

- 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

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

Carousel
Container for one or more workspaces

Show
What locations are being displayed on the card

Approve Timecard
Approves your Timecard

Go To
Shortcut to additional widgets for less common tasks

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

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

Enter Pay Code
Adds a new row to the timecard

Refresh
Reloads the timecard to display the latest updates

Timecard Tabs
Displays Totals, Accruals, Historical Corrections and Audits

Print Timecard
Prints the timecard

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

Pay Code	Transfer	Sun 8/27	Mon 8/28	Tue 8/29	Wed 8/30	Thu 8/31	Fri 9/01	Sat 9/02
Hours Worked							7:00	
<Enter Pay Code>								
Schedule							9:00AM-5:00...	
Daily Total							7:00	

Pay Code	Transfer	Sun 9/03	Mon 9/04	Tue 9/05	Wed 9/06	Thu 9/07	Fri 9/08	Sat 9/09
Hours Worked				7:00	7:00	7:00	7:00	7:00
Labor Day			7:00					
<Enter Pay Code>								
Schedule		9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	9:00AM-5:00...	
Daily Total			7:00	7:00	7:00	7:00	7:00	

Pay Code	Transfer	Sun 9/10	Mon 9/11	Tue 9/12	Wed 9/13	Thu 9/14	Fri 9/15	Sat 9/16
Hours Worked			7:00	7:00	7:00	7:00	7:00	

Account	Pay Code	Amount
...J601/Financial Information System- FIS XFA040/199216 00/S1	HOLIDAY	7:00
...J601/Financial Information System- FIS XFA040/199216 00/S1	REGULAR TIME	70:00

Approving your Timecard: Click **Approve Timecard**. Click **My Approvals and Audits** from Related Items Pane or Go To shortcut button to verify the approval.

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