



Multiple Jobs / Transfer Student

- Open your browser and enter the URL: <https://timesheets.pace.edu>
- Enter your **user name** and **password** and Click button



Active Bar
Displays active workspaces; click title to bring a workspace into focus

Name/Sign Out
Identifies user and a link to log out of the timesheet

Print Timecard
Prints the timecard

Time Period
Drop down allows user to select the pay period they want to view

Carousel
Container for one or more workspaces

Approve Timecard
Approves your Timecard

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

Add Icon
Adds a new row to the timecard

Time
Shows the punch time for a recorded

Timecard Tabs
Displays Totals, Accruals, Historical Corrections and Audits

The screenshot shows the 'My Timecard' interface for user Prajakta Tandell. It includes a 'My Information' section, a 'My Timecard' table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, and Daily. Below the table are 'Totals', 'Accruals', 'Historical Corrections', and 'Audits' sections. A 'My Timestamp' sidebar on the right contains a search bar and a 'Record Timestamp' button. The interface also features a top navigation bar with 'Workspaces' and a 'Name/Sign Out' link.

Go To
Shortcut to additional widgets for less common

Transfer
Select the labor account/department or rule transfer for a secondary job. If you do not select an account/department, your time is charged to your home/primary department

Save
Saves the hours that the user has entered and/or any updates to the card

Refresh
Reloads the timecard to display the latest updates

Record Timestamp
Records current time to clock 'in' or 'out' on a given day

Related Items Pane
Includes one or more additional widgets for less common tasks

1. Punching **In** is a two-step process: Select the job/department and then punch **In** with the **Record Timestamp** button.
2. Punching **Out** is a one-step process: Punch **Out** with the **Record timestamp** button, do not select the transfer code.