

Transfer Quick Reference (Manager View)

- Open your internet browser and enter the URL: <https://timesheets.pace.edu>
- On the Log On page, enter your user ID and password (MyPace Portal credentials)

New Employee with Multiple Jobs and All Jobs Approved column to identify employees with more than one position

All Home and Transferred in Show displays employees with my home and multiple jobs employees

Check mark indicates employee is a transferred in employee (default/home position is not with my department)

n/a indicates the employee only works in my department and does not have other jobs at the University. All Jobs Approved is not applicable to that employee.

Hours worked in your department are BOLD for easier reconciliation

TIMECARD
Loaded: 11:01AM
Name & ID: Test, John U0070216TEST
Time Period: Previous Pay Period

Labor Levels
New Timesheet Approver (future enhancements) and Payroll Cycle (S2 for hourly and S1 for salary) options

Available Entries:
1, New York City
2, Pleasantville
BC, Briarcliff

Selected Transfer:
2/F00101/XIT250/E11201/Help Desk XIT250/3IT250 00/S2;STUDENT EMPLOYEES

Show Only Unapproved Totals option allows easy view of hours worked unapproved

Timecard Account Displays the hours worked by department, position and payroll cycle

Name	Employee with Multiple Jobs	All Jobs Approved	Employee Approval	Manager Approval	Approved By	Historical Time	Worked Hours	PP Overtime	Overt Strain
test, Ashley		n/a		1	Danny, Test				
test, Christina		n/a							
test, John		n/a							
Test, John	✓								
TEST, Madeline		n/a							
test, Matthew		n/a							

Pay Code	Amount	In	Transfer	Out
		9:00AM	2/F00101/XIT250/E11201/Help Desk XIT250/3IT250 00/S2	5:00PM
		8:00AM		5:00PM
		9:00AM	2/F00101/XIT250/E11201/Help Desk XIT250/3IT250 00/S2	5:00PM

Account	Pay Code	Amount
.../XIT240/E11201/Client Support XIT240/4IT240 00/S2	REGULAR TIME	8:00
...101/XIT250/E11201/Help Desk XIT250/3IT250 00/S2	REGULAR TIME	14:00