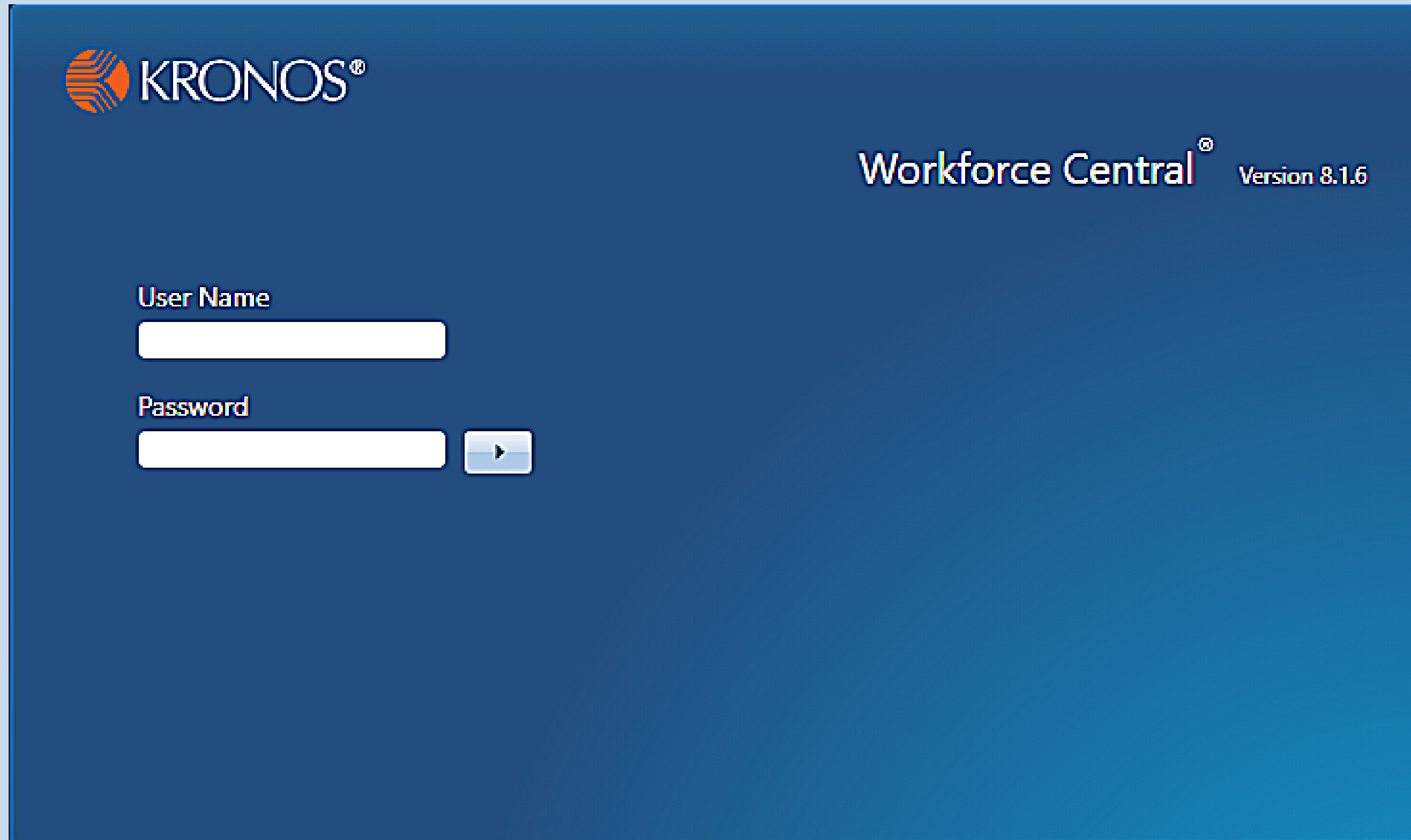


Full Time Employee View

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



The screenshot shows the login interface for Kronos Workforce Central. The background is a dark blue gradient. In the top left corner is the Kronos logo, which consists of an orange circle with white lines radiating from it, followed by the text "KRONOS®". In the top right corner, the text "Workforce Central®" is displayed in white, with "Version 8.1.6" in a smaller font size to its right. Below the logos, there are two white input fields. The first is labeled "User Name" and the second is labeled "Password". To the right of the password field is a small blue button with a white right-pointing arrow.

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

PACE UNIVERSITY Sign Out

Time Period: Previous Pay Period | Show: All Home Locations

My Timecard | Loaded: 11:06 AM | 4/01/2021 - 4/15/2021, S...

Approve Timecard | Print Timecard | Refresh | Calculate Totals | Save | Go To

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

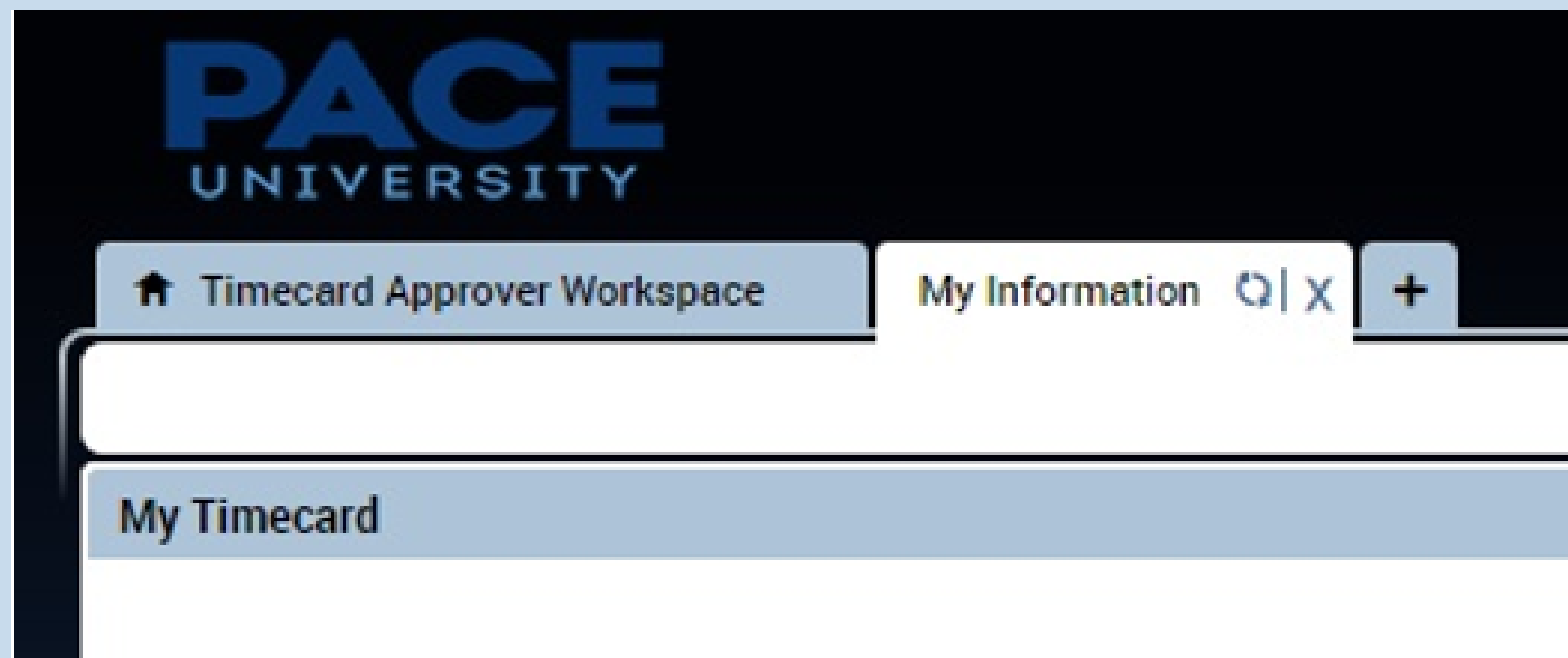
Pay Code	Transfer	Sun 4/04	Mon 4/05	Tue 4/06	Wed 4/07	Thu 4/08	Fri 4/09	Sat 4/10	Total
Hours Worked			7:00	7:00	7:00	7:00	7:00		35:00
Schedule			9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...	9:00AM-5:00P...		
Daily Total			7:00	7:00	7:00	7:00	7:00		35:00

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 Timecard | My Accruals | Employee Handbook and P... | Online Tutorial and Comput... | My Approvals and Audits

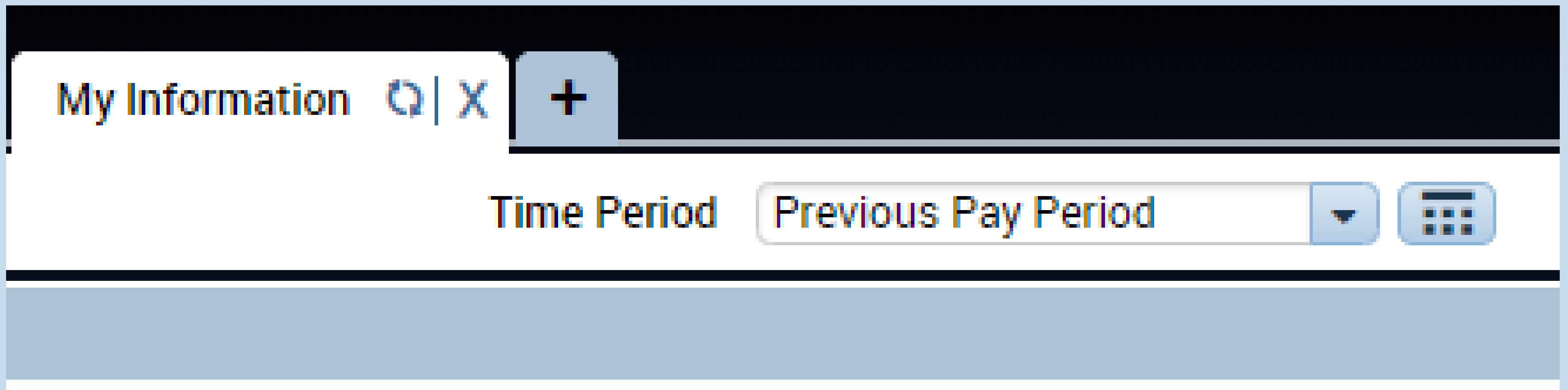
- **My Information**

- 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.



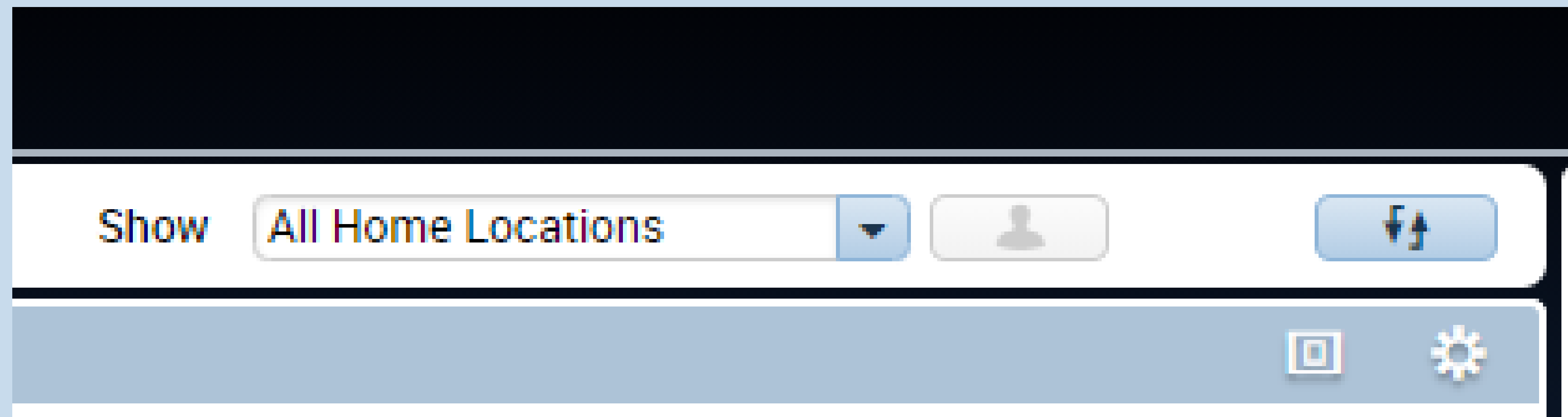
- **Time Period**

- 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**

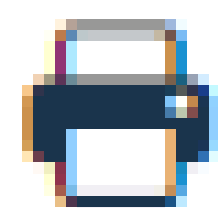
- Reloads the timecard to get the latest updates

- **Save Button**

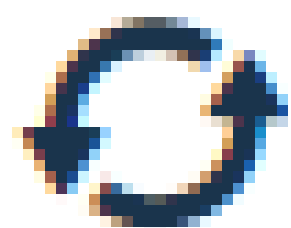
- Saves the hours that the user has entered and/or any updates to the card

- **GoTo Button**

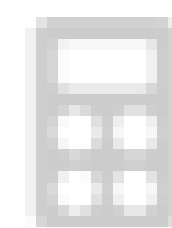
- Shortcut to additional widgets for less common



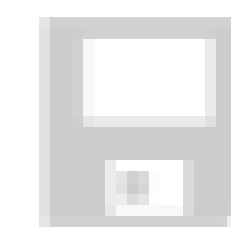
Print
Timecard



Refresh



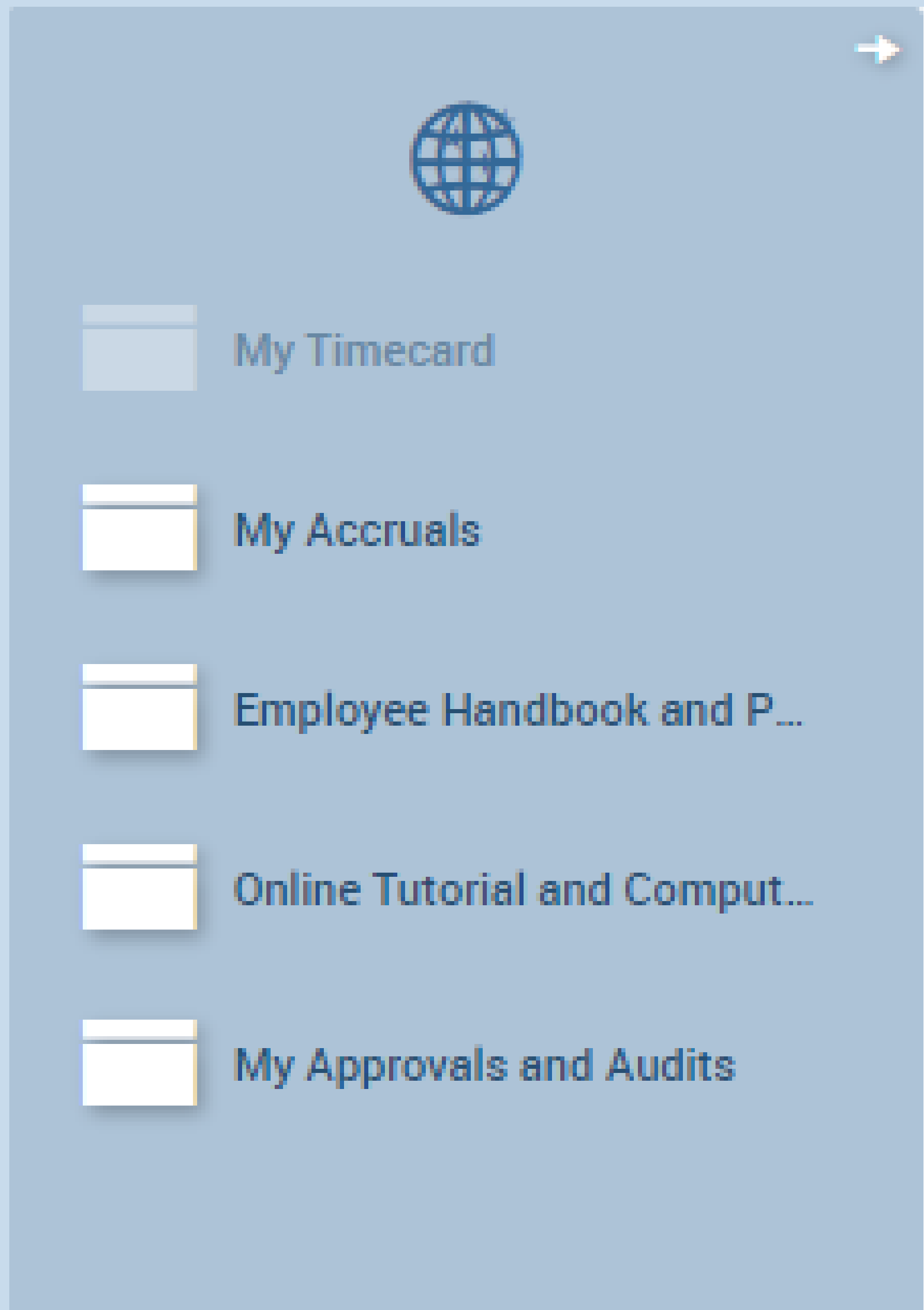
Calculate
Totals



Save



Go To



- **Related Items Pane**

- Includes one or more additional widgets for less common tasks

- **Approve Timecard**

- This drop-down will allow you to approve timecard.

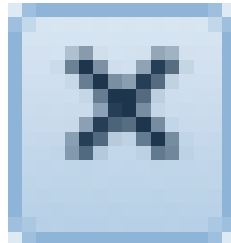
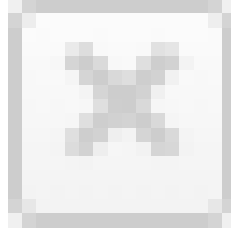
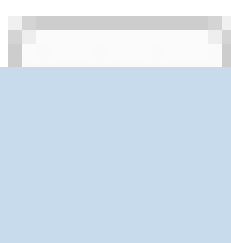
The screenshot shows a user interface for managing timecards. At the top, there is a header bar labeled "My Timecard". Below the header, there is a large white area containing a blue checkmark icon and a small downward arrow, indicating a dropdown menu. Below this icon, the text "Approve Timecard" is displayed. At the bottom of the screenshot, there is a table with two columns: "Pay Code" and "Transfer". The table has a header row with blue cells and a data row with a light gray background. The data row contains a small square icon with an 'X' in the first column and the text "Daily Total" in the second column. Below the table, there is a blue bar with a left-pointing arrow.

	Pay Code	Transfer
<input type="checkbox"/>	Daily Total	

- **Delete Icon**

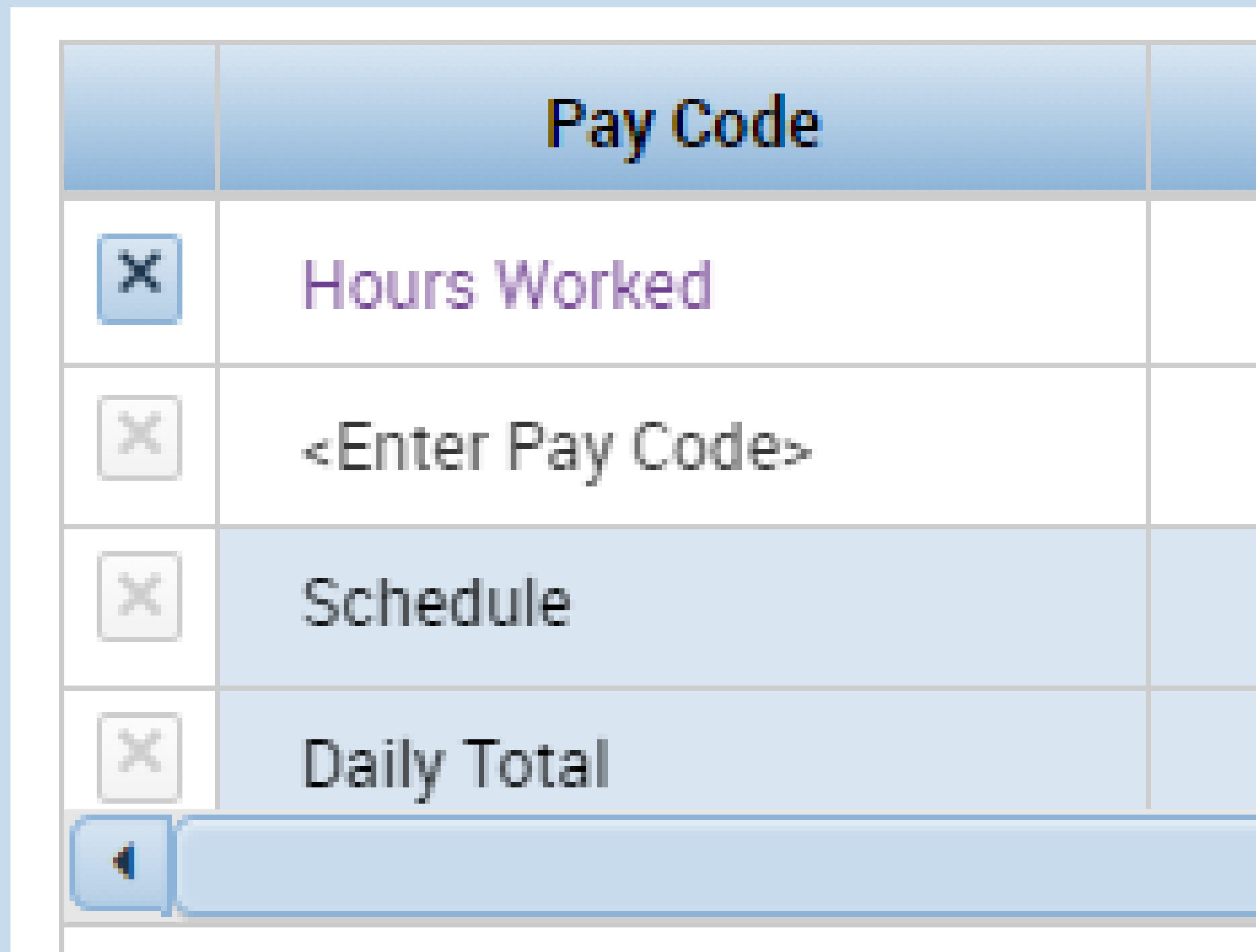
- The **X** button removes all data from the specified row to the timecard

Approve
Timecard

	Pay Code	
	Hours Worked	
	<Enter Pay Co...	
		

- **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**

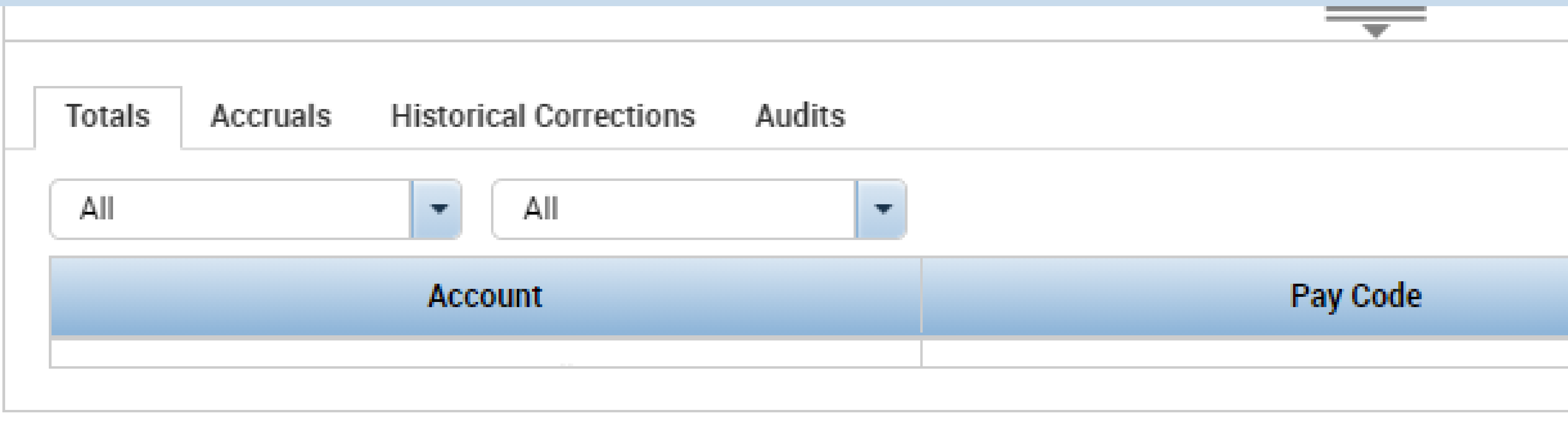


The image shows a screenshot of a spreadsheet application. A dropdown menu is open over a cell, displaying a list of options. The menu has a blue header bar with the text "Pay Code". Below the header, there are four rows of options, each with a small square icon containing an 'X' on the left and the option text on the right. The options are: "Hours Worked" (with a blue icon), "<Enter Pay Code>" (with a grey icon), "Schedule" (with a grey icon), and "Daily Total" (with a grey icon). At the bottom of the menu, there is a blue bar with a white arrow pointing to the left, indicating the current selection.

Pay Code	
X	Hours Worked
X	<Enter Pay Code>
X	Schedule
X	Daily Total

- **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.