



Part-Time Employee View

- 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

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

Timecard Tabs
Displays Totals, Accruals,
Historical Corrections and
Audits

The screenshot shows the 'My Timecard' interface. At the top, it displays the user's name 'Prajakta Tandel' and a 'Sign Out' link. Below this is a 'Workspaces' dropdown menu. The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, Shift, and Daily. The table shows data for dates from Fri 9/01 to Thu 9/14. At the bottom, there are tabs for 'Totals', 'Accruals', 'Historical Corrections', and 'Audits'. A 'Totals' section is visible at the bottom with columns for Account, Pay Code, and Amount.

Go To
Shortcut to additional
widgets for less common

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

Print Timecard
Prints the timecard

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

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.