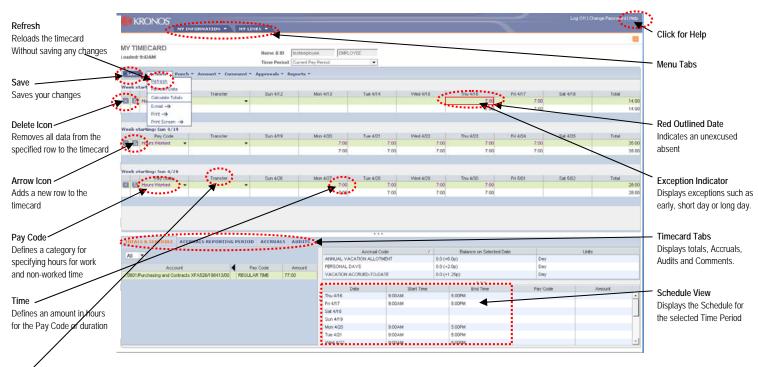Quick Reference (Employee View)

- Open your browser
- Enter the URL: *https://timesheets.pace.edu*
- On the Log On Page, enter your user name and password
- Click the Log On Button

To display your timecard, click **My Information** on the Navigation Bar, and then click **My Timecard**.

Refresh
Reloads the timecard
Without saving any changes

Save
Saves your changes

Delete Icon
Removes all data from the specified row to the timecard

Arrow Icon
Adds a new row to the timecard

Pay Code
Defines a category for specifying hours for work and non-worked time

Time
Defines an amount in hours for the Pay Code or duration

Transfer
Defines a project or job. If no account appears in the cell, your time is charge to your home account.

Click for Help

Menu Tabs

Red Outlined Date
Indicates an unexcused absent

Exception Indicator
Displays exceptions such as early, short day or long day.

Timecard Tabs
Displays totals, Accruals, Audits and Comments.

Schedule View
Displays the Schedule for the selected Time Period

Saving Your Timecard

1. From the Actions menu, click Save.
2. After saving, verify that the red flag, which indicates unsaved changes, has disappeared.

Approving Your Timecard

1. From the Approvals menu, click Approve
2. Review the Sign-Off & Approvals tab to verify that the Approval occurred.

Note: You cannot make changes to your timecard once you or your manager has approved that timecard.