

Manager: Approving Students with Multiple Jobs

1. Open your internet browser and enter the URL: <https://timesheets.pace.edu> (**PLEASE NOTE:** the preferred browsers are Firefox and Google Chrome)
2. On the Login page, enter your MyPace Portal credentials

The **Employee with Multiple Jobs** column identifies employees with more than one position. If there is a checkmark, that means they have multiple positions.

All Home and Transferred In displays employees with one job and those with multiple jobs

Name	Employee ... Multiple Jo...	All Jobs Approved	Employee Approval	Manager Approval	Approved By	Historical Time	Worked Hours	PP Overtime	Overtime	Excess	Payroll
Test, Anu		n/a					77:00				
Test, Carlo	✓	n/a									
Test, Jamie Dell		n/a					77:00				
Test, Karishma	✓	n/a									

3. Double click on the student's name to open their timecard. Once open follow the below:

Ensure any hours worked in your department have the correct **Transfer Code** assigned (if you are not familiar with the correct Transfer Code, please reach out to FIS@pace.edu to confirm)

If the Transfer Code needs to be added or updated, click into the **Transfer Code** column (after the "In" time is provided) and select the correct option from the dropdown.

Date	Schedule	Transfer	Out	In
Fri 7/16		3/F00101/LW0143/E11201/Law Instruction LW0143/AL0143 00/S2	5:00PM	
Sat 7/17				
Sun 7/18				
Mon 7/19		3/F00101/LW0143/E11201/Law Instruction LW0143/AL0143 00/S2	5:00PM	
Tue 7/20				
Wed 7/21		9:00AM		
Thu 7/22				
Fri 7/23				
Sat 7/24				
Sun 7/25				

4. The **Transfer Code** will appear bolded for all hours coded under your department's Transfer Code:

In	Transfer	Out
9:00AM	3/F00101/LW0143/E11201/Law Instruction LW0143/AL0143 00/S2	5:00PM
9:00AM	3/F00101/LW0143/E11201/Law Instruction LW0143/AL0143 00/S2	5:00PM
9:00AM	.../F00101/XFA040/E11201/Financial Information System- FIS XFA040/1FA040 00/S2	1:00PM

5. To view total hours coded to each Transfer Code, click on the gray arrow at the bottom of the timecard to expand the bottom menu. Under the **Totals** tab, the hours will be broken out by **Transfer Code**:

Test, Carlo | 1 of 1 | U01107994 | Loaded: 7:47 AM | Current Pay Period | 1 Employee(s) Selected

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

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In
Fri 7/16				9:00AM	3/F00101/LW0143/E11201/Law Instruction LW0143/AL0143 00/S2	5:00PM	
Sat 7/17							
Sun 7/18							
Mon 7/19				9:00AM	3/F00101/LW0143/E11201/Law Instruction LW0143/AL0143 00/S2	5:00PM	
Tue 7/20							
Wed 7/21				9:00AM	.../F00101/XFA040/E11201/Financial Information System- FIS XFA040/1FA040 00/S2	1:00PM	

Totals | Accruals | Historical Corrections | Audits

All | All | Exclude Approved Totals

Account	Pay Code	Amount
(x)3/F00101/LW0143/E11201/Law Instruction LW0143/AL0143 00/S2	REGULAR TIME	14:00
.../F00101/XFA040/E11201/Financial Information System- FIS XFA040/1FA040 00/S2	REGULAR TIME	4:00