

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

Have questions or need assistance?

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

VRSA Online University
Learning Management System
Required training for all Employees
<https://learn.neogov.com>

Most required trainings for ALL employees are on the VRSA Online University through NEOGOV. **You will receive an email requesting you to activate your account** within FIVE days of your start date. If you have a County email address, that's where the activation email will be sent. If you do not have a County email address, it will either be sent to your personal email (if provided) or to your supervisor.

Required courses are assigned based on your position. Some courses are required for all employees, such as Personal Protective Equipment, Harassment Prevention, Bloodborne Pathogens, etc. Additional courses are assigned as required. New hires must complete all required courses within 90 days of their date of hire. Some courses are due annually and will automatically be reassigned based on your completion date.

Once you have completed the course and taken the final exam, print the certificate of completion and give a copy to Stephanie Parrish in Human Resources or email to ssparrish@newkent-va.us.

NIMS ONLINE TRAINING

National Incident Management System (NIMS) provides a consistent nationwide template that enables Federal, State, tribal, and local governments to work together during emergencies. It is used on a day-to-day basis and has become ingrained in the way New Kent County conducts itself during all emergencies. Grants, both state and federal may be tied to our being NIMS compliant.

Before any NIMS classes are taken you will have to register for a SID number (Student Identification System) <https://cdp.dhs.gov/femasid>. This number is what is used in place of Social Security numbers.

The following online courses are required for employees:

IS-700: National Incident Management System, An Introduction
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

IS-100: Introduction to the Incident Command System
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

You may see letters of the alphabet after the course numbers and that is just the version but the title of the course will be the same. For instance, IS-100 is now IS-100.C but the name is the same.

PUBLIC SAFETY EMPLOYEES, MANAGERS and SUPERVISORS must also complete:

- IS-200: Basic Incident Command System for Initial Response
<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>
- IS-800: National Response Framework, An Introduction
<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c>

Once finished with the web course, please take the final exam. You should be able to print off a certificate of completion and once you have that please make a copy and send to Elizabeth Fordham in County HR at ehfordham@newkent-va.us

NIMS "guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multiagency Coordination Groups (MAC Groups) that guide how personnel work together during incidents. NIMS applies to all incidents, from traffic accidents to major disasters." *Taken from NIMS doctrine supporting guides & tools-background and overview.*