Quick Reference - Student Time Stamp

- Open your browser
- Enter the URL: <u>https://timesheets.pace.edu</u>
- On the Log On Page, enter your user name and password
- Click the Log On Button

To record the times worked, **click** the "Record Timestamp" button once logged in. (*note: You will need to Timestamp each time you arrived at work and leave from work*)

Refresh Refreshes the workspace without		MY LINKS ¥	
saving any changes.	TIME STAMP	Name & ID teststudent STUDE	ENT
	Refresh Print Screen →		
Print Screen Prints the information displayed on the screen	**************************************	Tuesday, April 28, 2009 3:15PM (GMT -05:00) Eastern Time	
Transfer Defines a labor account or work rule transfer. If you donot select an account, your time is charged to your home			ord Time Stamp
Time Stamp Click Time Stamp to record your start or end time. You do not need to indicate if your punch is an in-punch or an out-punch.			
If a student has more than one position, click on the Transfer drop-down menu and select Search	Transfers ;///Mortola Libra Search Record 1	▼ ary AA5021# Alt-S Time Stamp	You only select a Transfer code when punching in, it is not necessary when punching out.
Labor Account Name or Description: Gaarch Available Entries: 0,0 D1,1 ORGANIZATION CACCOUNT First Year Programming POSITION HUMBER \$2037 Image: Superior Control Superior Image: Superior Superior Image: Superior	WY AA2037 First Yes: Programming NY Student - Stipend 0	Clasz Account	ect the appropriate rmation and click
Work Rule			
Selected Transfer ;///First Year Programming NY AA2037/9P2037/00			
OK Cancel Refresh Help			
Java Applet Window			

Note: To view hours worked for the pay period, click My Information -> My Report -> Create Report