

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**.

The screenshot shows the KRONOS My Timecard interface. The top navigation bar includes 'MY INFORMATION' and 'MY LINKS'. The main area displays a timecard grid with columns for days of the week and a 'Total' column. A 'Transfer' button is visible in the top left of the grid. Below the grid, there are sections for 'DETAILS & SCHEDULE', 'ACCUMULATED REPORTING PERIOD', 'ACCRUALS', and 'AUDITS'. A 'Schedule View' table is also present at the bottom right.

Labels and descriptions for the highlighted elements:

- 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**: Located in the top right corner.
- Menu Tabs**: Located at the top of the interface.
- 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.