

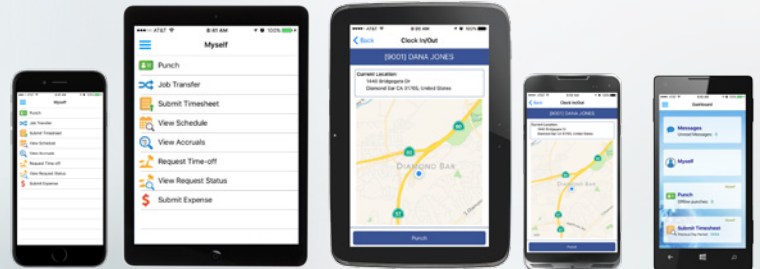


How can I capture time & labor  
when my employees are always on the go?

Can I know, without a doubt, that they are  
where they are supposed to be?

Does the cost of deploying a mobile solution  
justify the expense?

How can I use everyday technology  
to keep my millennial employees engaged?



# Native Mobile Applications

**A Great Solution**  
*for Your Mobile Workforce.*

## Product Overview



NOVAmobile native mobile apps for NOVAtime 5000 SaaS

NOVAtime's Native Mobile Applications are available in the App Store (iOS), Google Play (Android), and Windows Store\*. Designed with today's demanding workforce in mind, NOVAtime's Mobility Suite offers true workforce management / time and attendance functionality on the go. Whether you are a remote employee or a manager in the field supervising a team of employees, NOVAmobile offers the flexibility to accomplish critical workforce management tasks where needed and when needed for any mobile workforce.

Powered by NOVAtime's industry-leading SaaS solutions (NOVAtime 5000), the NOVAmobile application also incorporates many of the latest features to transcend Time and Attendance and become a strategic part of the daily management of your company from an HR, Payroll, and Accounting perspective. Available in English, Spanish, French Canadian, Simplified Chinese, and Traditional Chinese, NOVAmobile is easy to configure and install. It also provides secure access to only those authorized to use the application. General validation procedures also simplify deployment across large organizations and those supporting BYOD policies.

\* NOVAmobile for Windows is a Universal Windows App for devices such as Windows 10 smartphones and tablets.





## Benefits

- Maximizes the use of mobile devices.
- Allows advanced features, such as Off-line Punching – In instances of lost internet connectivity, punches can be stored locally until connectivity is restored. At that point, the transactions will be automatically sent to the database.
- Supports GPS functions and will store the approximate address where the punch occurred, enabling supervisors to verify mobile employees' punch locations.
- Option to attach receipts to expenses. Accounting department has instant access to source documents.

## Key Employee Time and Attendance Features

- Clock in and out; offline time punches;
- Perform job/project transfers;
- Automatic time punch lockout based on the GPS location;
- Automatic job or department transfer based on pre-defined geographic coordinates or the address associated with a job or a department;
- View work schedules for the current and following weeks;
- Review work hours for the entire pay period;
- Request sick leave hours, vacation hours, personal leave time, etc.;
- Review time-off request statuses;
- Submit FMLA requests;
- Input and submit expense reports;
- Submit timesheet;
- View and edit employee profile/personal data.

## Key Supervisor Workforce Management Features and Functionality

- Review and manage employee timesheets, including editing existing times, add and delete times;
- Approve employee timesheet;
- Review, approve and decline time-off requests;
- Team punch – build teams on the go and easily punch and transfer throughout the day;
- Manage expenses;
- View FMLA cases/requests.

[www.novatime.com](http://www.novatime.com)

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