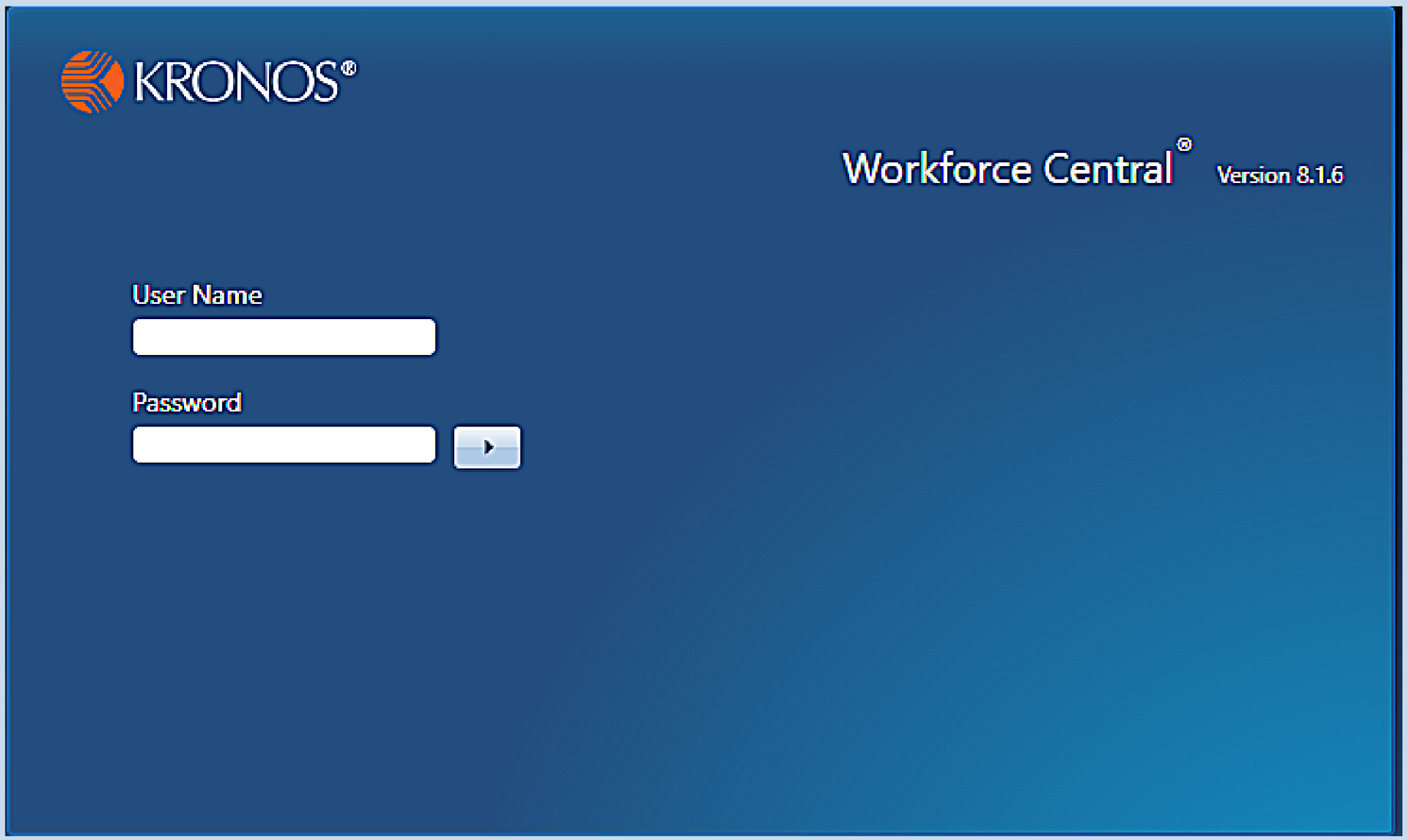
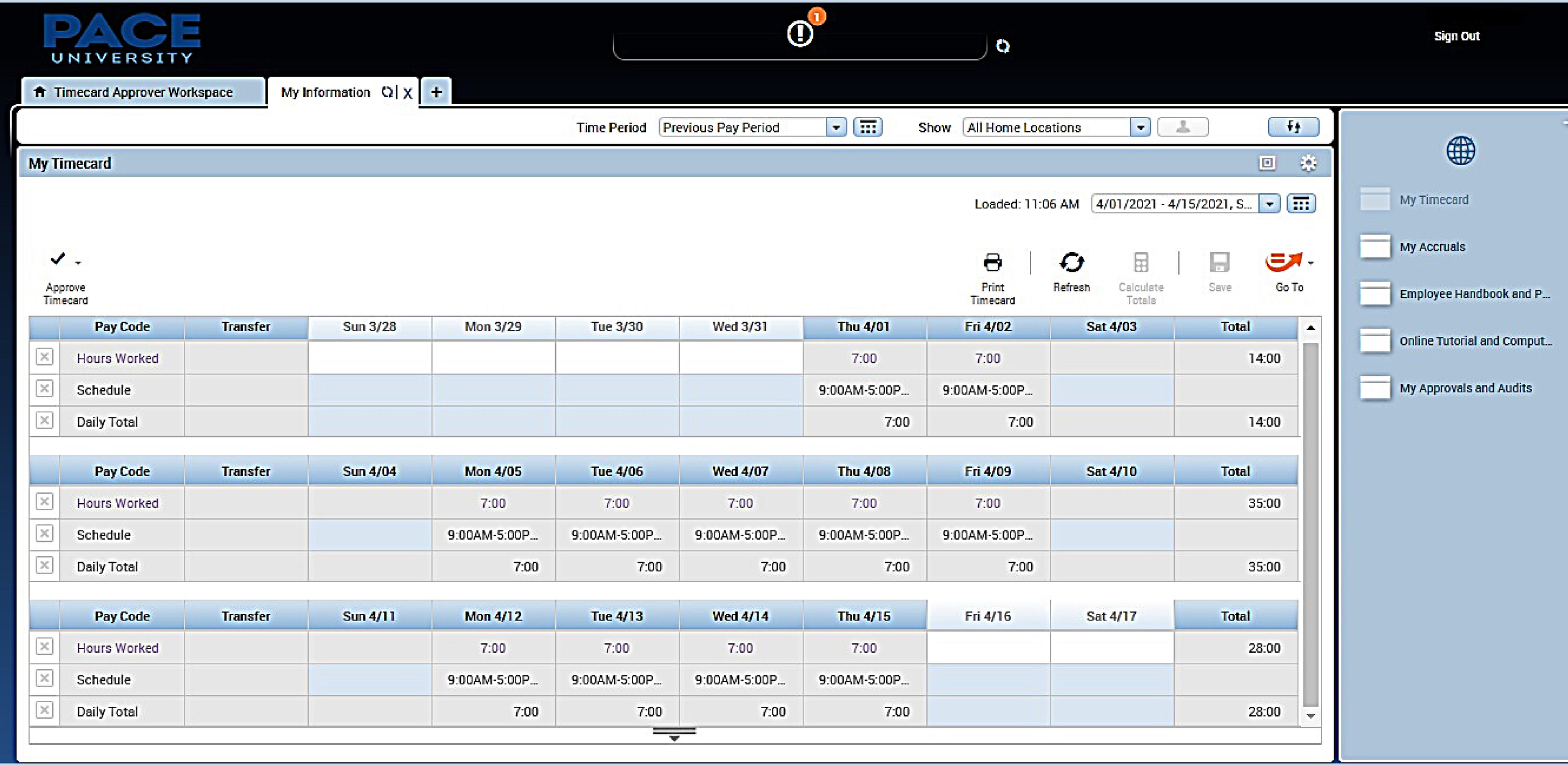
# Full Time Employee View

- **Open your browser, search for timesheets.pace.edu and enter your staff credentials. Please see the screenshot provided below.**



- **Once you are logged into Kronos, you will see your full time employee's timecard. A screenshot is provided below.**



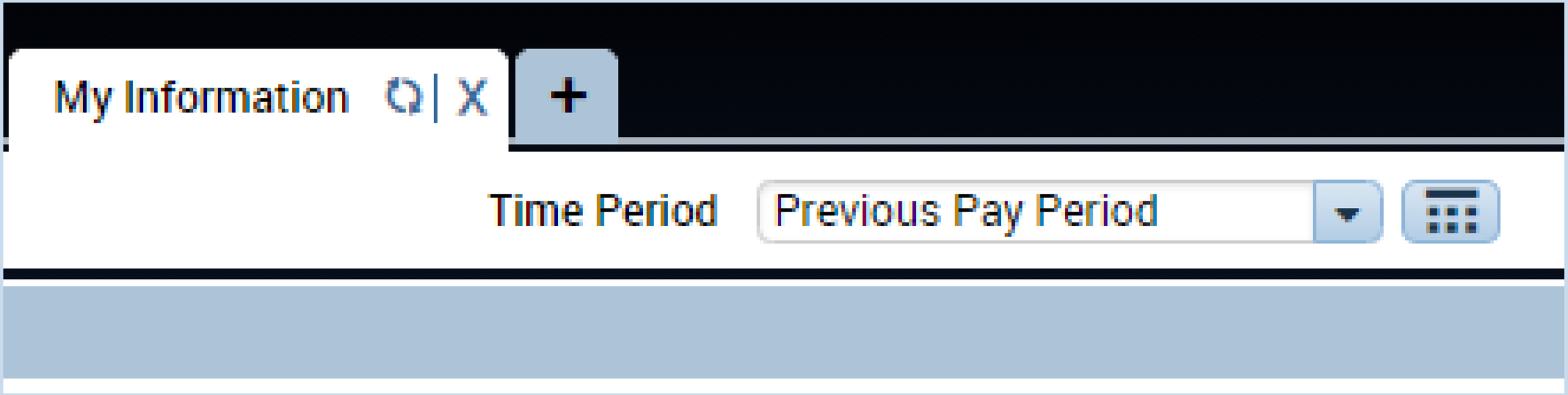

| | Pay Code | Transfer | Sun 3/28 | Mon 3/29 | Tue 3/30 | Wed 3/31 | Thu 4/01 | Fri 4/02 | Sat 4/03 | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | Hours Worked | | | | | | 7:00 | 7:00 | | 14:00 |
| | Schedule | | | | | | 9:00AM-5:00P... | 9:00AM-5:00P... | | |
| | Daily Total | | | | | | 7:00 | 7:00 | | 14:00 |

| | Pay Code | Transfer | Sun 4/04 | Mon 4/05 | Tue 4/06 | Wed 4/07 | Thu 4/08 | Fri 4/09 | Sat 4/10 | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | Hours Worked | | | 7:00 | 7:00 | 7:00 | 7:00 | 7:00 | | 35:00 |
| | Schedule | | | 9:00AM-5:00P... | 9:00AM-5:00P... | 9:00AM-5:00P... | 9:00AM-5:00P... | 9:00AM-5:00P... | | |
| | Daily Total | | | 7:00 | 7:00 | 7:00 | 7:00 | 7:00 | | 35:00 |

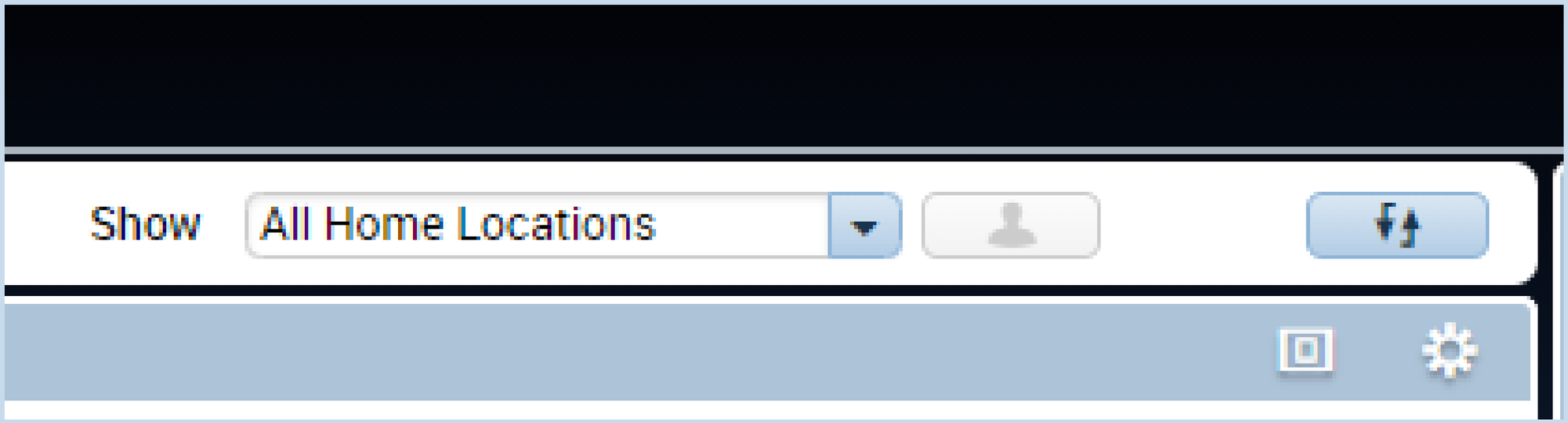
| | Pay Code | Transfer | Sun 4/11 | Mon 4/12 | Tue 4/13 | Wed 4/14 | Thu 4/15 | Fri 4/16 | Sat 4/17 | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | Hours Worked | | | 7:00 | 7:00 | 7:00 | 7:00 | | | 28:00 |
| | Schedule | | | 9:00AM-5:00P... | 9:00AM-5:00P... | 9:00AM-5:00P... | 9:00AM-5:00P... | | | |
| | Daily Total | | | 7:00 | 7:00 | 7:00 | 7:00 | | | 28:00 |

- **My Information**
    - This will display your active workspace, which will display your timecard. Please note, if you are a manager, you must select the **+** plus sign button to display the **My Information** tab to access your timecard.

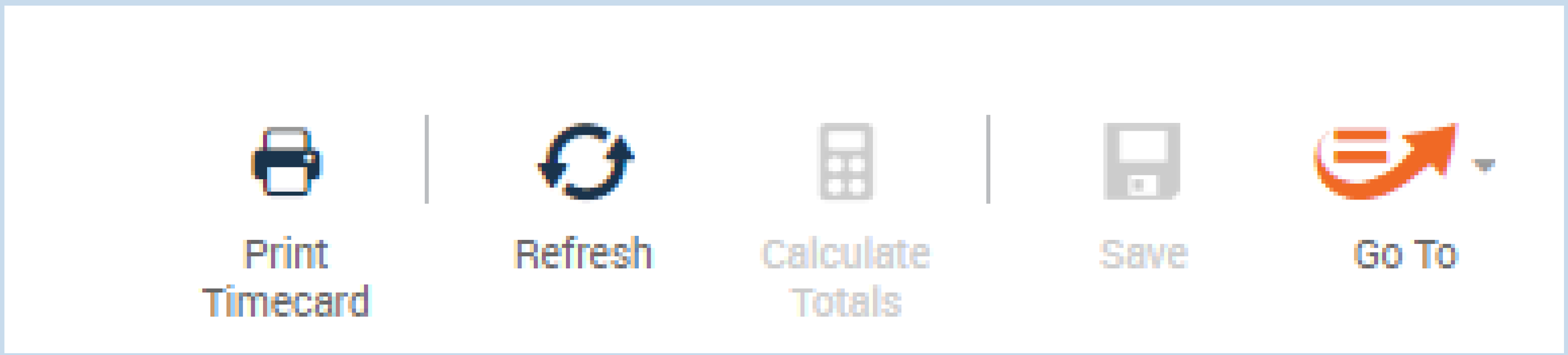
- **Time Period**
    - The drop-down allows you to select the pay period you wish to view.  The calendar icon next to the drop-down option allows you to query date range. For example, **Start Date:** May 1, 2021 to **End Date:** May 15, 2021.

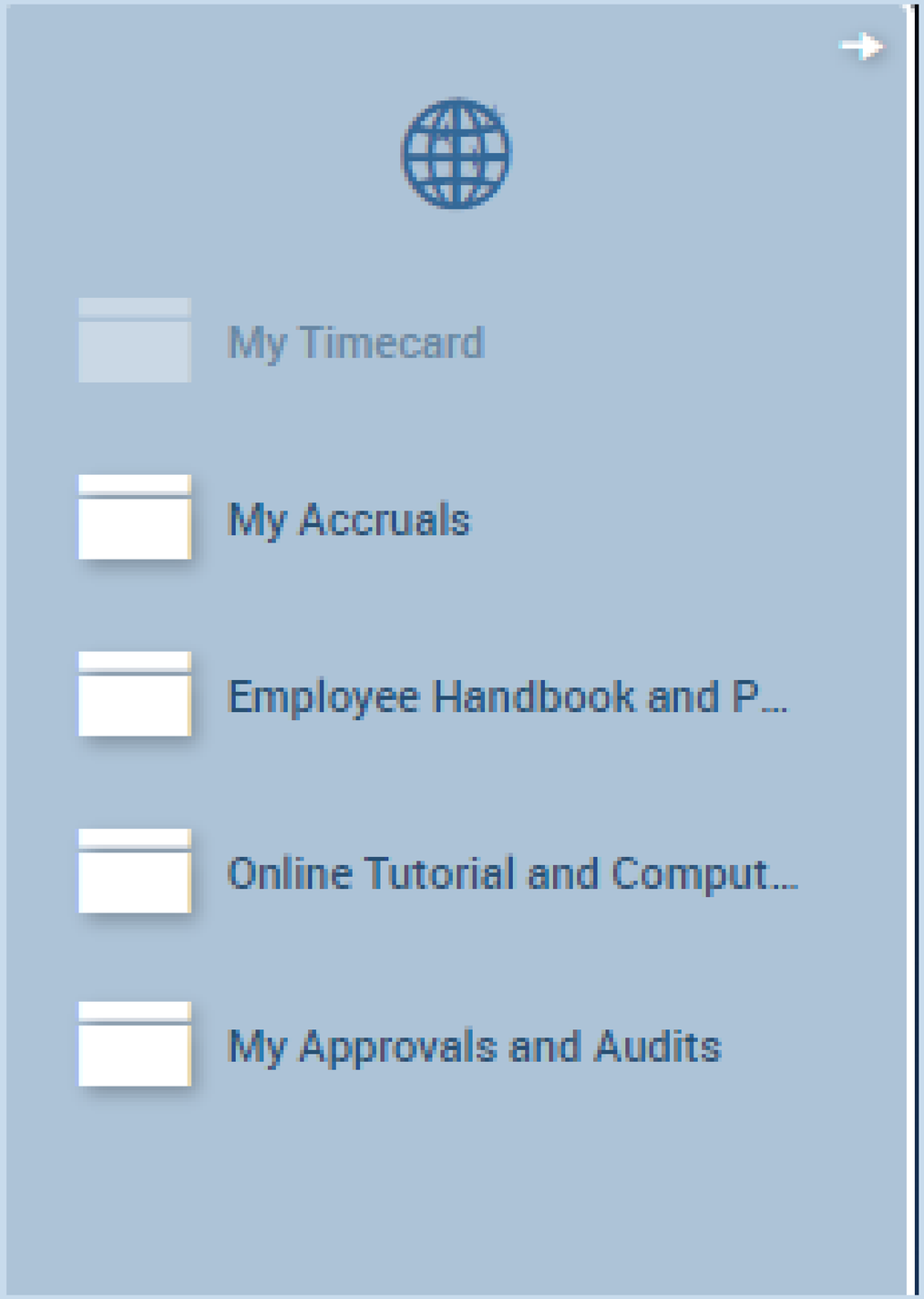


- **Show Feature**
    - This feature display what locations are being displaying on the timecard.



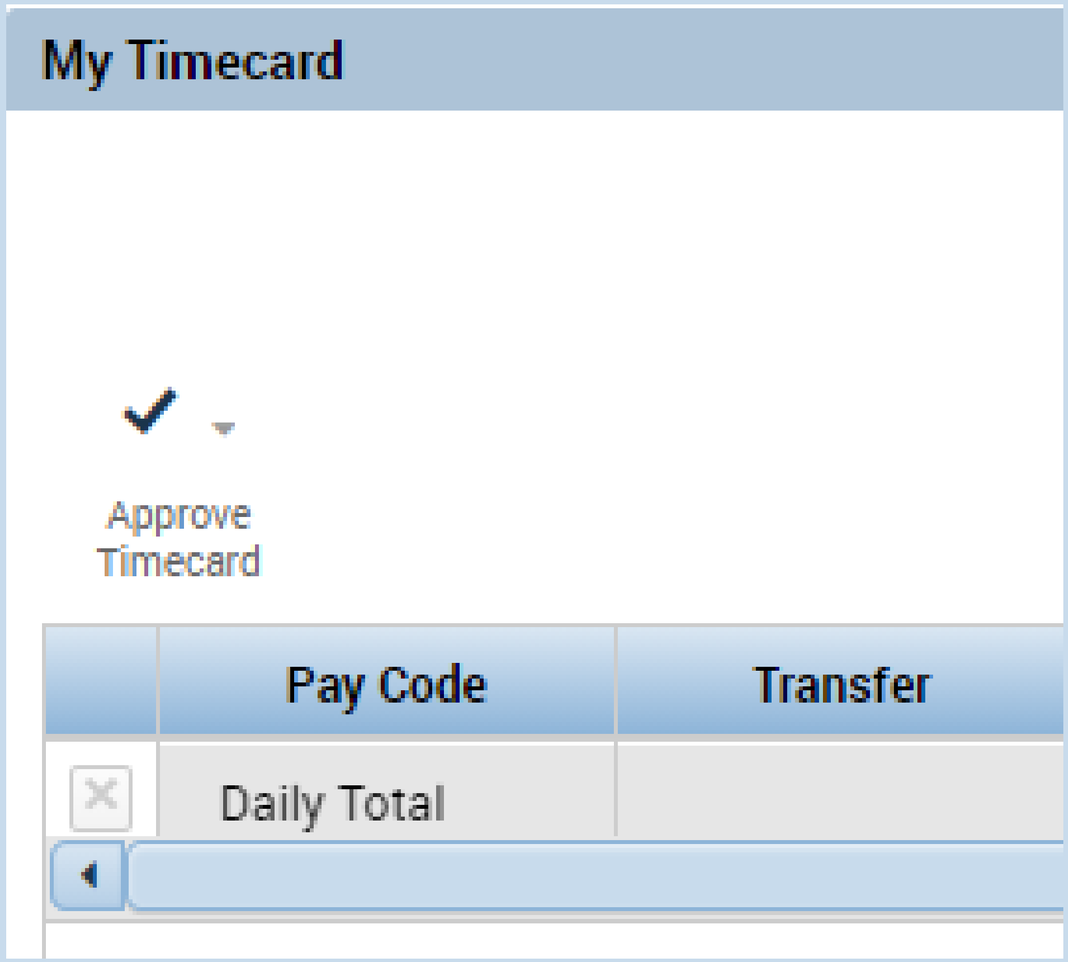
- **Print Timecard**
    - Prints the timecard
- **Refresh Button**
    - Reloads the timecard to get the latest updates
- **Save Button**
    - Saves the hours that the user has entered and/or any updates to the card
- **GoTo Button**
    - Shortcut to additional widgets for less common



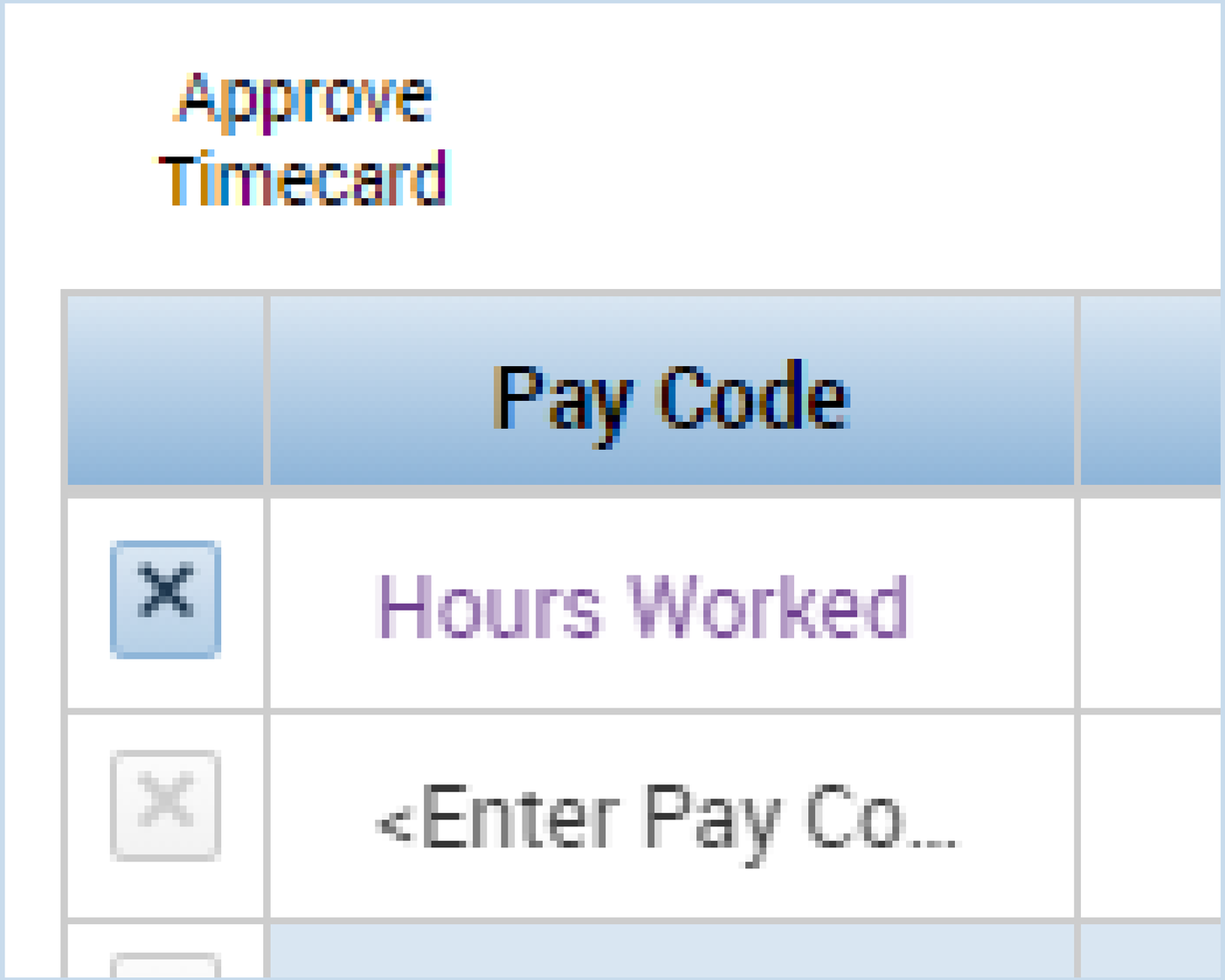



- **Related Items Pane**
  - Includes one or more additional widgets for less common tasks

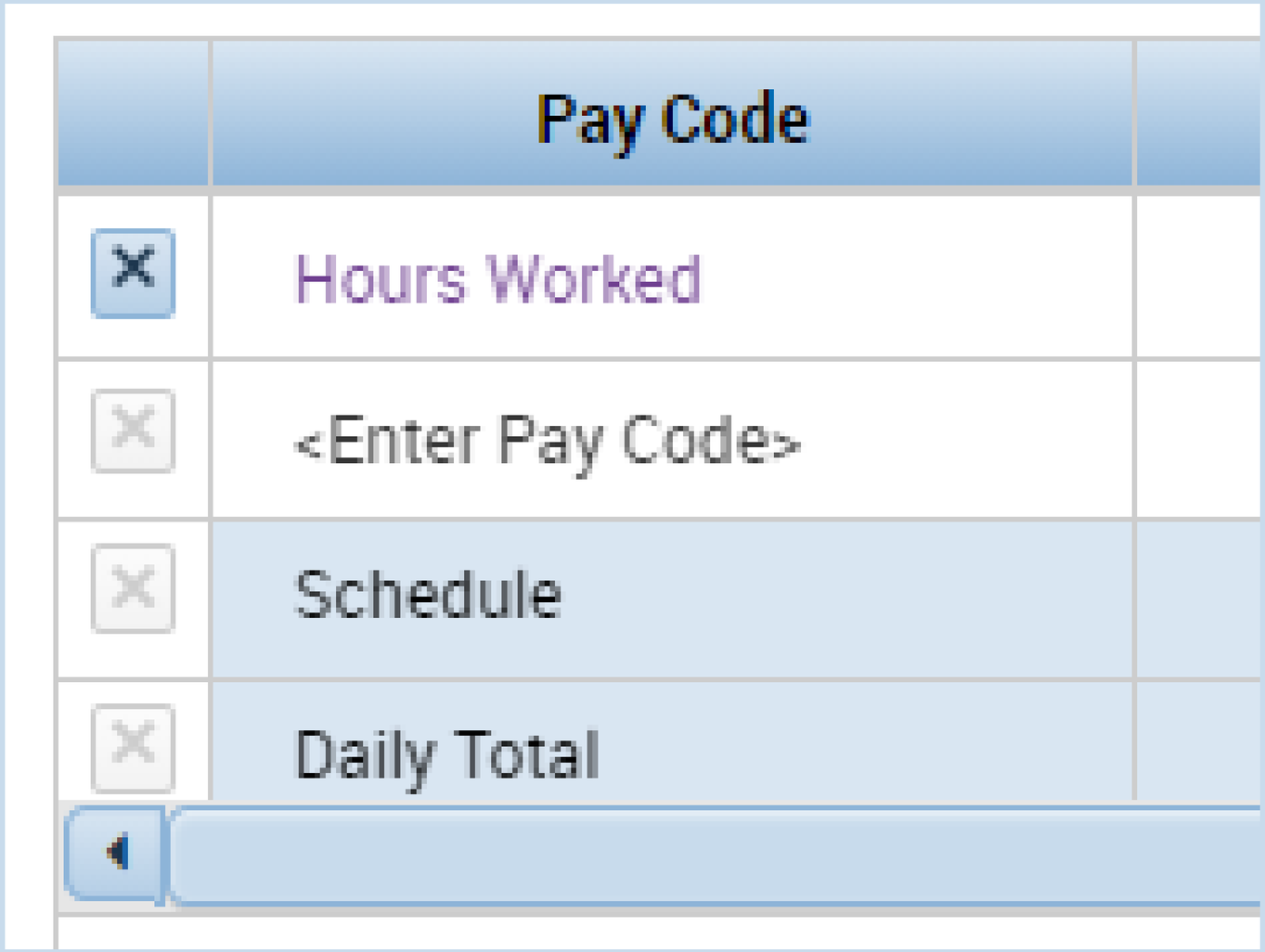
- **Approve Timecard**
    - This drop-down will allow you to approve timecard.



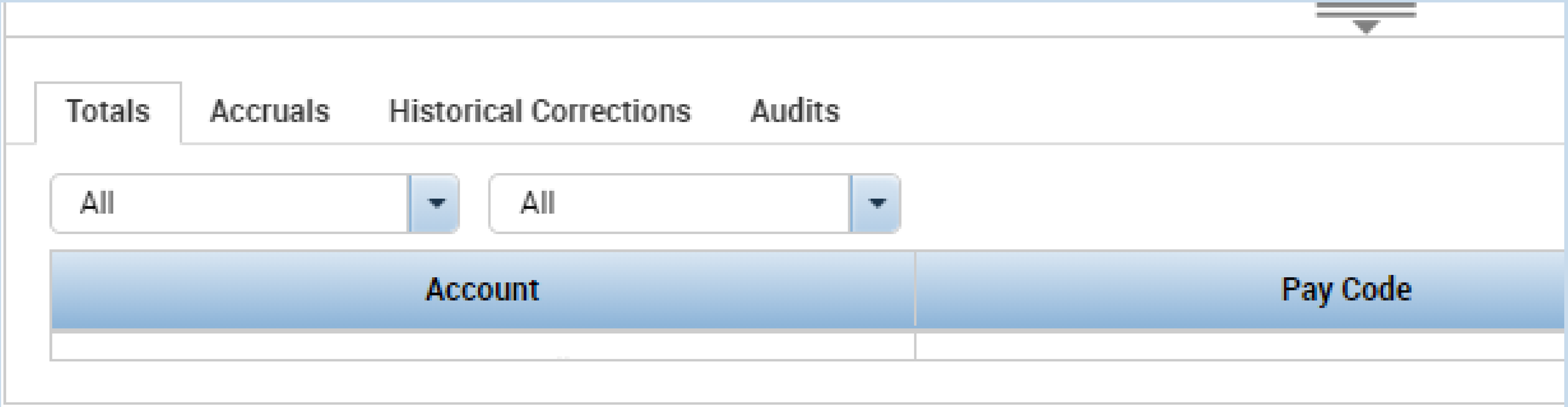
- **Delete Icon**
  - The **X** button removes all data from the specified row to the timecard



- **Enter a Paycode**
    - By double-clicking on the cell, it will provide a drop-down of Pay Codes available, such as **Vacation** , **Sick** or **Historical Time**



- **Timecard Tabs**
  - By selecting the two bars and arrow icon, it will display the **Totals**, **Accruals**, **Historical Corrections** and **Audits**
  - You can confirm the total hours entered for Historical Corrections or remaining Vacation days.



# Additional Information:

**Approving your Timecard**:
Click **Approve Timecard**. Click **My Approvals** and **Audits** from **Related Items Pane** or **Go To** shortcut button to verify the approval.

**Note: You cannot make changes to your timecard once your manager has approved that timecard.**