



## NOVAtime Automates Timekeeping for Shelby County of Tennessee

The Shelby County Government, of Tennessee has installed several NOVAtime's Workforce Management/Time and Attendance systems throughout the county since 2002. From the Department of Corrections, the Police and Fire Departments to the County Courts system, they have in excess of a thousand employees on the system.

The last department to be installed, the General Sessions of Court was most concerned that they would receive service and support on a timely basis.

"The NOVAtime help desk provided by Janet meets and exceeds what I have experienced with other software vendors. Janet's in depth knowledge of the system allows her to resolve most problems during the first call. Problems that may require additional support are handled very promptly and very professionally," says Maury Wessels of General Sessions Court Clerk's Office.

For more information on NOVAtime and how they can help you streamline your workforce management needs, please email [sales@novatime.net](mailto:sales@novatime.net) or call 877.486.6682.

Related document: [http://criminalcourt.shelbycountyttn.gov/06\\_annual\\_rpt.pdf](http://criminalcourt.shelbycountyttn.gov/06_annual_rpt.pdf) on Page #56

### PERSONNEL AND PAYROLL SECTION

Patti Morton, Supervisor

The *Personnel and Payroll Section*, under the direction of a supervisor, shall be responsible for processing all new hires, terminations and changes in employee records. This department is also responsible for updating personnel records such as annual leave, sick leave, insurance changes, insurance open enrollment, and the distribution of it. Personnel records are now maintained on the new NOVATIME Human Resources Computerized Tracking System, which utilizes hand readers rather than time clocks, eliminating the need for time cards. This system has the capability to gather and track employee information and run numerous detailed reports; i.e., demographics, attendance, job history, pay, etc. This section is also responsible for monitoring employee work hours, updating time clock errors, and generating employee Exception Reports and Transaction Reports. Payroll, which is organized on a semi-monthly basis, includes calculating and documenting employees' time on the payroll time sheet and submitting this information to the county finance office for processing. This section is also responsible for supervising the clerical pool of temporary employees.