

Quick Reference - Student Time Stamp

- 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 record the times worked, **click** the “Record Timestamp” button once logged in.
(note: You will need to Timestamp each time you arrived at work and leave from work)

Refresh

Refreshes the workspace without saving any changes.

Print Screen

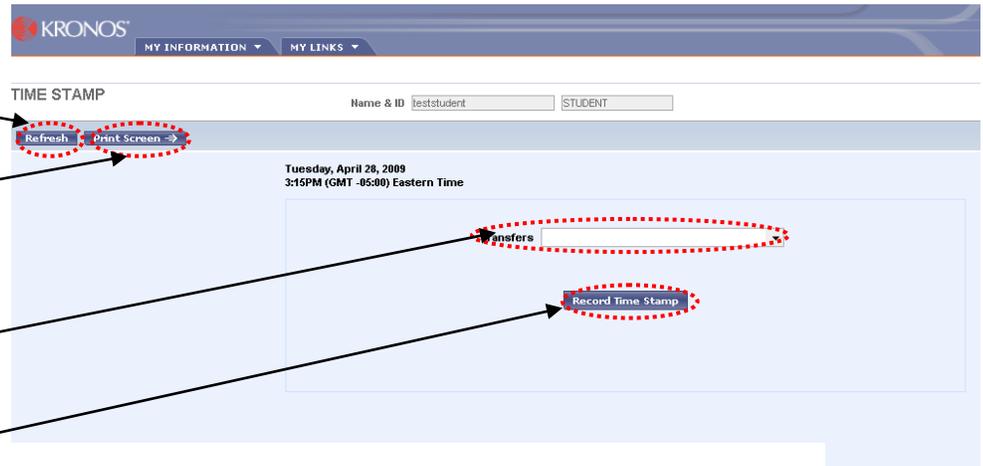
Prints the information displayed on the screen

Transfer

Defines a labor account or work rule transfer. If you do not select an account, your time is charged to your home

Time Stamp

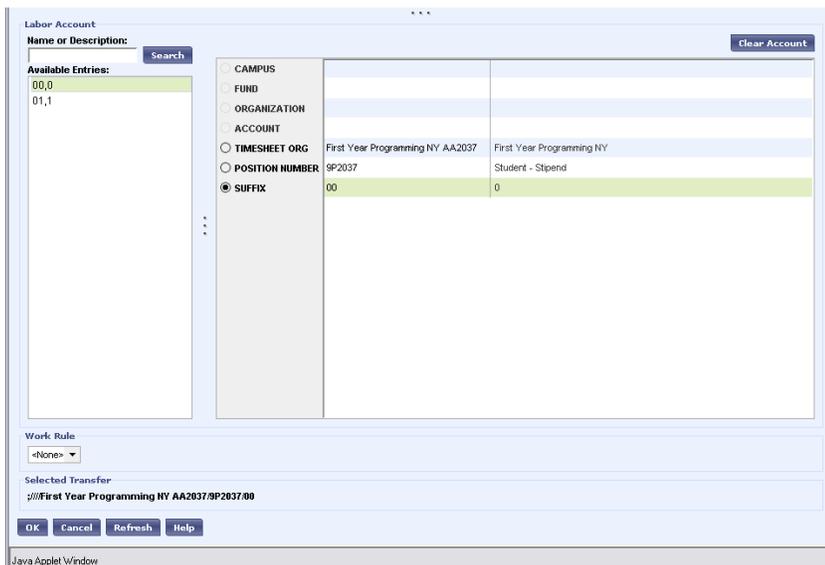
Click Time Stamp to record your start or end time. You do not need to indicate if your punch is an in-punch or an out-punch.



If a student has more than one position, click on the Transfer drop-down menu and select Search



You only select a Transfer code when punching in, it is not necessary when punching out.



Select the appropriate information and click ok.

Note: To view hours worked for the pay period, click My Information -> My Report -> Create Report