

Time and Attendance Reporting

Welcome to Princeton Theological Seminary! The video and guide are intended to help you get comfortable with our Time and Attendance Reporting system. If you have any questions, please contact [Staff Employment](#)

VIDEO:

How to report your time and attendance:

[Time and Attendance Reporting Video](#)

Outlook Calendar Reminder:

Would you like to have a reminder on your calendar to submit your time and attendance every 2 weeks?

Download an Outlook reminder here:

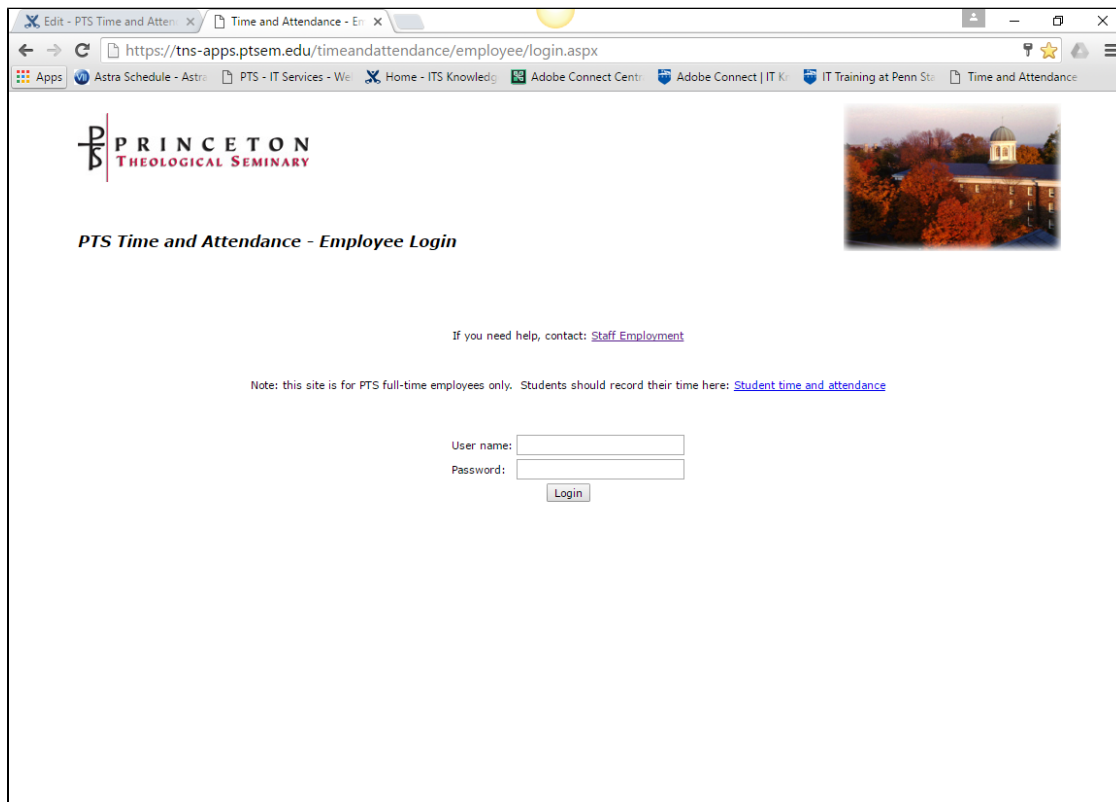
[Outlook Calendar Reminder](#)

Step-by-step guide

1) Log in to the Time and Attendance web page here:

<https://tns-apps.ptsem.edu/timeandattendance/employee/login.aspx>

Log in with your PTS User Name and Password:



The screenshot shows a web browser window with the URL <https://tns-apps.ptsem.edu/timeandattendance/employee/login.aspx>. The page features the Princeton Theological Seminary logo on the left and a photograph of a building with a dome on the right. The main heading is "PTS Time and Attendance - Employee Login". Below this, there is a link for help: "If you need help, contact: [Staff Employment](#)". A note states: "Note: this site is for PTS full-time employees only. Students should record their time here: [Student time and attendance](#)". At the bottom, there are two input fields: "User name:" and "Password:", followed by a "Login" button.

2) The monthly calendar will appear, which has pay period begin and end dates:

Previous Year Next Year

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u> pay 25 ends	<u>4</u> pay 26 begins
<u>5</u>	<u>6</u> Work: 7	<u>7</u> Work: 7	<u>8</u> Vacation: 7	<u>9</u> Work: 7	<u>10</u> Work: 7	<u>11</u>
<u>12</u>	<u>13</u> Work: 7	<u>14</u> Work: 7	<u>15</u> Work: 7	<u>16</u> Sick: 7	<u>17</u> pay 26 ends Work: 7	<u>18</u> pay 27 begins
<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>1</u>	<u>2</u>
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>

3) Enter hours on the "New Hours" entry tab:

New Hours Entry **Existing Entry Edit**

From: To:

Include weekends in range Y N

Work hours:

Sick time (56 hours remaining)

Vacation time (126 hours remaining)

4) Select "Create new entry" when complete.

5) To change a date from "work" hours to other hours such as sick or vacation hours, select the day you wish to adjust. The "Existing Entry Edit" tab will appear for you to make your changes.

New Hours Entry Existing Entry Edit

To edit time, first click the day you'd like to edit in the calendar to the left

Hours for: **6/10/2016**

Work hours:

Sick time (56 additional hours remaining)

Vacation time (126 additional hours remaining)

Bereavement:

Jury duty:

Family illness*:

Unpaid:

Seminary closing (unscheduled):

Seminary closing (scheduled)**:

Holiday**:

Salary continuation**:

6) When all entries are complete, select the "submit time/ view history" link.

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PTS Time and Attendance - Time Entry

[Home](#) [Time entry](#) [Submit time / view history](#) [Logout](#)

Currently logged in as: wendy.sample
Your supervisor: William R. French

May 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 pay 23 ends	7 pay 24 begins
8	9 Work: 7	10 Sick: 7	11 Work: 7	12 Work: 7	13 Work: 7	14
15	16 Work: 7	17 Work: 7	18 Work: 7	19 Vacation: 7	20 pay 24 ends Work: 7	21 pay 25 begins
22	23 Work: 7	24 Work: 7	25 Work: 7	26 Work: 7	27 Work: 7	28
29	30 Memorial Day Work: 7	31 Work: 7				

Gray entries represent time which has been entered but not yet submitted for supervisor review.
Blue entries represent time which has been submitted, and is awaiting supervisor review.
Green entries represent time which has been approved by your supervisor.

New Hours Entry Existing Entry Edit

From: To:

Include weekends in range Y N

Work hours:

Sick time (56 hours remaining)

Vacation time (126 hours remaining)

7) Select the pay period you are submitting and click "Retrieve".

[Submit time entries](#)
[Vacation / sick time summary](#)
[Your work history](#)

Currently logged in as: wendy.sample

Select a pay period below, and hit the 'Retrieve' button. A summary of your hours for the selected period will appear.

Pay Period:

8) Review the Summary and click "Submit total".

[Submit time entries](#)
[Vacation / sick time summary](#)
[Your work history](#)

Currently logged in as: wendy.sample

Select a pay period below, and hit the 'Retrieve' button. A summary of your hours for the selected period will appear.

Pay Period:

The following time entries were found for the selected pay period:

Date Worked	Hour Type	Hours	Hour Type	Total Hours
5/23/2016	Work	7.00	Work	70
5/24/2016	Work	7.00		
5/25/2016	Work	7.00		
5/26/2016	Work	7.00		
5/27/2016	Work	7.00		
5/30/2016	Work	7.00		
5/31/2016	Work	7.00		
6/1/2016	Work	7.00		
6/2/2016	Work	7.00		
6/3/2016	Work	7.00		

Total hours for selected period: 70

If your entries are complete and correct for the pay period then you may then click the 'Submit total' button, which will enable your Supervisor to review your time entries prior to submission to the payroll department.

If you find that you need to make changes, do so prior to submitting your time by returning to the 'Time Entry' page. Once you submit your time entries you will not be able to edit them.

9) You will receive a confirmation e-mail that your time sheet has been submitted to your supervisor for approval.



system.generated@ptsem.edu | French, Bill; Sample, Wendy ▾

An employee has submitted time for your approval

Employee: wendy.sample

Pay Period: FY 2015 pay period 25: 05/21/2016 - 06/03/2016

Job Description: Software Training Coordinator

Total hours for selected period: 70

Date Worked	Hour Type	Hours
5/23/2016	Work	7.00
5/24/2016	Work	7.00
5/25/2016	Work	7.00
5/26/2016	Work	7.00
5/27/2016	Work	7.00
5/30/2016	Work	7.00
5/31/2016	Work	7.00
6/1/2016	Work	7.00
6/2/2016	Work	7.00
6/3/2016	Work	7.00

Hour Type	Total Hours
Work	70

To review and approve these hours, log on at: [Time and Attendance - Supervisor Login](#)

Check Your Remaining Sick/ Vacation Time!

You can view your remaining vacation & sick time by going to the "Submit time/ view history" link and selecting the "Vacation/ sick time summary" tab.

Browser tabs: Edit - PTS Time and Atten... Time and Attendance - E...
Address bar: https://tns-apps.ptsem.edu/timeandattendance/employee/SummaryByPeriod.aspx
Navigation: Home - ITS Knowledg Adobe Connect Centr Adobe Connect | IT Ki IT Training at Penn Str Time and Attendance

PRINCETON THEOLOGICAL SEMINARY

PTS Time and Attendance - Summarize / Submit

[Home](#) [Time entry](#) [Submit time / view history](#) [Logout](#)

Submit time entries **Vacation / sick time summary** **Your work history**

Vacation / sick time hours for the fiscal year

Total vacation hours allotted:
Vacation hours taken: 0
Vacation hours remaining: 0

Total sicktime hours allotted:
Sicktime hours taken: 0
Family Illness hours taken*: 0
Sicktime hours remaining: 0

*Note on Family Illness time: Employees who have completed at least one year of service may charge up to three of their ten sick days per year to care for a spouse, child or parent with a serious medical condition.

If you need help, contact: [Staff Employment](#)