous and smooth motion. The barcode should be on the **right side of the badge** when swiping.

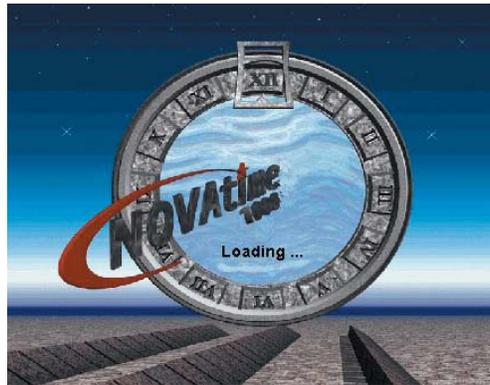


## 3

## SBE Software Installation

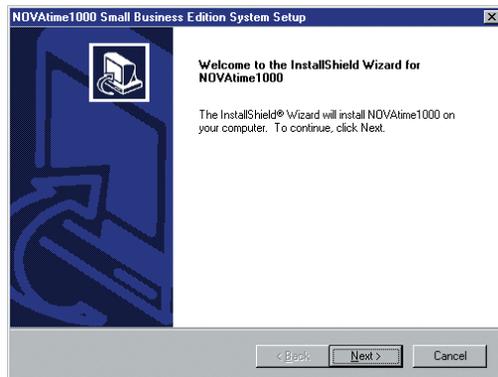
### 3.1 Standalone PC / Server Installation

**Step 1.** Place the CD into your CD drive. The NOVAtime splash screen will be displayed momentarily.



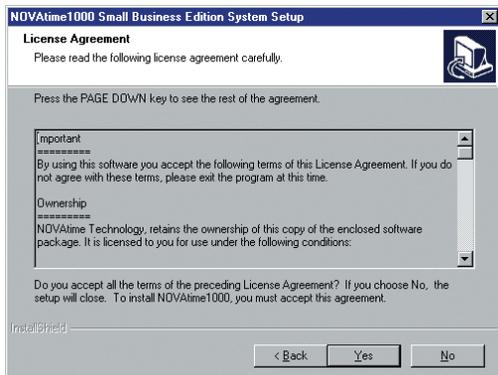
**Step 2.** The *Welcome to NOVAtime System Setup* screen will be displayed.

Select  to continue.



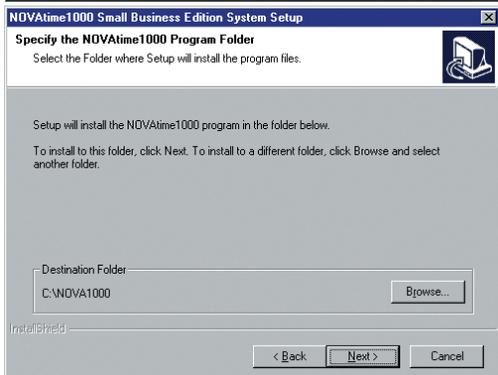
**Step 3.** In the License Agreement screen you will need to confirm your acceptance of the terms and conditions for usage of the NOVAtime 1000 SBE software.

Select  to continue.

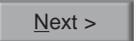


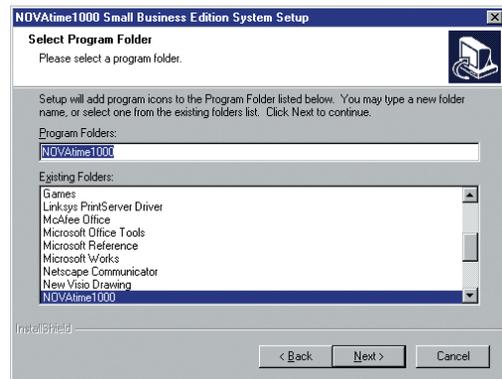
**Step 4.** The *Specify the NOVAtime Program Folder* screen has **C:\WOVA1000** as the default location for program installation. You may change the destination drive and/or directory for installation by simply typing the new path using the Browse button.

Select  to continue.



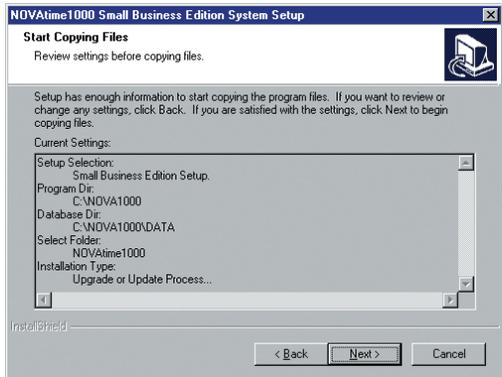
**Step 5.** The **Select Program Folder** screen appears for you to select a program folder. Setup will add NOVAtime program icons to the Program folder.

Select  to continue.

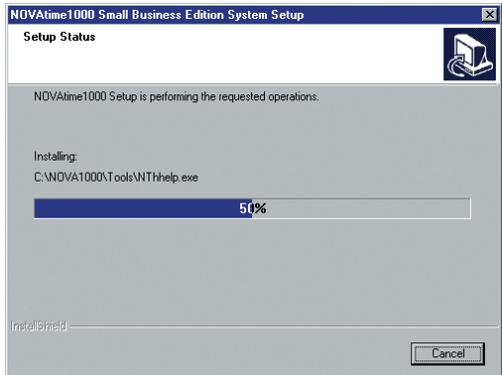


**Step 6.** The **Start Copying Files** screen allows you to review the installation settings before copying.

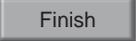
Select  to continue.

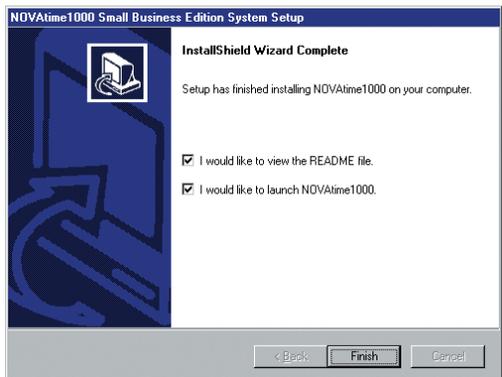


**Step 7.** The **Setup Status** screen displays a progress bar while loading programs and data.



**Step 8.** The **Setup Complete** screen indicates the installation completion. It defaults to reading the README file as well as launching NOVAtime1000 SBE upon exit.

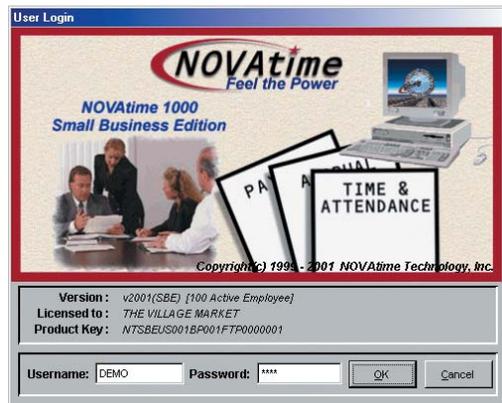
Select  to exit. NOVAtime 1000 SBE is installed.



**Step 9.** To run NOVAtime 1000 SBE, double click the new NOVAtime 1000 SBE icon on your desktop.



- Step 10.** Enter the User ID of "**DEMO**" and the Password of "**DEMO**".  
Refer to **Section 4.8** to setup or change user ID's and passwords



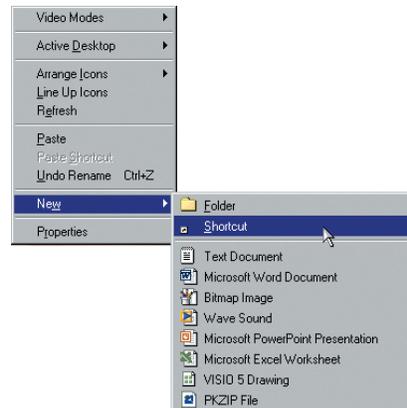
### 3.2 Network Client (Workstation) Installation

If NOVAtime 1000 SBE is installed on your network and you want additional users on your network to access NOVAtime 1000 SBE, follow the steps here to activate each user. You do not have to run the following steps on the PC that was used to install NOVAtime 1000 SBE.

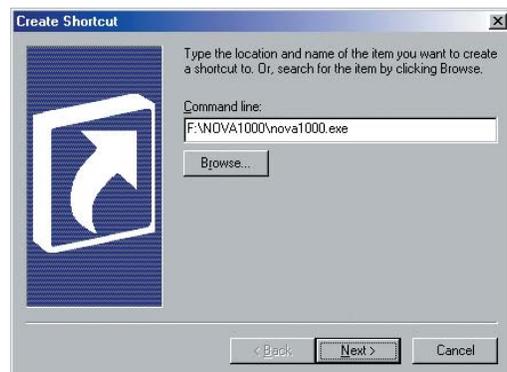
The following procedure must be completed for each workstation accessing NOVAtime 1000 SBE:

- See your network administrator to make sure that each user has READ / WRITE access and CREATE / DELETE rights to the directory where the NOVAtime 1000 SBE program is stored (for example: f:\nova1000\ and all subdirectories).
- Create a shortcut to run NOVAtime 1000 SBE from your client's desktop.
- Register NOVAtime components from your workstation.

- Step 1.** Right click on your desktop. Choose **New...** from the Menu.  
Select **Shortcut**.



- Step 2.** Enter the network location of the executable program of your NOVAtime 1000 SBE (**nova1000.exe**).

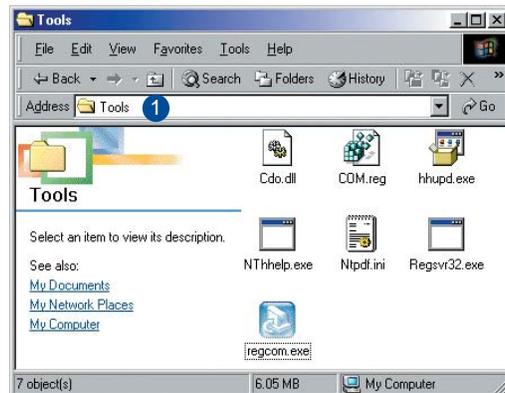
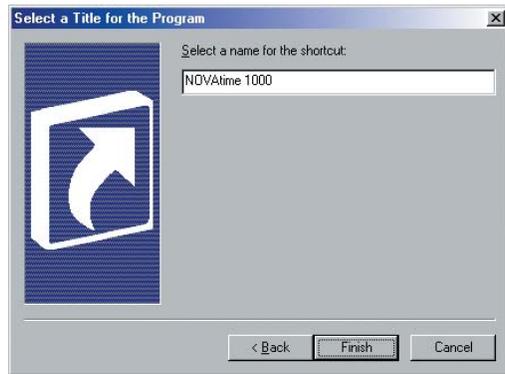


**Step 3.** Enter the name for this shortcut.



**Step 4.** A shortcut is created!  
(The icon should now be available on your desktop.)

**Step 5.** Go to the NOVAtime 1000 SBE program folder and look for the **TOOLS** subdirectory ①. Double click **regcom.exe** to register components.



### 3.3 Test NT300 Communication

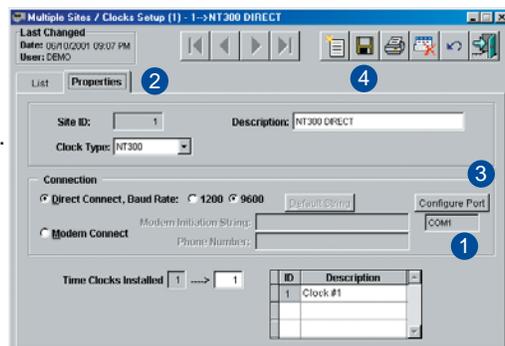
After the NT300 is connected to your PC and the NOVAtime 1000 SBE software is installed, follow the procedure below to test the communication between SBE and your NT300:

**Step 1.** Double click on the NOVAtime 1000 SBE icon from your desktop.

**Step 2.** Enter the User ID of "**DEMO**" and the Password of "**DEMO**".

**Step 3.** SBE comes with one NT300 pre-configured using the "**com1**" ① port. If your NT300 is connected to a different port, change it via:

- From SBE's pull down menu, click on **Time Clock**, followed by **Multiple Sites/Clocks**.
- Click on the **Property Tab** ②.
- Click on the **Configure Port** button. ③
- Select the com port that you use for NT300.
- Click **OK** to exit the **Port Control Properties Window**. Click **Save** ④ to save your changes.



**Step 4.** Test communication.

a. From SBE's pull down menu, click on **Time Clock, Communication Console**, followed by **NT300 Clock**. ①



b. From the Communication Tree View double click on the **NT300 PC-Clock Test** ② and followed by **Test Communication**. ③

c. Click on the Download to Time Clock icon. ④



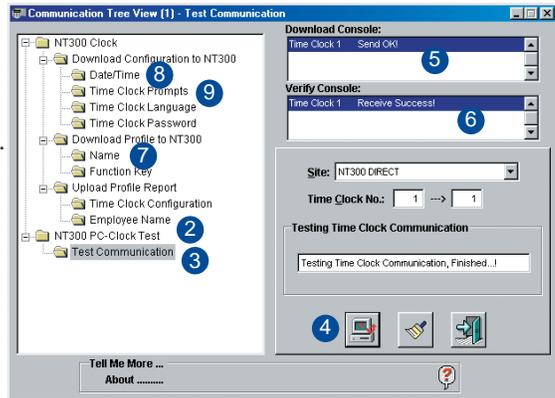
d. You should see "Send OK" ⑤ from the Download Console, and "Receive Success" ⑥ from the Verify Console. If it fails after a few tries, check the following:

d-1. Check your 485 adapter's power. Make sure it's plugged in.

d-2. Check your NT300's power. Make sure it's plugged in.

d-3. Make sure your NT300 is plugged into the COM port specified in Section 3.3 Step 3.

d-4. If all else fails, verify the steps in the NT300 Time Clock Terminal Installation.



**Note:** Additional features are available in the **Communication Console** that you may want to look into. Here are a few:

- 1) After your employees are setup, you may want to download employee names to your NT300 so that your employees' names will be shown (instead of the card number) when swiping their badges. Follow the steps below:
  - From the Communication Tree View, double click on the **NT300 Clock**.
  - Click on **Download Profile to NT300**.
  - Click on **Name**. ⑦
  - Click on the Download to Time Clock icon. 
- 2) Follow these steps to synchronize the date and time on your NT300 based on your PC's date and time.
  - Make sure your PC's date and time is accurate. You may change it by double clicking the Change PC Date / Time icon on the Communication Console screen.
  - From the Communication Tree View, double click on the **NT300 Clock**.
  - Click on **Download Configuration to NT300**.
  - Click on **Date / Time**. ⑧
  - Click on the Download to Time Clock icon. 
- 3) Follow these steps to set your NT300's display to show your company's name.
  - From the Communication Tree View, double click on the **NT300 Clock**.
  - Click on **Download Configuration to NT300**.
  - Click on **Time Clock Prompts**. ⑨
  - Add your company's name at the "Clock Prompt" field.
  - Click on the Download to Time Clock icon. 

# 4 Setting Up NOVAtime 1000 SBE

This section provides a general guideline for setting up a brand new company in SBE via an easy to follow step-by-step procedure. The content is written for the beginner. This section is available in the NOVAtime Navigator - Easy Setup Procedure tab, presented in an integrated graphical view.

Let's begin with customizing your work environment to get the most from your SBE experience. You will quickly learn more about the system and how to put all the features into practice. See the online context sensitive help for more detail and complete SBE features and functions.

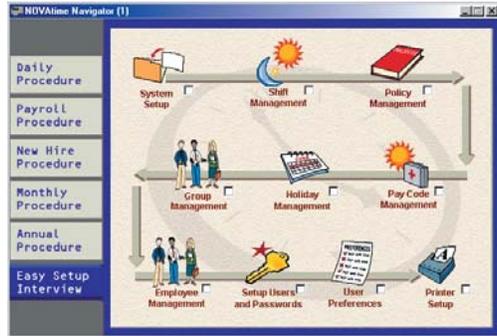


## 4.1 System Setup

This System Setup section offers great flexibility to customize the data grouping & time calculation rules for your company. The setup process is accomplished by setting parameters in the following steps:

**Step 1. General Setup: Changes in this area normally require logging off and logging back in.** The setup topics are:

- a. **Company** – Used to maintain your company name ① and product key. Enter your SBE's product serial number into the Product Key field. ②
- b. **Group Setup** - This section is used for defining your organization's structure. Three groups are defined in SBE. The descriptions for 3 default groups are Facility (Group1), Department (Group2), and Job (Group3). You can also configure the following information for each "group". They are - Caption ③ (group short description to be displayed on reports and screens), Full Name ④ (group description), Group Field Length ⑤ (from 1 to 16 bytes), Group Field Type ⑥ (character or numeric), and Display or Reporting Alignment ⑦ (Right Justified Blank Filled, Right Justified Zero Filled, or Left Justified Blank Filled).
- c. **User Defined Fields** - Additional optional user defined fields are available for maintaining additional information about your employees. There are two User Defined Dates ⑧ and four User Defined Fields ⑨ (the maximum field size is 15 characters each).



Time Keeping	Caption	Full Name	Length	Type	Alignment
Group 1:	Facility	Facility	6	Char	Right J
Group 2:	Department	Department	6	Char	Right J
Group 3:	Job	Job	9	Char	Right J

User Defined Dates	User Defined Fields			
Date	User Field	Caption	Type	Input Mask
Date 1: UserDate1	Field #1: UserField1	Char	X	XXXXXXXXXX
Date 2: UserDate2	Field #2: UserField2	Char	X	XXXXXXXXXX
	Field #3: UserField3	Char	X	XXXXXXXXXX
	Field #4: UserField4	Char	X	XXXXXXXXXX

**Step 2. Data Location:** This section is used to define the drive and directory for two types of SBE data:

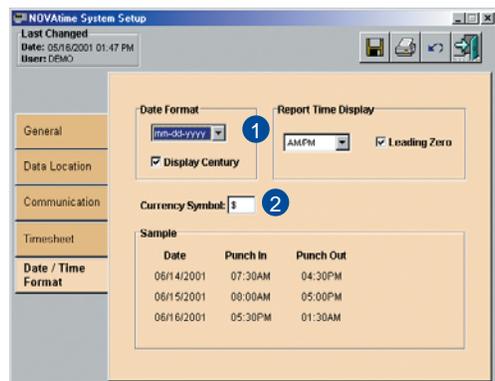
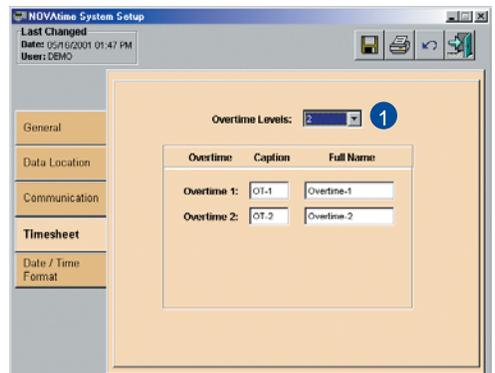
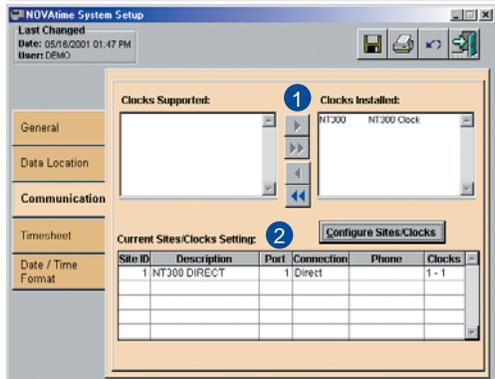
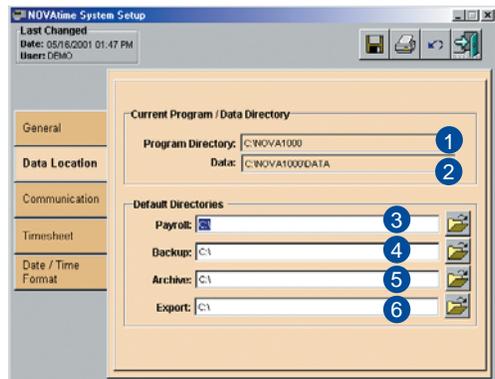
- a. **Main Data** - NOVAtime separates directories for data and programs. Therefore, directories are identified in two groups:
  - (1) **Program Directory** - defaults to "C:\NOVA1000", ① and
  - (2) **Data Directories** - defaults to "C:\NOVA1000\DATA". ②
- b. **Miscellaneous Data** - Defines the default drive and directory for each group of data: (1) **Payroll**, ③ (2) **Backup**, ④ (3) **Archive**, ⑤ and (4) **Export**. ⑥

**Step 3. Communication :** This section handles communication attributes. They are categorized as:

- a. **Clock Type Setup** - Indicates the data collection terminals installed at your location. For SBE, it should be the NT300 Clock. ①
- b. **Site Setup** - ② Defines the clock attributes for each site within your company. Click on **Configure Site / Clock**, select the **Properties** tab. You should be able to change the attributes: **Site ID**, **Description**, and **Connection** (either **Direct** or **Modem**).

**Step 4. Timesheet:** You may define up to 3 levels of overtime. ① The default is 2 levels - one for overtime-1 and another for overtime-2.

**Step 5. Date / Time Format:** This section is used to define the date and time formats ① for the entire system as well as the currency symbol. ② NOVAtime uses U.S.A. standard for default values.





## 4.2 Shift Management

This **Shift Management** section is used to define work schedules for your employees. SBE supports up to 10 shifts.

**Step 1. Shift Type:** ① Fixed Shift or Flexible Shift.

- Flexible Shift** - These shifts do not have a set or fixed start and end time. Employees may begin work anytime they choose.
- Fixed Shift** - With a fixed start time and end time, you may customize each day with a different start / end time.

**Step 2. Shift Cycle:** ② Weekly or Custom Cycle.

- Weekly Cycle** - Sunday through Saturday. This is the most common work cycle.
- Custom Cycle** - To define a custom cycle, you must enter the number of days for this cycle as well as the reference date. A reference date is the date from which this specific shift cycle begins.

For Examples:

- Shift #2 is a fixed shift with a weekly (7 days) shift cycle, which is shown in SBE as *002-Mo, 002-Tu, 002-We, 002-Th, 002-Fr, 002-Sa, and 002-Su*.
- Shift #3 is a fixed shift with a 6-day (not 7 days) shift cycle, which is shown in SBE as *003-1 (for day 1), 003-2 (for day 2), 003-3 (for day 3), 003-4 (for day 4), 003-5 (for day 5), and 003-6 (for day 6)*.
- Shift #4 is a flexible shift, which is shown in SBE as *004-FS*.

**Step 3. Definition** - This tab allows you to define the time-of-day for the end of the workday, what days of the week are scheduled to be worked, and if you selected a **Shift Type** of "Fixed" on the **Properties** ① tab, you will enter the **Start** and **End** times for each scheduled workday.

**Step 4. Meal** - Two options are available.

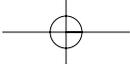
- Consider a "meal" if the last punch-out time is over ② minutes, where ② may be 20, 30, or whatever number of minutes that works for your company.
- Automatically deduct the established minimum meal ③ (based on the hours worked). This is used so that your employees don't have to punch in or out for a meal, if your company allows employees to earn additional pay for working through meal this feature should NOT be activated. Most companies will set the system to automatically deduct meal after 5 or 6 hours of work. ④

Meal	Work Over Hours	Deduct (In Minutes)
First	6:00	60
Second	12:00	60



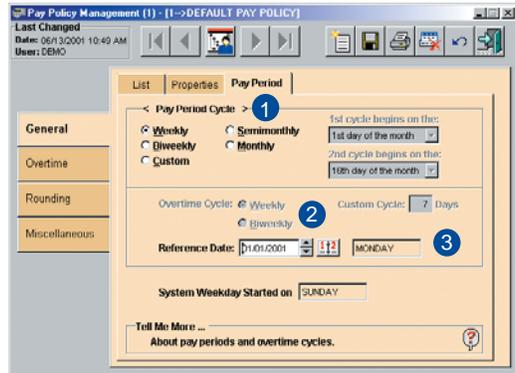
## 4.3 Policy Management

Policy Management is used to define pay policies for your employees. Pay policies are used to determine the interpretation of timecard punches based on your rules. This is where you tell NOVAtime 1000 SBE how your employees will be paid. SBE supports up to 5 pay policies. Here are some of the important pay policy parameters:



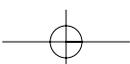
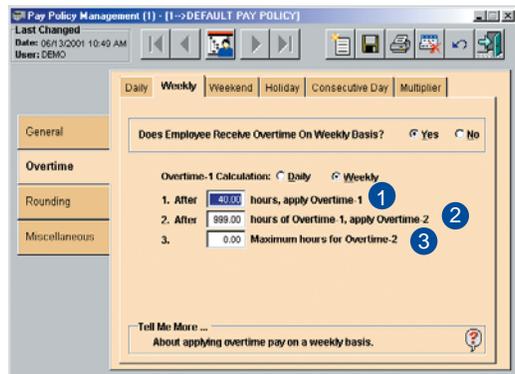
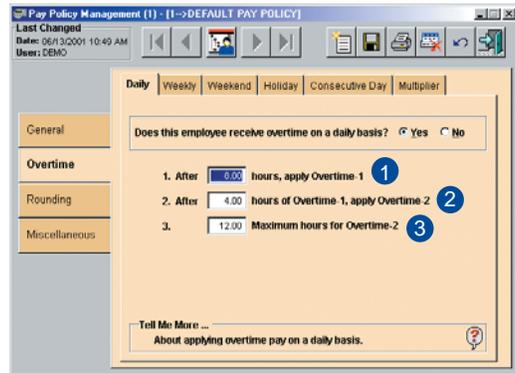
**Step 1. General:** You must define pay period cycle and overtime cycle (whenever applicable) for your company.

- a. **Pay Period Cycle ①** - Choose one of them. SBE supports multiply pay policies. If your company has different pay period cycles, create one pay policy per pay period cycle.
  - a-1) **Weekly**.
  - a-2) **Biweekly**.
  - a-3) **Semi-Monthly** - You must define the start days of your 1st and 2nd pay period cycles. The default is: 1st cycle begins on the "1st day of the month," and the 2nd cycle begins on the "16th day of the month".
  - a-4) **Monthly** - You must define the start day of your pay period cycle. SBE defaults to "1st day of the month".
  - a-5) **Custom** - You need to define the number of days for your custom pay period cycle.
- b. **Overtime Cycle ②** - If you select a weekly or custom pay period, your overtime cycle will automatically be set to the same cycle as your pay period cycle. However, if you choose biweekly, semimonthly, or monthly, you must indicate whether you want a weekly or biweekly overtime cycle.
- c. **Reference Date ③** - You may establish a reference date for your pay period cycle and overtime cycle.

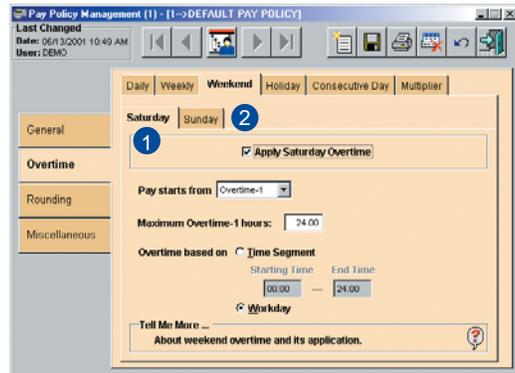


**Step 2. Overtime:** Overtime policies are the one of the most complicated pay policies for most companies. SBE offers a variety of overtime policies.

- a. **Daily Overtime** - If this is activated, you have the following options:
  - a-1) After ① hours, apply overtime-1. Some state laws require employers to pay employees overtime after 8 hours of work per day. In this case, enter "8" here.
  - a-2) After ② hours of overtime-1, apply overtime-2. This will show if your company has 2 levels of overtime, defined at the System Setup under the Timesheet section.
  - a-1) ③ Maximum hours for overtime-2 (if your company has 2 levels of overtime) or overtime-3 (if your company has 3 levels of overtime) - This is used to set an upper limit for number of overtime hours that your company will pay in a day.
- b. **Weekly Overtime** - The setup is similar to the Daily Overtime. If this is activated, you have the following options:
  - b-1) After ① hours, apply overtime-1. Almost all employers are required to pay employees overtime after 40 hours of work per week. In this case, enter "40" here.
  - b-2) After ② hours of overtime-1, apply overtime-2.
  - b-3) Maximum hours for overtime-2 ③ (if your company has 2 levels of overtime). This is used to set an upper limit for number of overtime hours that your company will pay per week.

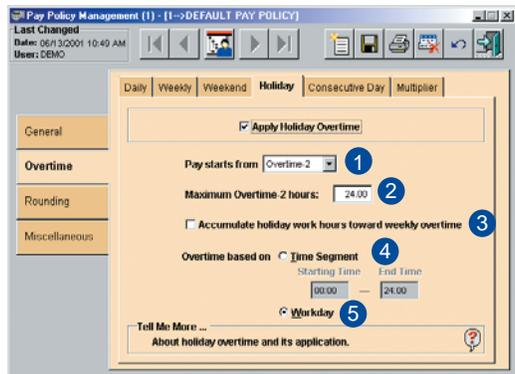


c. **Weekend Overtime** - Most companies typically offer the same overtime scheme for work done on weekends. SBE allows the flexibility to configure Saturday overtime ① differently from Sunday overtime. ② The weekend overtime rate will apply for work done on weekends without regards to the number of hours worked prior to the weekend.



d. **Holiday Overtime** - By not offering holiday overtime pay, an employee who works on a company holiday will receive the regular pay. If your company pays overtime for employees working on holidays, you must tell SBE how to calculate their pay by defining the following parameters:

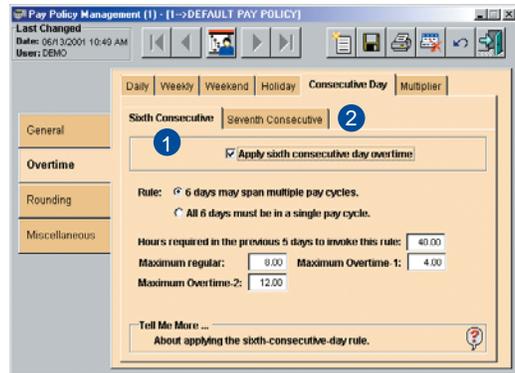
d-1) **Pay Starts From** ① - For companies with 2 levels of overtime, you have options of overtime-1 and overtime-2. For companies with 3 levels of overtime, you have options of overtime-1, overtime-2 and overtime-3.



d-2) **Maximum Overtime-1 Hours or Maximum Overtime-2 Hours** - ② This is used to determine the maximum number of hours that your company will pay for an employee who works on a company holiday.

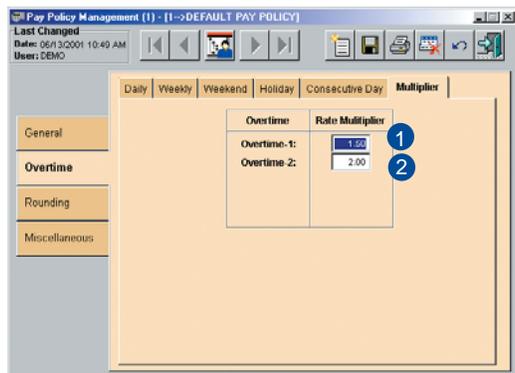
d-3) **Accumulate Holiday Work Hours toward Weekly Overtime.** ③

d-4) **Overtime Based on Time Segment** ④ or **Workday.** ⑤  
If Time Segment is selected, you must specify the starting time and ending time for paying holiday overtime.



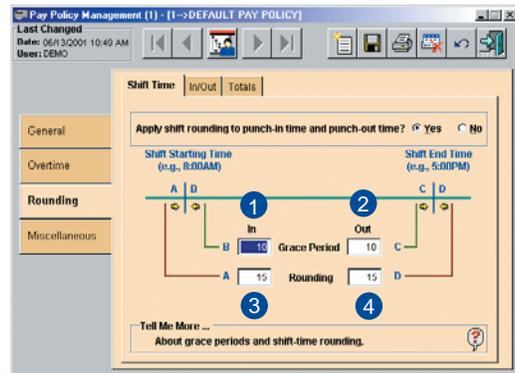
e. **Consecutive Day** - To accommodate industries that provide special overtime compensation to employees who work six ① and/or seven ② days in-a-row, the consecutive day option is required.

f. **Multiplier** - SBE allows your company to pay overtime with rate multipliers depending on the number of overtime levels defined for your company at System Setup. The default for overtime-1 ① is 1.5 and 2.0 for overtime-2. ②

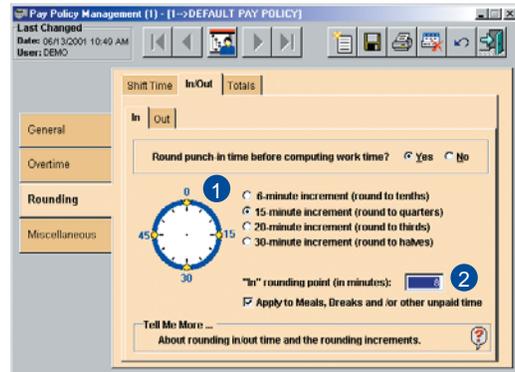


**Step 3. Rounding:** Pay policy rounding may be determined at 3 areas.

- a. **Shift Time** - Fixed shift rounding specifies rounding near the scheduled in and out times. For example, rounding to the scheduled time if within 15 minutes of the scheduled in and out time before computing the time worked. There are 4 parameters for shift time rounding.
  - a-1) The **IN time of the grace period** ① refers to the number of minutes an employee is allowed to be tardy and still be considered "on time," as clocking in at the scheduled arrival time.
  - a-2) The **OUT time of the grace period** ② identifies the number of minutes an employee can clock out before the scheduled termination time of a shift and still be considered as leaving on time.
  - a-3) The **IN time of shift-time rounding** ③ indicates the number of minutes that an employee can be early but still have his time computed as though he started right on the scheduled time.
  - a-4) The **out time of shift-time rounding** ④ defines the number of minutes that an employee can clock out after his shift but still have his time computed as though he clocked out at the scheduled time.

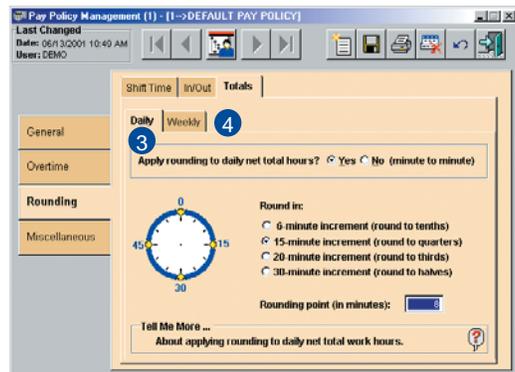


- b. **In / Out Punch** - Enabling this feature allows your company to round individual timecard punches before computing the amount of time worked. Many employers purposely round the actual time for employees' clocking in and out to simplify the calculation of employees' actual work time. You may apply the in/out rounding to meals, breaks, and other unpaid time. SBE offers the following rounding options: ①
  - b-1) 6-minute increment (round to tenths of an hour)
  - b-2) 15-minute increment (round to quarters of an hour)
  - b-3) 20-minute increment (round to thirds of an hour)
  - b-4) 30-minute increment (round to halves of an hour)



For each pay policy's rounding option, you must specify a **rounding point** ② (in minutes). This rounding point is used to determine whether to round your employees' time punches to an earlier time segment or the later time segment. For example, assuming you choose the 15-minute increment for rounding for your pay policy and enter 8 as the rounding point. If an employee punches in between 8:00 am - 8:07 am, this employee's in punch will be rounded to 8:00 am. If this employee punches in between 8:08 am - 8:15 am, this employee's in punch will be rounded to 8:15 am.

- c. **Totals** - You may choose to round based on the total number of hours worked in a day ③ or a week. ④ SBE offers the same rounding options as the in/out punch: 6-minute, 15-minutes, 20-minute, and 30-minute.



**Step 4. Miscellaneous:**

a. **Guaranteed by Day** - This is designed for exempt employees to guarantee hours regardless the actual number of hours worked. You may guarantee work hours for different day of the week. In most cases, your company may desire to guarantee work hours for exempt employees on weekdays, and not on weekend regardless the number of hours worked. When a workday is not guaranteed, other pay policy rules (other than the guaranteed-hour rule) are applied. Specifically, employees must clock in and out to show the actual hours worked to receive overtime pay.

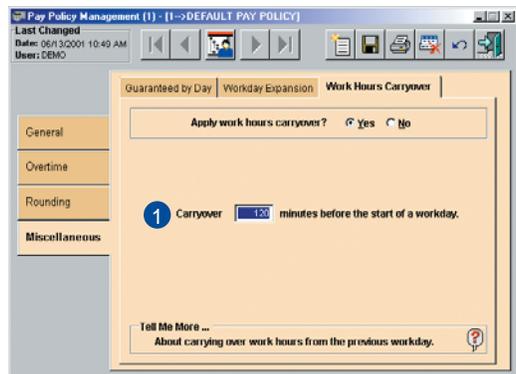
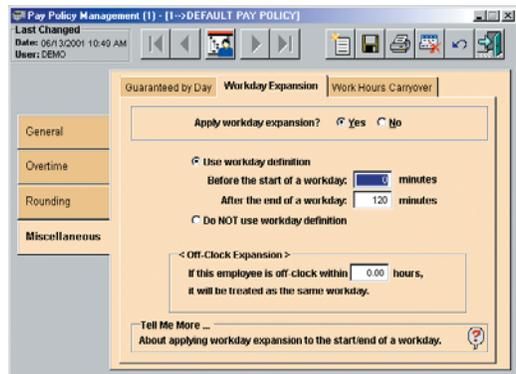
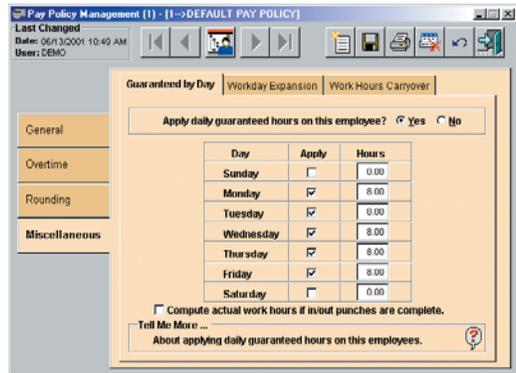
b. **Workday Expansion** - Activating this feature allows SBE to include the amount of minutes before the defined start of the workday and amount of minutes after the defined end of the workday (Shift Management) that an employee can punch and still be counted and included in the same workday (especially if daily overtime is applicable).

c. **Work Hour Carryover** - Under normal circumstances the first IN punch determines the “work date” for your IN/OUT punches. However, sometimes you may have a group of employees who punch IN before midnight, but they are actually reporting IN for the new day that is a short time away. The work hour carryover feature is used so that an employee can punch before midnight and still be counted as working for the new day. This may be of special significance to ensure that employees’ punches go to the correct pay-period when they are punching IN close to midnight on the very last day of a pay-period.

For Examples:

Employees who normally punch IN after but close to midnight. Activate this feature and enter a Carryover ① of 15 minutes.

Employees who punch IN before midnight, reporting for the first shift of a new day (Example: Scheduled start time of 23:00). Activate this feature and enter a Carryover ① of 70 minutes.



**4.4 Pay Code Management**



Used to define available Pay Codes. SBE provides 4 default pay codes and you may define up to 11 additional Pay codes. Pay Codes are grouped in two categories:

1. For **Hours Type** pay codes, you have the following options:
  - a. Hours - Calculated Pay Codes. This allows SBE to calculate the hours worked based on employees’ pay policies and IN / OUT time punches.
  - b. Hours - Non Calculated Pay Codes. You may input the number of hours worked for a date without any IN / OUT time punches. It is generally used for vacation, sick time, or employee leave days. Several options are available for this type of pay code:

b-1) **Track this pay code on the Employee Benefits Screen**

1 - If this is activated for a pay code (such as vacation and sick), you will be able to input benefit hours on the Benefits Tab from Employee Management. The system will automatically deduct hours from the balance as they are applied to an individual through the timesheet screen.

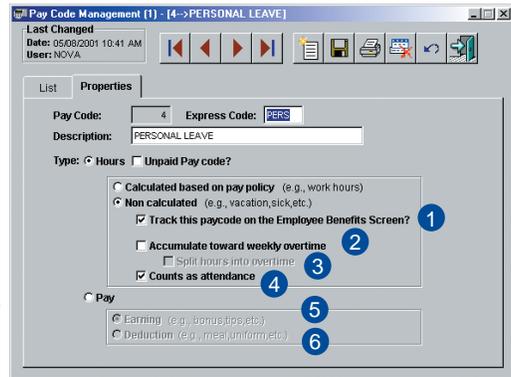
b-2) **Accumulate towards weekly overtime**

2 Split hours into overtime 3 - Pay Codes can be shown as overtime if included in the overtime calculation, for the amount that exceeds the overtime rules.

b-3) **Count as attendance** 4 - This feature only applies if you use the Performance Report or the Day Before/After Holiday rule.

2. For **Pay Type** Pay Codes, you have options of selecting

- a. Earning (e.g. bonus, tips). 5
- b. Deduction (e.g. meal, uniform). 6



SBE comes with 4 default pay codes:

- "0" - Work Hours: Hours - Calculated,
- "1" - Holiday: Hours - Non-Calculated,
- "2" - Vacation: Hours - Non-Calculated,
- "3" - Sick: Hours - Non-Calculated.

## 4.5 Holiday Management

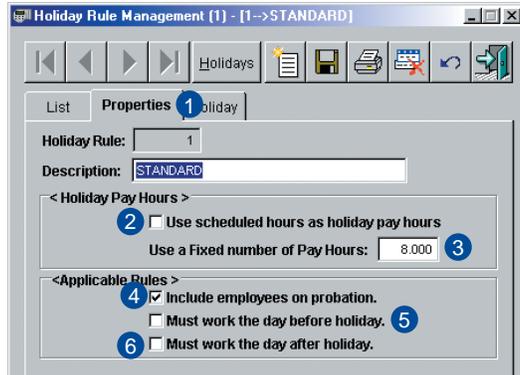


This section is provided to define holiday pay rules and holidays for your company. The standard rule pays 8 hours for qualified employees. SBE comes with some predefined Year 2000 holidays.

### Holiday Rule Management

Select the **Holiday Management** icon from the **Navigator - Easy Setup Interview** icon. Click on the **Properties** 1 tab. Select the appropriate qualifiers for your holiday rules and then click on the **Save** icon. you can setup the following qualifiers:

- **Use scheduled hours as holiday pay hours** 2 - The feature will take the hours normally scheduled for that day and pay them as the default holiday hours. If unchecked, it will apply the **Use a fixed number of Pay Hours** 3.
- **Apply to probation employees** 4 - For employees who are on probation, use this feature to include them in your holiday rule.
- **Must work the day before holiday** 5 - This applies to the scheduled day before.
- **Must work the day after holiday** 6 - This applies to the scheduled day after.



### Holiday Management

The following Year 2000 holidays are predefined in SBE:

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. New Year's Day: 1/1/2000   | 4. Labor Day: 9/4/2000          |
| 2. Memorial Day: 5/29/2000    | 5. Thanksgiving Day: 11/22/2000 |
| 3. Independence Day: 7/4/2000 | 6. Christmas Day: 12/25/2000    |



You may simply edit the records and change the dates to reflect the actual holiday for the year and remove any holidays that don't apply to your company, or just add holidays with the appropriate dates as you need them.

To change your holidays' dates, follow this procedure.

**Step 1.** Activate Holiday Management from the **Navigator - Easy Setup Interview** icon. It will bring up the **Holiday Rule Management** program.

**Step 2.** Click on the **Holidays** icon located on the upper panel.

**Step 3.** Click on the holiday that you wish to change from the **List** on the screen. The holiday that you want to change will be highlighted.

**Step 4.** Click on the **Properties** tab.

**Step 5.** Key in the new date and select the **Save** icon located on the upper panel. Continue Steps 3-5 to change all of the necessary holiday dates.

You can delete an unnecessary holiday by highlighting it on the **List** tab and selecting the **Delete** icon from the upper panel. You can add holidays by selecting the **New** icon from the upper panel.

## 4.6 Group Management



SBE supports 3 levels of employee groups. Use System Setup to change the group descriptions if applicable. SBE provides the following 3 default employee groups:

Step 1. Facility Edit (Group1) - "100" Default Facility

Step 2. Department Edit (Group2) - "100" Default Department

Step 3. Job Edit (Group3) - "100" Default Job



The action icons are:

**New, Save, Print, Delete, Undo, and Exit.** From **Group Management**,

use the action icons on the upper panels of each group to manage your list of codes and descriptions. The group edit function is also available from **Employee Management** under the required tab via the **Edit** icon that is next to each group.

## 4.7 Employee Management



**Employee Management** allows you to configure employee setup information as well as personal profile, benefits, and employee review information.

**Employment Management** Screen Top Panel:



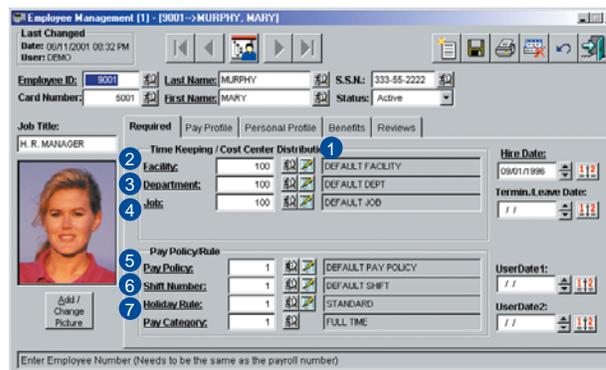
- 1) To the left of the top panel, is an audit trail of the last update date and time as well as the user ID. ①
- 2) Right in the middle, a standard NOVAtime employee navigator bar is shown in the middle of the screen. The employee tree view is used to search employees and the buttons in the navigation bar ② are used to position employees.
- 3) The control panel offers the standard windows action icons in SBE - **New, Save, Print, Delete, Undo, and Exit.** ③ These icons are designed for you to add a new employee, save any employee data changes, print employee information, delete an employee, undo any employee data changes, and exit the **Employee Management** section.

All the required entry fields in SBE are **underlined**, ④ which means they are critical for SBE to function properly. **Employee ID, Last Name, and First Name** are required fields. The optional fields in this section are **Card Number, Social Security Number, and Employee Status.**

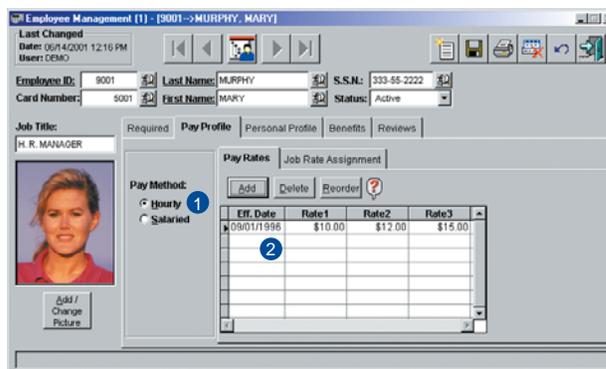
To bring in an employee photo, simply click on **Add / Change Picture** to select any picture in **BMP, JPG, JPEG, GIF, ANI, CUR, or ICO** format. SBE offers 3 image size options for adjusting an employee picture to fit into the photo slot. The options are: **Clip, Isometric, and Stretch.**

Within **Employee Management**, employee data is grouped in the following tabs:

**Step 1. Required:** SBE calculates your employees' work hours based on the information entered here. On this screen, you may click on the **Edit** ① icon next to **Facility** (Group1) ② to add, change, or delete **Facility** (Group1) data. The **Edit** icons are available for **Department** (Group2) ③, **Job** (Group3) ④, **Pay Policy** ⑤, **Shift Number** ⑥, and **Holiday Rule**. ⑦



**Step 2. Pay Profile:** This is where you specify an employee as hourly or salaried. ① A pay rate may be entered without the effective date (or a blank " / / " effective date). SBE supports 2 levels of pay rates. (1) Employee's Default **Pay Rates**, and (2) Employee **Job Rate Assignment**. Any pay rates with valid dates will be used instead of the pay rates with blank effective dates.

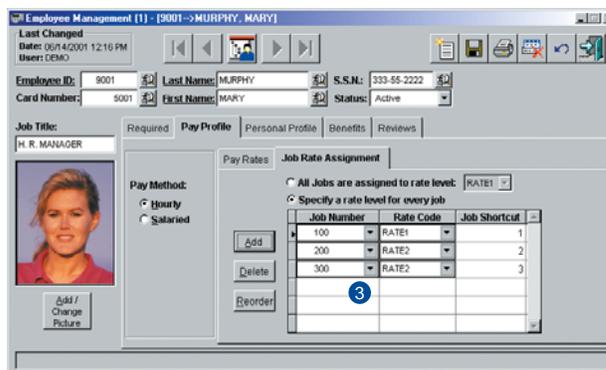


a. **Pay Rates:** ②

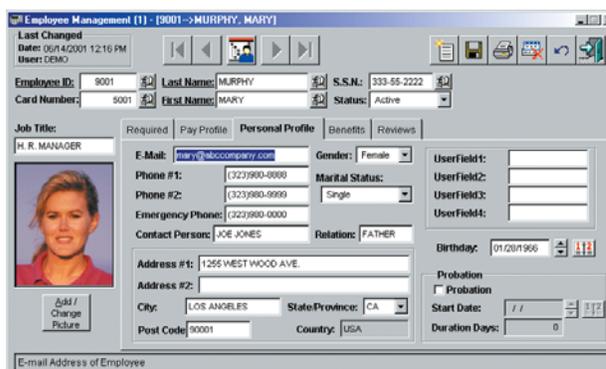
a-1) For hourly employees, the actual hourly rates are entered via the **Pay Rates** tab. To keep an employee's hourly rate confidential from anyone who has access to the Time and Attendance report. Use the User Group Security feature found in Section 4.9.

a-2) If Salaried is selected, enter the annual salary and an approximate hourly rate via the **Pay Rates** tab. Additional rates may be entered (Rate1 - Rate3). However, they are used solely for job tracking purposes.

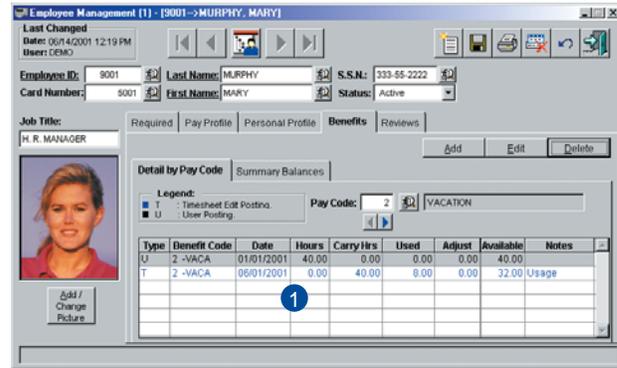
b. **Job Rate Assignment:** ③ Some companies pay a flat rate or a fixed rate for some of the jobs performed, regardless who performs the task. SBE offers this job rate feature to override the regular pay rate to support this requirement.



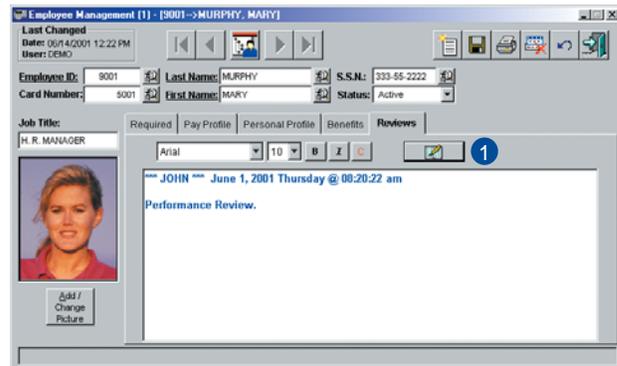
**Step 3. Personal Profile:** This tab stores all the personal information for an employee, such as phone number, email address, address, gender, birthday, emergency phone number and contact person, just to name a few.



**Step 4. Benefits:** This section is provided to manage and keep track of an employee's benefits, such as vacation and sick hours. ① In order to track benefit hours for a selected pay code, you must activate the "Track Pay Code on Employee Benefits Screen" from the **Pay Code Management - Property** screen.



**Step 5. Reviews:** This section allows you to enter notations on an employee. The system date and time stamps ① each entry, allowing you to keep a running commentary on this employee.



## 4.8 Setup Users and Passwords

This function is provided to add, update and remove user profiles for logging into NOVAtime 1000 SBE. For each user, you may pick and choose the modules that they are permitted to access. Within each menu option, you may also determine whether it's full access or read only access.

Besides the "master right" access (full access to all menu options), SBE's security is based on user groups. To start, you must define "user groups," and all the menu access for your user groups. You may use the **Edit** icon from the **Security** tab to add, change and delete user groups. You then assign users to a corresponding user group.



## 4.9 User Preferences

For each SBE user, he or she may use this option to set up preferences such as wallpaper, auto activate Navigator, [Enter] key required to advance to the next field, password, just to name a few.



## 4.10 Printer Setup

Used to designate a default printer for SBE. To change the default printer for your PC, use the Windows Printer function (from the Start Menu - Settings).

# 5 Routine Procedure Navigator

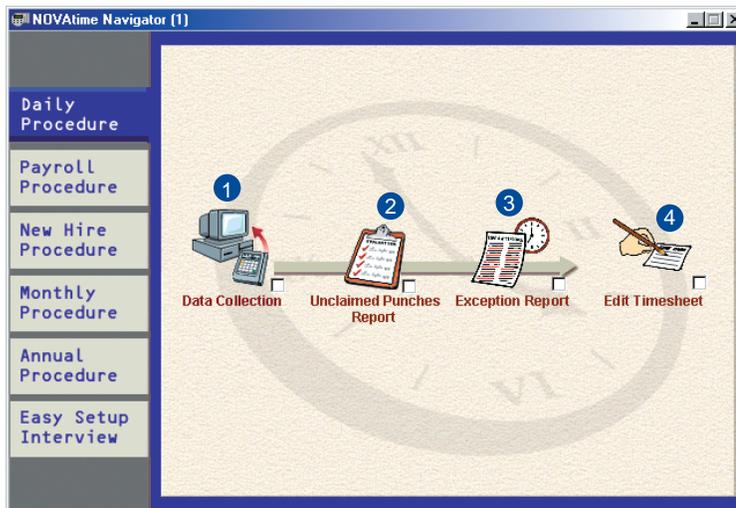
The NOVAtime Navigator is the hub of the system from which all NOVAtime modules operate. It alleviates any comprehensive retraining due to employee turnover. All routine (daily, payroll, and monthly) procedures are illustrated in a flow chart style, so you don't ever have to worry about remembering all those steps and procedures.

The NOVAtime Navigator turns a complex task into just a few clicks of the mouse. The Navigator can be activated for new employees who are not familiar with the system and de-activated for experienced users.

## 5.1 Daily Procedure

The NOVAtime Navigator - **Daily Procedure** provides a visual overview of links and function sequences to handle the day-to-day tasks. The standard NOVAtime daily procedure includes collecting time punches, running exception reports to review employee status, as well as editing timesheets to correct time punches and enter various pay code punches (i.e. vacation, and sick).

The following functions are available in the Daily Procedure:



- Step 1. Data Collection ①** - This icon activates the Properties tab from the Data Collection Console to collect time punches from data collection terminals. This function can also be accessed from the Time Clocks menu.
- Step 2. Unclaimed Punches Report ②** - This report is designed to report any employee punches (Card number) that are not linked to any valid employees (Employee ID).
- Step 3. Exception Report ③** - This icon activates the time and attendance exception reporting. Additional exceptions may be included in the report by clicking on the Exceptions button at the lower left-hand-corner on the Report Generator. In addition to missed punches, a combination of various time and attendance exceptions can also be included on the report, such as absent, early leaving, tardy, and unauthorized overtime. This function can also be accessed from the Report Generator menu (under Time and Attendance Reports).
- Step 4. Edit Timesheet ④** - This icon activates the Hours/Pay Timesheet tab from the Timesheet Management function.

## 5.2 Payroll Procedure

The NOVAtime Navigator - **Payroll Procedure** provides a visual overview of links and function sequences to handle payroll tasks.

**Step 1. Post Holiday Pay ①** - This icon activates the same function as the **Holiday** button on the **Timesheet Management** screen. It is designed to create multiple Holiday attendance records for a selected group of employees.

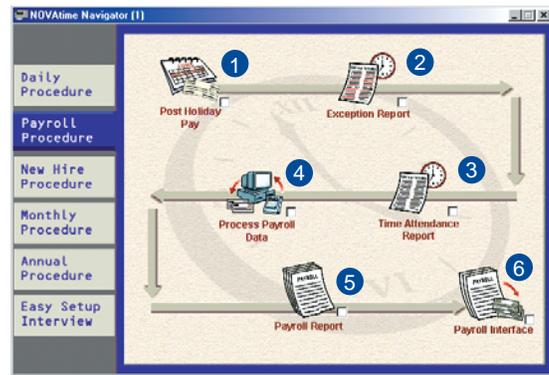
**Step 2. Exception Report ②** - This icon activates the time and attendance exception reporting. Additional exceptions may be included in the report by clicking on **Exceptions** button at the lower left-hand-corner on the **Report Generator**. In addition to missed punches, a combination of various time and attendance exceptions can also be included on the report, such as absent, early leaving, tardy, and unauthorized overtime. This function can also be accessed from the **Report Generator** menu under the **Time and Attendance Reports** section.

**Step 3. Time and Attendance Report ③** - This icon activates two reports from the **Report Generator**. They are (1) **Time and Attendance Detail Report** and (2) **Time and Attendance Summary Report**

**Step 4. Process Payroll Data ④** - this icon activates the **Process Payroll Data** function from the **Payroll Process** menu. Every pay period clicks on **Refresh New Pay Period Cycle**, a fresh new payroll file will be created based on the current pay period's attendance data.

**Step 5. Payroll Report ⑤** - The payroll report summarizes your attendance data. The reporting period **cannot** be changed. You must use the **current pay period**.

**Step 6. Payroll Interface (Bridge) ⑥** - This icon activates your payroll bridge function to export the NOVAtime payroll file to your payroll software.

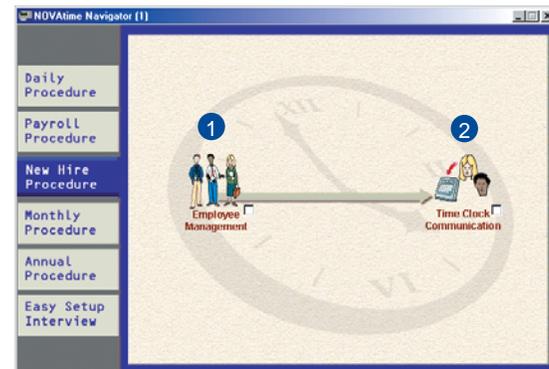


## 5.3 New Hire Procedure

The NOVAtime Navigator - **New Hire Procedure** provides a visual overview of links and function sequences to handle the new hire tasks. Two functions are included in this section:

**Step 1. Employee Management ①** - Initiate the Employee Management function to add information about a new employee section for a step-by-step procedure for entering a new hired employee.

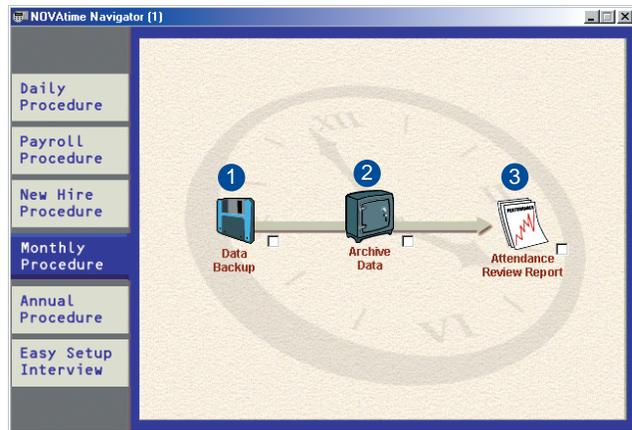
**Step 2. Time Clock Communication ②** - This will activate your Communication Console to download employee profiles to your data collection terminal. The profile download is designed to download all the employees using the selected time clock number(s). In general, if an employee's is NOT downloaded to a particular NT300, he or she can still punch IN and OUT. This NT300 will display the badge card number instead of the employee name.



## 5.4 Monthly Procedure

The NOVAtime Navigator - **Monthly Procedure** provides a visual overview of links and function sequences to handle the monthly tasks.

- Step 1. Data Backup 1** - Back up the **entire set of databases** for NOVAtime 1000 SBE. It activates the **Backup** function from the **Tools** menu.
- Step 2. Archive Data 2** - Transfer selected previous pay-period information from the Current database to the History database. You will want to periodically run this feature to help maintain the system at peak performance. It is recommended that you keep data for at least two previous pay-periods in the Current database. All NOVAtime reports automatically combine the necessary data from the Current and History areas of the system when reports are generated for dates that span both databases. Although you can view or print the information, you cannot edit the information contained in History.

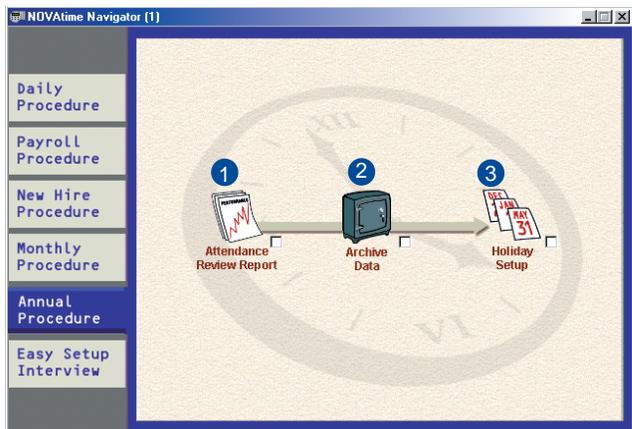


- Step 3. Attendance Review Report 3** - The **Attendance Review Report** displays detail and summarized attendance information for each selected employee. This report can also be accessed via the **Report Generator** menu under the **Human Resource Reports** section.

## 5.5 Annual Procedure

The NOVAtime Navigator - **Annual Procedure** provides a visual overview of links and function sequences to handle the annual tasks.

- Step 1. Attendance Review Report 1** - The **Attendance Review Report** displays detail and summarized attendance information for each selected employee. This report can also be accessed via the **Report Generator** menu under the **Human Resource Reports** section.
- Step 2. Archive Data 2** - Moves the History Timesheet data to a zipped archived file. We strongly recommend keeping a minimum set of timesheet data for a better system performance. The current timesheet data should be moved to the History Timesheet on a regular basis. The **Archive Data** function can also be accessed via the **File** menu - **Archive Data** under the **Archive History Data** function.
- Step 3. Holiday Setup 3** - This function is provided to setup all the holidays for your organization. The same function is also available from the **File** menu - **Configure NOVAtime** under the **Holiday Management**.



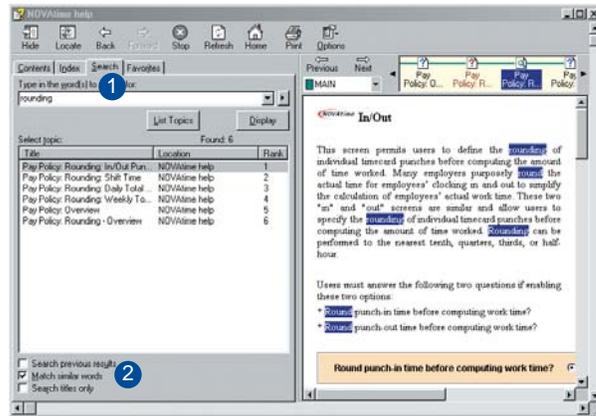
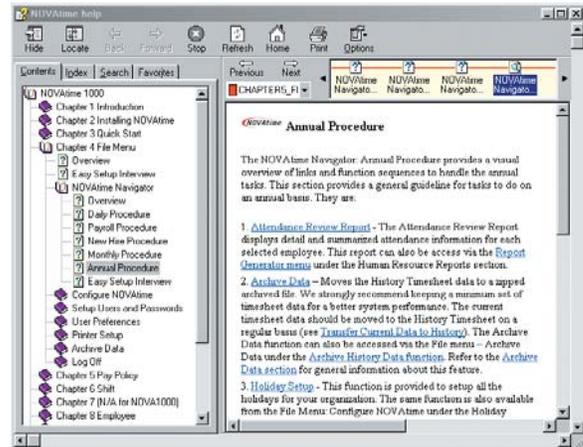
# 6 Use Online Help

Besides this Quick Start manual, SBE provides a very extensive online context sensitive HTML help that provides detailed explanations as well as setup procedures. Press the **F1** key on the screen that you're on to be directed to the online Help Subject.

One of most powerful features in our online help is the **Search** <sup>1</sup> function. It will search the entire online help document and display all the pages with the text that you entered. All the pages will be ranked based on the number of references for your selected topic, "1" being the most frequent. The text will be highlighted in the pages found. Here is a sample screen:

Please note that it also offers a **"Match similar words"** <sup>2</sup> feature shown on the bottom of the left hand side Help panel.

We strongly recommend that you take some time to read through the online help document to gain an understanding of the SBE product and learn many useful features not covered in this Quick Start and Reference Manual.



## Appendix A. Frequently Asked Questions

**Q1.** Can I change the employee shift assignment parameters or pay policy attributes after the timesheet hours are calculated?

**Answer.** Yes. From the SBE's pull down menu, select Timesheet followed by Recalculate Timesheet. Enter the date range and the range of employees. Click on Process.

**Q2.** Can an employee punch IN and OUT using a new badge before this employee is setup in the Employee Management?

**Answer.** Yes. This employee's time punches will go to the Unclaimed Punches database in the interim. When you set up this employee via the Employee Management, make sure you reference the new card number the new employee is using. On the first data collection after this employee is setup in SBE, these unclaimed punches for this employee will be automatically moved to the Timesheet database for this employee.

## Appendix B. Glossary

**Archive/History/Current** – SBE allows you to retain data for as long as you desire. To keep the system operating at peak performance you will want to move your data periodically from the current attendance data to history. Old history data can be archived where it is still accessible as needed.

**Audit** – A record of when and by whom changes within the system were made. SBE automatically captures this information whenever an edit occurs on an employee timesheet.

**Backup/Restore** – You will want to backup your data daily. This discipline will make sure you are not unduly inconvenienced in the event of a catastrophic problem with your computer. SBE has a built-in utility for this backup and restore function.

**Benefit Hours** – A category of paid time off. Examples include Vacation, Personal, and Sick Leave. SBE allows you to enter a beginning balance by type of benefit hours. The system will reduce the balance as hours are entered on the timesheet. **Card Number** – The actual number printed on the employee badge. A card number is assigned to a specific employee. The system automatically cross-references transactions for the card number to the employee ID.

**Communications Converter** – A device that attaches to the serial port of the PC for communicating with the clock terminal.

**Consecutive Day Overtime** – A way of calculating pay where overtime is paid based on the number of consecutive days worked within a pay week. Example: The sixth consecutive day is paid at time and one half and/or the seventh day is paid at double time.

**Download** – To transfer information (i.e employee names) from your PC to the NT300 Time clock terminal.

**Exception** – A deviation from the expected schedule. Examples include: EIN Early In Punch, LOU Late Out Punch, LMEAL Long Meal Break, UOT Unauthorized Overtime. Certain exceptions can only be tracked if you are using fixed schedules.

**Function Key (Clock)** – There are six function keys on the NT300 Clock Terminal. They can be setup to allow the employees to perform the following tasks at the clock: View their prior punches, Transfer to a different group or Enter Tips.

**Import/Export** – NOVAtime SBE has a built-in utility to allow you to import data from other systems. This is often used to bring in the employee demographic information from a payroll service or payroll package. There is also an export utility to allow you to take information from SBE and transfer it to another application.

**In/Out Board** – SBE includes an onscreen lookup function to see the IN/OUT status of an employee. The information will be as current as the last data collection from your NT300. Any logical groups of employees can be displayed.

**Group** – A way of separating employee's hours to generate labor costing information. SBE has three configurable levels or groups. The defaults are Facility, Department and Job. An employee may be transferred to a different group at the NT300 using one of the function keys. After-the-fact transfers can be made on the timesheet.

**Guaranteed Hours** – This is used for salaried employees who will always be paid a certain amount of hours per week regardless of hours on the timesheet.

**Navigator** – The graphical online guide for automating regular routines.

**Override** – The override function allows you to tell the system to pay a number of hours in place of the calculated times from the punches.

**Overtime Authorization** – Allows a manager to approve overtime prior to payment to an employee.

**Pay Category** – A way of separating employee classes for reporting purposes. Include: Full-time, Part-time, Temporary.

**Pay Code** – Classification of types of pay or hours to be passed to your payroll system. They are either calculated per the punches (i.e. regular or overtime hours) or non-calculated (i.e. sick or vacation hours).

**Pay Period** – Block of time for each payroll run. Examples are weekly, bi-weekly, monthly and semi-monthly.

**Pay Policy** – A set of rules that determine how an employee's time will be calculated. Different groups can be setup with different parameters including: pay frequency, punch rounding, overtime calculations and holiday pay rules.

**Payroll Bridge (Interface)** - There are built-in routines to create the payroll file in the proper format for several payroll service products. You will need to map the pay codes between the two systems and specify the payroll data location in order to bridge the two products. Your reseller will help you with this process.

**PC AnyWhere** – A software product that allows remote support for your system.

**Poll or Collect** – The process of bringing punch transactions from the NT300 terminal to your PC for processing.

**Punch** – A transaction (badge swipe) that occurs at the NT300 time clock terminal.

**Report Generator** – A flexible tool that allows you to create reports with the data sorted and selected to your requirements.

**Rounding Rules** – The way time will be calculated within the system. Examples include rounding to the nearest 1/4 hour (15 minutes) or 1/10th hour (6 minutes).

**Rounding Point** – The point at which the punch will be calculated to the next rounding unit. Usually the rounding point will be 1/2 of the rounding unit. For example the typical point for 1/4 hour rounding would be 7 minutes.

**Shift** – You can setup two types of shifts within the system: Fixed where the exact start and stop times are defined, and Flexible where only the rounding rules would apply.

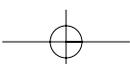
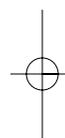
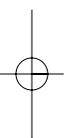
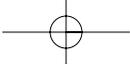
**Shift Cycle** – When the shift pattern repeats itself. If your organization uses a rotating schedule it is the number of days between rotations.

**Timesheet** – Where the collected punches are displayed along with totals. This is where editing and adding benefit hours will occur.

**Unclaimed Punches** – Transactions that come from the NT300 time clock terminal with a badge card number that are not associated with a valid employee ID. These punches will stay in this unclaimed file until a valid employee is defined.

**User** – A person authorized to access the SBE software.

**User Groups** – A group of users who share the same access level rights within the SBE software.



# Warranty

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### Limited Ninety Days Warranty for NOVAtime 1000 SBE Package

NOVAtime warrants that for a period of ninety (90) days of normal use from the date of original purchase, the CD on which the software is recorded will be free from defects in materials and faulty workmanship and the software will function substantially as described in the enclosed program documentation. If you discover physical defects in the media, NOVAtime Technology, Inc. will replace the media at no charge to you, provided you return the item to be replaced with proof of date of purchase to your distributor during the 90-day period.

### Limited One-Year Warranty for NT300 Time Clock Terminal

NOVAtime warrants the NT300 time clock terminal against defects in materials and workmanship for a period of one year from the date of the original purchase. This warranty will become void when service performed by anyone other than an approved NOVAtime warranty service distributor results in damage to the product. This warranty does not apply to any NT300 which has been subject to abuse, neglect, or accident, or which has had the serial number altered or removed, or which has been connected, installed, adjusted, or repaired other than in accordance with instructions furnished by NOVAtime. This warranty does not cover labor cost for removing and reinstalling the machine for repair, or any expendable parts that are readily replaced due to normal use. The sole responsibility of NOVAtime under this warranty shall be limited to repair of the NT300, or replacement thereof, at the sole discretion of NOVAtime. If it becomes necessary to send the NT300 or any defective part to NOVAtime or any authorized distributor, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. NOVAtime will not assume any responsibility for any loss or damage incurred in shipping. Proof of date of purchase is required for warranty service on this product.

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# SBE Keyboard Hotkeys and Time Conversion Tables

## Data Field Hotkeys

Hotkey	Function
+	Advance one day
-	Move back one day
T	Today
M	First day of the month
H	Last day of the month
Y	First day of the year
R	Last day of the year

## Time Field Hotkeys

Hotkey	Function
+	Advance one minute
-	Move back one minute
T	Current time
M	Midnight (12:00 am)
L	End of the day (11:59 pm)
N	Noon (12:00 pm)

## Menu Hotkeys

Hotkey	Function
Alt + E,<Enter>	Employee Management
Alt + T,<Enter>	Timesheet Management
Alt + R,<Enter>	Report Generator
Alt + P,<Enter>	Payroll
Alt + C,<Enter>	Data Collection Console
Alt + O,B	Backup Data
Alt + O,R	Restore Data

## Other Hotkeys

Hotkey	Function
<Escape>	Exit
Alt + F4	Exit NOVAtime SBE
Tab	Advance to the next field
Shift + Tab	Move back to the previous field
Alt + Tab	switch to another window
Space bar	Expand pull down menus

## Time Conversion Tables

Minutes	Hundredths	Minutes	Hundredths
00	0.00	30	0.50
01	0.02	31	0.52
02	0.03	32	0.53
03	0.05	33	0.55
04	0.07	34	0.57
05	0.08	35	0.58
06	0.10	36	0.60
07	0.12	37	0.62
08	0.13	38	0.63
09	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98

Minutes to (1/100)<sup>th</sup> of hour

AM/PM	Military
12:00 AM	00:00
01:00 AM	01:00
02:00 AM	02:00
03:00 AM	03:00
04:00 AM	04:00
05:00 AM	05:00
06:00 AM	06:00
07:00 Am	07:00
08:00 AM	08:00
09:00 AM	09:00
10:00 AM	10:00
11:00 AM	11:00
12:00 PM	12:00
01:00 PM	13:00
02:00 PM	14:00
03:00 PM	15:00
04:00 PM	16:00
05:00 PM	17:00
06:00 PM	18:00
07:00 PM	19:00
08:00 PM	20:00
09:00 PM	21:00
10:00 PM	22:00
11:00 PM	23:00

12-hour (AM/PM) to  
24-hour (Military)

Part No: OPM-NOVA1000

