

• 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

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift
Fri 9/01				8:30A...		4:30PM	7:00
Sat 9/02							
Sun 9/03							
Mon 9/04							
Tue 9/05							
Wed 9/06							
Thu 9/07							
Fri 9/08							
Sat 9/09							
Sun 9/10							
Mon 9/11							
Tue 9/12							
Wed 9/13							

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

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

Recording Time: To record the times worked, click the **Record Timestamp** button once logged in to clock in and clock out.

Note: You will need to Timestamp each time you arrived at work and leave from work