

## Quick Reference (Part-Time 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 for user 'Awad, Khaled Fah...' with a 'Loaded: 1:53PM' timestamp. The interface includes a 'Save' button, a 'Refresh' button, and a 'Delete Icon' for each row. The timecard table has columns for 'In', 'Transfer', 'Out', 'Shift', 'Daily', and 'Cumulative'. A 'Red Outlined Date' is highlighted in the 'Out' column for the date 10/12/2017. A 'Schedule View' is shown at the bottom, displaying a grid of dates and times. The interface also includes 'TOTALS & SCHEDULE', 'ACCRUALS REPORTING PERIOD', 'ACCRUALS', and 'AUDITS' tabs. A 'Pay Code' dropdown is visible, and a 'Time' field is used to define an amount in hours for the Pay Code or duration.

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

Click for Help

Menu Tabs

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.