

City of Kaukauna

NovaMobile App Setup and Access Steps

Before Downloading the NOVAmobile App

Before you can activate the NOVAmobile app you must add your email address and cell phone number to the “My Self” tab and change the password in the “Timekeeper” tab of the Ascentis Self-Service Portal, which you should have already set-up. These steps will allow the NOVAmobile App to verify your identity when setting up the app and communicate with the Timekeeper portion of the Self-Service Portal on your smartphone. Please follow the instructions with screenshots below to complete these important initial steps. Then follow the instructions for downloading and activating the NOVAmobile App.

Step 1: Add Email & Cell Phone Number to the Ascentis Self-Service Portal

1. Go to the Ascentis Self-Service Portal Login Page: <https://selfservice.ascentis.com/CityofKaukauna>
2. Enter your User ID and Password.

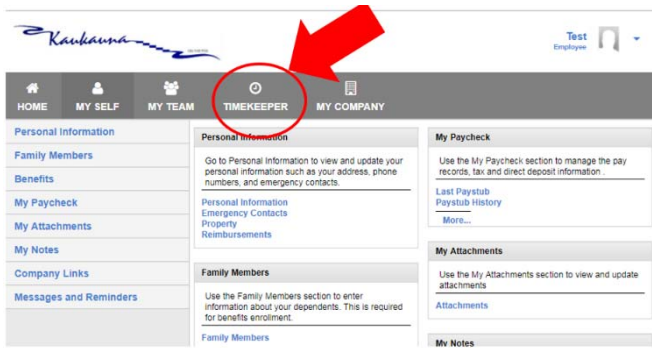
3. Click on “Personal information” under the “Myself” Tab
4. Click “Change.”
5. Change/Add email address and cell phone number.
6. Click “Save.”

NOVAmobile App Set-Up Instructions

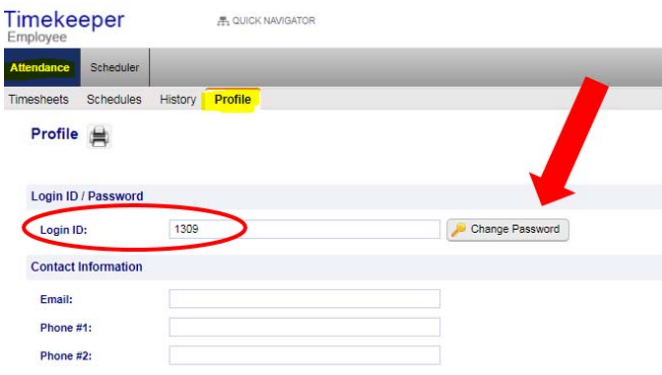
Step 2: Create a Password in Timekeeper

The password you create in the next few steps is for “Timekeeper,” and it is the password you will use when logging in to the NOVAmobile App. It should not be confused with the password you already set-up to access the Ascentis Self-Service Portal. These are two different passwords (although you can use the same password so it is easy to remember). The Self-Service Portal password is set-up/changed in another spot in the Self-Service Portal.

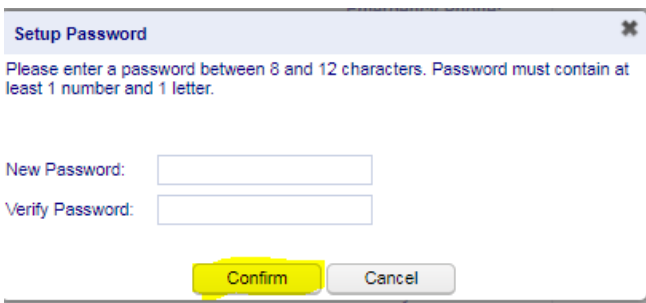
To set-up your Timekeeper and NOVAmobile App Password:



1. Click the “Timekeeper” tab.



2. From the “Attendance” tab, Click the “Profile” tab.
3. This will bring up the open to “change/create” a password.
4. **Make note of your “Login ID” Circled below. This is your employee number, and you will need to enter this number the first time you log in to the NOVAmobile App.**
5. Click “Change Password”



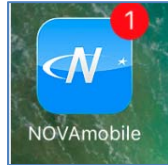
6. Enter and Verify a password.
7. Click “Confirm.”

NOVAmobile App Set-Up Instructions

Step 3: Download and Set-Up the NOVAmobile App

Now that you have added the necessary information (email, cell phone & password) to the Ascentis Self-Service Portal, you can download, set-up and use the NOVAmobile App. Just follow the instructions with screenshots below.

1. Download the NOVAmobile App from your app store. The App should look like this:



2. Open the NOVAmobile App you downloaded.
3. Enter the following info in the Login screen
 - a. Client ID: **ASC17063** (After your first login, this should load automatically for you)
 - b. Login: Enter your **Employee Number** (See #4 in Step 2 above) (After your first login, this should load automatically for you)
 - c. Password: Enter your **"Timekeeper" password** (See #6 in Step 2 above)
 - d. Leave SSO Login off
 - e. Click "Next."
4. Select how you want to receive the "Security Code," email or text to the cell phone number or email you entered in #5 of Step 1 above. Click "Next."
5. Security Code Window will appear. Check email or text for security code. Enter the code and click "Finish."
6. The app will log in you for the first time. Congrats! You are now set-up!

NOVAmobile App Set-Up Instructions

Using the NOVAmobile App

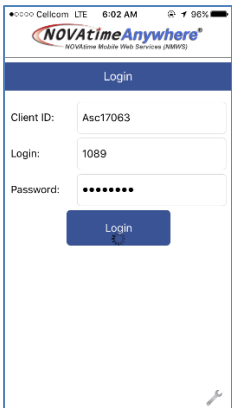
Once it has been downloaded and set-up, using the basic functions of the NOVAmobile App is relatively easy.

Logging into The NOVAmobile App

You must log in every time you want to use the NOVAmobile App. It will automatically time-out and log you out after a short period of inactivity.

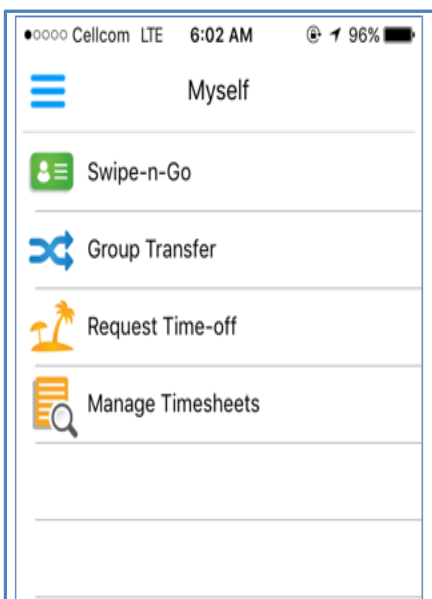
To Login:

1. Open the NOVAmobile App on your smartphone. (Note: The banner name changes to NOVAtime Anywhere.)
2. On the Login Screen enter the following:
 - a. Client ID: **ASC17063** (After your first login, this should load automatically for you)
 - b. Login: **[Your Employee Number]** (After your first login, this should load automatically for you)
 - c. Password: **[Your Timekeeper Password]** (Must be entered every time)



My Self (Home Screen) of the NOVAmobile App

Each time you log in it will take you to the home screen of "Myself". When here you will be able to do the following



Swipe N' Go

This allows those that are punching in and out to do this action from your phone

Group Transfer

For those that are transferring into different Job Class (ie. Lifeguard to WSI), this is the place where you do the transfer from your phone.

Manage Timesheets


- View your timesheet and make changes (with authorization). (See screenshot)
- Timesheet access is limited to the previous or current pay period. To go back further, log in to the Ascentis Self-Service Portal, Timekeeper tab.
- For more detail on a specific day, click on the day.

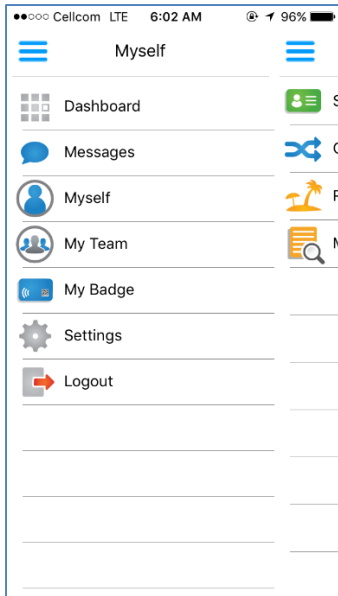


Date	Paycode	Total	In - Out
08/21 M...	34 SLRY	7.50 Hrs	
08/22 Tue	2 VACA	4.00 Hrs	
08/22 Tue	34 SLRY	3.50 Hrs	
08/23 W...	34 SLRY	7.50 Hrs	
08/24 Thu	34 SLRY	7.50 Hrs	
08/25	34	7.50 Hrs	

NOVAmobile App Set-Up Instructions

More Options in the Menu

There are more options in the menu. If you click the three blue lines icon  it will bring you to the below screen.



Dashboard

- This gives you a summary of attendance, PTO and Schedule menus depending on what you select in settings.
- There is also the Attendance menu that will show your time sheet at a glance.
- Schedule shows you your scheduled time of work. The Schedule feature is only used for some positions.

Messages

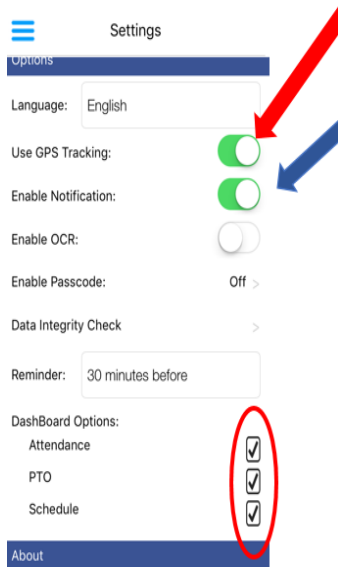
- All messages that come to the Self-Service Portal can also be viewed on the app. Messages might include approval, denial of a vacation request. For managers, it might include a vacation request needing approval.

Myself

- Home screen with “Swipe-n-Go,” “Group Transfer” and “Manage Timesheets.”

My Team

- Managers will have an option to see the time sheets, vacation requests, etc. of their team



Settings

- Settings can be turned on/off.
- “Use GPS Tracking” must be turned on to use the NOVAmobile App for punching in/out. It checks your GPS coordinates relative to Geofence areas set up for punching in/out. You will not be able to punch in/out without this enabled. You must also be within your assigned geofence to punch in/out.
- If you want to be notified of messages, vacation requests (managers), etc. you must “Enable Notifications.”
- Dashboard Options: Check items you would like shown on your dashboard.