


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

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| <b>Subject:</b><br>Activity Record/NOVAtime Usage                    | <b>Policy Number:</b><br>18   |
| <b>Number of Pages:</b><br>2   | <b>Section:</b><br>XIV  |
| <b>Attachments:</b><br>A. Activity Record                            | <b>Related Standards &amp; References:</b>  |
| <b>Effective Date:</b><br>June 1, 2012<br>Revised September 15, 2019 | <b>Approved:</b><br><br>James Maccarone, Director |

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that each Community Services Section Youth Services Counselor will maintain a record outlining daily activities and working hours. Each Youth Services Counselor will submit a monthly Activity Record (Attachment A) to the appropriate Regional Director by the 3<sup>rd</sup> of the month following the month the activities occur.

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each DYS Community Services Section employee utilize the NOVAtime system, which should accurately reflect all hours worked and all leave taken.

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that each Regional Director is to submit a Monthly Report to the Community Services Director by the 5<sup>th</sup> of the month, or by the next business day if the 5<sup>th</sup> falls on a weekend or holiday following the reporting period. The Monthly Report shall include: Monthly Caseload/Referral reports, Travel, Regional Monthly Calendar, Parole Tracking Forms and Regional Diversion Reports.

**II. DEFINITIONS**

As used in this policy and procedures the following definitions apply:

- A. **Activity Record** – Form used to record daily contacts and/or activities.
- B. **NOVAtime** – Electronic time keeping system adopted by the Mississippi Department of Human Services for use by employees.

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**III. PROCEDURE**

- A. DYS Community Services Section Youth Services Counselors shall make an entry on the Activity Record on a daily basis and submit the record to the appropriate Regional Director by the 3rd of the month.
  
- B. All DYS Community Services Section employees shall utilize the NOVAtime time keeping system to punch in at the beginning of the work day, and punch out at the end of the work day. All requests for employee leave shall be submitted through the NOVAtime system. Any errors noted, or missed punches, shall be reported to the Regional Director or appropriate supervisor by the next business day. Regional Directors, or the appropriate supervisor, shall complete and approve time sheets in NOVAtime by the deadline set forth by the agency for each pay period.