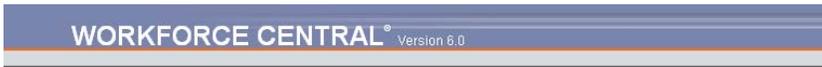


Student TimeStamp in Kronos

- Open your Internet Explorer Web browser.
- **Type** the URL: <https://timesheets.pace.edu>
- If this is your first time going to the Kronos Web Site, you will have to download a Java Plug In (this will only take a minute or two to complete). After Java downloads, you will not have to do this again.
- **Type** your User Name and Password in the User Name and Password fields (User Name and Password are case sensitive).
- **Click** the Log On button



LOG ON

User Name

Password



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OF PEOPLE AND BUSINESS

***NOTE:** Your User Name and password is the same as your MyPace Portal (without "@pace.edu")*



Record Timestamp:

To record the times worked, **click** the "Record Timestamp" button once logged in.

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

A screenshot of the Kronos Time Stamp page. At the top, there is a blue header with the Kronos logo and navigation tabs for "MY INFORMATION" and "MY LINKS". Below the header, the page title is "TIME STAMP". There are two input fields: "Name & ID" with the value "Test, Jane" and "JTEST0011". Below these fields are "Refresh" and "Print Screen" buttons. The main content area shows the date and time: "Monday, November 03, 2008 9:42AM (GMT -05:00) Eastern Time". There is a "Transfers" dropdown menu and a "Record Time Stamp" button at the bottom.

When the timestamp is successfully processed you will receive the following message:

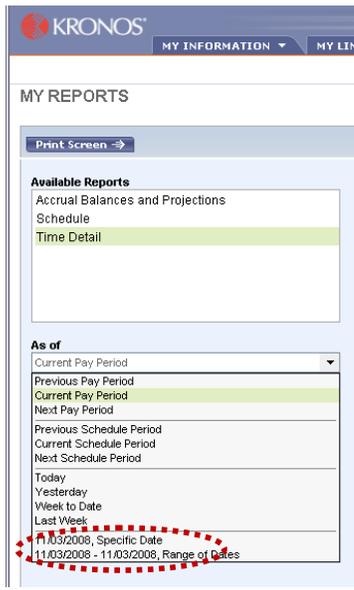
A screenshot of the Kronos Time Stamp page showing a success message. The header and navigation tabs are the same as in the previous screenshot. The main content area displays "Recorded Time 9:47AM (GMT -05:00) Eastern Time".

View hours Time stamped

View your hours worked for a specific Pay Period:

To view all the timestamps for a specific Pay Period or range of dates:

Click My Reports on the left side of the screen.



Select Time Detail under the list of available Reports. Select the Pay Period you want to view



Click View Report.

A report will generate based on the criteria you supplied:

TIME DETAIL

[Return](#)

Time Period: Current Pay Period
Dates: 11/01/2008 - 11/15/2008 Printed: 11/03/2008

Name: Test, Jane ID: JTEST0011 Pay Rule: CWS-FWS
Primary Account(s): 6/17/2007 - forever BC\F00101\XFA040\E00220\Financial Information Systems XFA040\NA\NA

Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sat 11/01										0.00
Sun 11/02										0.00
Mon 11/03		9:47AM		US				0.00		0.00
Tue 11/04										0.00
Wed 11/05										0.00
Thu 11/06										0.00
Fri 11/07										0.00
Sat 11/08										0.00
Sun 11/09										0.00
Mon 11/10										0.00
Tue 11/11										0.00
Wed 11/12										0.00
Thu 11/13										0.00
Fri 11/14										0.00
Sat 11/15										0.00
Totals						0.00	0.00	0.00		0.00

Be sure to **click** the log off button in the top left of the screen after your finished working in Kronos

