

Welcome to New Kent County: NOVATIME and Employee Self Service (ESS) Portal

My ID number/username: _ _ _ _ _

NOVATIME is the New Kent County electronic time entry and leave request system. This is where you will record your timesheets, request time off, and view accrual balances.

Here are the INSTRUCTIONS on how to access NOVATIME for the first time:

Go to <https://online5.timeanywhere.com/novatime/ewskiosk.aspx?CID=3fb91694-45a7-41df-8aef-dbdeb4f48b5> (and bookmark the page or save the link)

- The Client ID is NEU19036
- Your User ID is your 5-digit Employee ID number (this will be provided to you by HR or your department head). *Please memorize or write your employee number on this page*
- When you log in for the first time, type any letter in the password field and login. It will immediately prompt you to set up your own password and security questions
- Once logged in, click on the person icon – the blue circle on the upper right corner – to go to your Profile and confirm your email is correct. You may also enter a cell phone number if you choose to also use the mobile app.

For instructions on how to use the system, please watch the training video at:

https://zoom.us/recording/share/hf1cstnYKYuhlqLZ5q6ACK0f6_fk8nviGiIgo5p-6umwLumekTziMw

New Kent County's **Employee Self Service (ESS) Portal** is where you will find your personal information and be able to view or print your pay stubs via the Internet from your office or home. New Kent County does not supply paper pay stubs to our employees.

Here are the INSTRUCTIONS to access the ESS portal:

- Go to <https://newkentva.munisselfservice.com> and click "Log In" on the upper right side of the webpage
- Your username is your 5-digit Employee ID number (this will be provided to you by HR or your department head). *Please memorize or write your employee number on this page*
- When you log in for the first time, your password is the last 4 digits of your Social Security Number. You will be prompted to change your password to one of your choosing.
- Once you are logged in you will be taken to the Employee Self Service screen. To view or print your pay stubs, please click on the Pay/Tax Information tab. A list of check dates will appear for the selected year.
- Click on the Details link to view/print a single pay check. The details screen will show a complete breakdown of the selected check.

Advantages of the ESS portal:

- ✓ Keeps records of your pay history and you can print your paystubs as needed
- ✓ Keep your personal information and emergency contacts up to date
- ✓ View your W-4 Federal tax and state tax information, as well as having access your W2's each year
- ✓ Access to the **Employee Handbook**, benefit information, and other important documents
- ✓ Access required all-staff trainings courses under **Training Opportunities**

Have questions or need assistance?

Contact Human Resources by calling (804) 966-8512 or at HumanResources@newkent-va.us