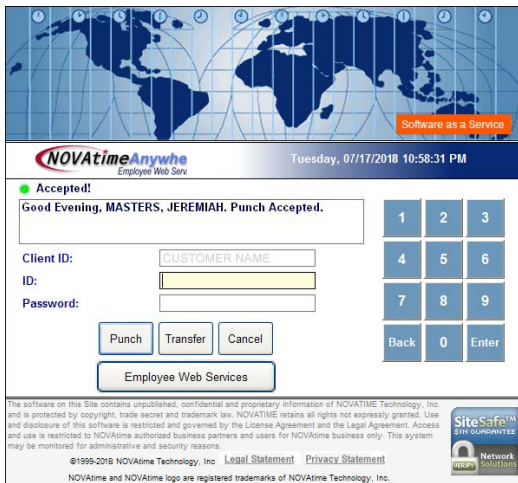


NOVAtime 4000 Web System



(EWS) - EMPLOYEE WEB SERVICES

- Punch or Enter Timesheet Data
- Check Work Schedule
- Request Time Off
- View Timesheet History
- Review & Edit Emergency Contact Information



(SWS) - SUPERVISOR WEB SERVICES

- Review, Edit, and Approve Timesheets
- View Timesheet History and Exceptions
- Add/update Employees
- Dynamic Report Engine
- In/Out Board

(AWS) - ADMINISTRATIVE WEB SERVICES

- Set Up and Configure System
- Define/Edit Policies and Rules
- Assign Employees to Supervisors
- Access Rights for Employees/Users
- Create Security Profiles
- Configure Time Capture Methods

