

City of Kaukauna

Instructions for Submitting Games Worked

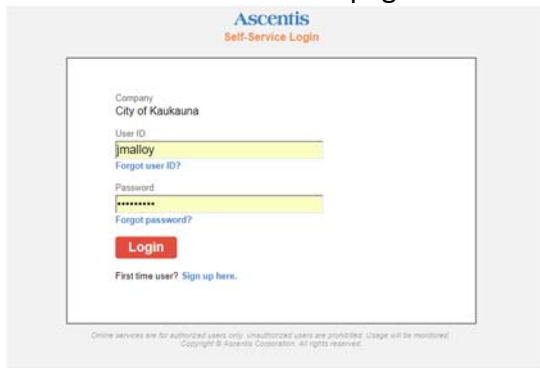
Umpires and scorekeepers are paid by the game rather than by the hour. This makes submitting hours (actually games) on the timesheet slightly different than hourly employees. What follows are two sets of instructions for submitting games on your timesheet. One is for submitting in the Ascentis Self-Service Portal. The other is for submitting in the NovaMobile App on your smartphone.

Method 1: Using the Ascentis Self-Service Portal

Ascentis Self-Service Portal Login Page: <https://selfservice.ascentis.com/CityofKaukauna>

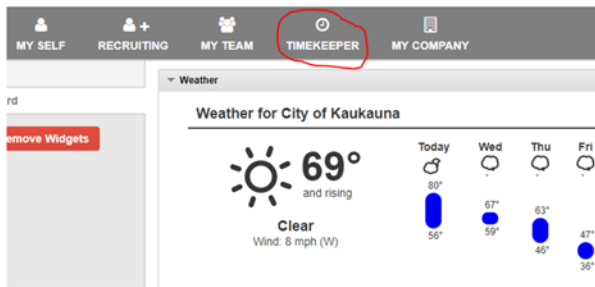
1. Login to the Ascentis Self-Service Portal

- Bookmark or save this page to Favorites!



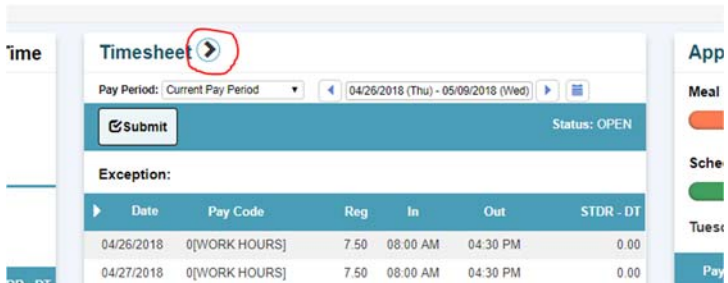
2. Go to the Timekeeper Module

- Click on the "TimeKeeper" Button.



3. Go to Your Timesheet

- Click the arrow next to timesheet.



4. In your Timesheet, Enter Date, Pay Code, Job Class, & Reg Hours on a blank line.

- On a blank line, choose the date you want to record from the dropdown box.
- Choose PayCode "45(BY THE GAME PAY)" from the dropdown in the PayCode column.
- Choose your job from the dropdown in the Job Class column.
- Enter your number of games worked (not hours) in the Reg column.
- Ignore the rest of the columns.

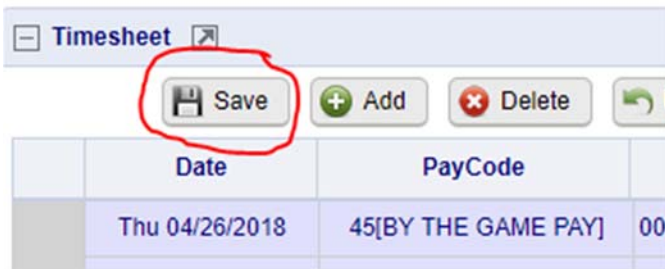


The screenshot shows a web-based Timesheet application. At the top, there is a toolbar with buttons for Save, Add, Delete, Undo, Timecard Report, Recalculate, Multi Add, Insert / Repost, and Multi Edit. Below the toolbar is a table with the following columns: Date, PayCode, JOB CLASS, Reg, Notes, Audit, In, Out, STDR, OT, and DT. The first row of data is highlighted and has red circles around the Date, PayCode, JOB CLASS, and Reg columns. The values in these cells are: Thu 04/26/2018, 45[BY THE GAME PAY], 0082 [Umpire - Adult Sports], and 3.00. A red line is drawn across the Notes, Audit, In, Out, STDR, OT, and DT columns.

Date	PayCode	JOB CLASS	Reg	Notes	Audit	In	Out	STDR	OT	DT
Thu 04/26/2018	45[BY THE GAME PAY]	0082 [Umpire - Adult Sports]	3.00					0.00	0.00	0.00

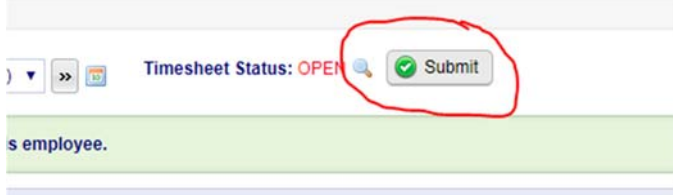
5. Save!

- If you do not click "Save," your games will not be recorded!



5. Submit your timesheet at the end of the pay period!

- Do not submit after each entry. Only submit at the end of the pay period.



If you have any questions or issues getting logged in please contact Recreation Director (766-6376) or the Finance or Human Resource Departments.

Method 2: Using the NovaMobile App

1. Login to the NovaMobile App

- Use the client ID: **ASC17063**
- Use your Employee Number
- Use the password you set up in the Timekeeper module when you first set-up the mobile app.

U.S. Cellular 10:00 AM
NOVAtimeAnywhere
NOVATIME ANYWHERE
Login
Client ID: Asc17063
Login: 1064
Password:
Login

2. Go to Manage Timesheets

- Click “Manage Timesheets.”

U.S. Cellular 10:01 AM
Myself
Manage Timesheet

3. Choose “Add Punch”

- Click “Add Punch” button.

U.S. Cellular 10:03 AM
Back [1064] JEFFREY MALLOY
04/26 - 05/09 (Current) Reg Hrs: 76.00(0.00) Hrs
Date Paycode Total In - Out
04/26 0 7.50 Hrs 08:00AM 04:30PM
Thu WKHR
04/27 0 7.50 Hrs 08:00AM 04:30PM
Fri WKHR
04/30 0 7.50 Hrs 08:00AM 04:30PM
Mon WKHR
05/01 0 7.50 Hrs 08:00AM 04:30PM
Tue WKHR
05/02 0 7.50 Hrs 08:00AM 04:30PM
Wed WKHR
05/03 0 7.50 Hrs 08:00AM 04:30PM
Thu WKHR
05/04 0 7.50 Hrs 08:00AM 04:30PM
Fri WKHR
05/07 0 7.50 Hrs 08:00AM 04:30PM
Mon WKHR
05/08 0 7.50 Hrs 08:00AM
Select Add Punch

4. Add Date, Job Class & Reg Hrs

- Click the circle for the date you want to add.
- Choose your Job from the Job Class drop down.
- Add # of games (not hours) in “Reg Hrs.”
- PayCode will already be chosen for you.
- Click on “Save” button.

U.S. Cellular 10:04 AM
Back [1064] JEFFREY MALLOY
04/26 - 05/09 (Current)
T F S S M T W T
26 27 28 29 30 01 02 03
Time Rec: Add A New Time Record
JOB CLASS: [0082] Umpire - Adult Sports
Reg Hrs: 3
In Time:
Out Time:
Paycode: 45[GAME]
Earn.,Ded.: 0.00
STDR: 0.00
OT: 0.00
Save Cancel

5. At the end of the pay period, Select and Submit the Pay Period

- Click "Select" button.
- Click "Submit Pay Period" button.

U.S. Cellular 10:04 AM [1064] JEFFREY MALLOY

04/26 - 05/09 (Current) Reg:OT: 78,000/0.00 hrs

Date	Paycode	Total	In - Out
04/26	45	3.00 Hrs	
Thu	GAME		
04/26	0	7.50 Hrs	08:00AM 04:30PM
Thu	WKHR		
04/27	0	7.50 Hrs	08:00AM 04:30PM
Fri	WKHR		
04/30	0	7.50 Hrs	08:00AM 04:30PM
Mon	WKHR		
05/01	0	7.50 Hrs	08:00AM 04:30PM
Tue	WKHR		
05/02	0	7.50 Hrs	08:00AM 04:30PM
Wed	WKHR		
05/03	0	7.50 Hrs	08:00AM 04:30PM
Thu	WKHR		
05/04	0	7.50 Hrs	08:00AM 04:30PM
Fri	WKHR		
05/07	0	7.50 Hrs	08:00AM 04:30PM
Fri	WKHR		

Select Add Punch

U.S. Cellular 10:05 AM [1064] JEFFREY MALLOY

04/26 - 05/09 (Current) Reg:OT: 78,000/0.00 hrs

Date	Paycode	Total	In - Out
04/26	45	3.00 Hrs	
Thu	GAME		
04/26	0	7.50 Hrs	08:00AM 04:30PM
Thu	WKHR		
04/27	0	7.50 Hrs	08:00AM 04:30PM
Fri	WKHR		
04/30	0	7.50 Hrs	08:00AM 04:30PM
Mon	WKHR		
05/01	0	7.50 Hrs	08:00AM 04:30PM
Tue	WKHR		
05/02	0	7.50 Hrs	08:00AM 04:30PM
Wed	WKHR		
05/03	0	7.50 Hrs	08:00AM 04:30PM
Thu	WKHR		
05/04	0	7.50 Hrs	08:00AM 04:30PM
Fri	WKHR		

Submit Selected Cancel

Submit Pay Period