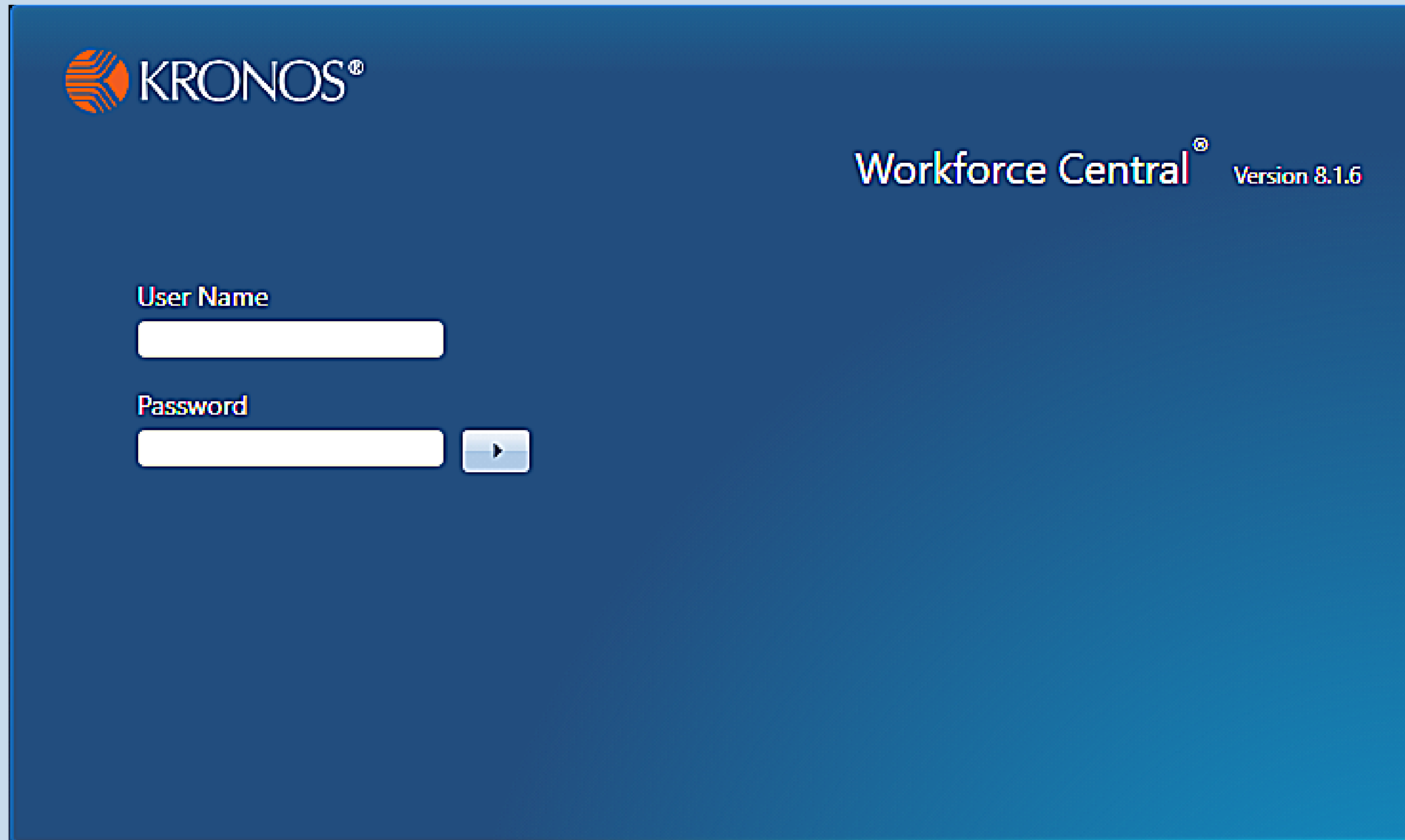


Part Time Employee View

- 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 stylized globe icon 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, serving as the login button.

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

My Time Card

My Timecard

Loaded: 4:27 PM Next Pay Period

View Approve Timecard Print Timecard Refresh Calculate Totals Save Go To

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	×	Thu 7/...												
+	×	Fri 7/02												
+	×	Sat 7/...												
+	×	Sun 7/...												
+	×	Mon 7...												
+	×	Tue 7/...												
+	×	Wed 7...												
+	×	Thu 7/...												
+	×	Fri 7/09												
+	×	Sat 7/...												
+	×	Sun 7/...												

My Timecard

My Reports

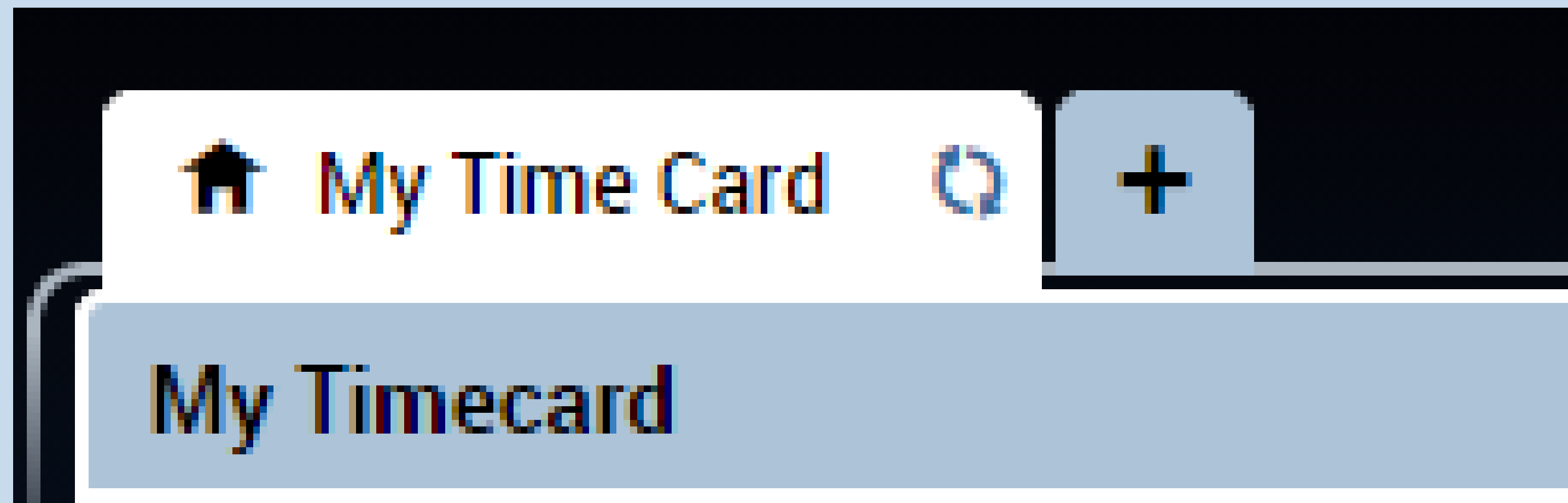
Online Tutorial and Comput...

Employee Handbook and P...

My Approvals and Audits

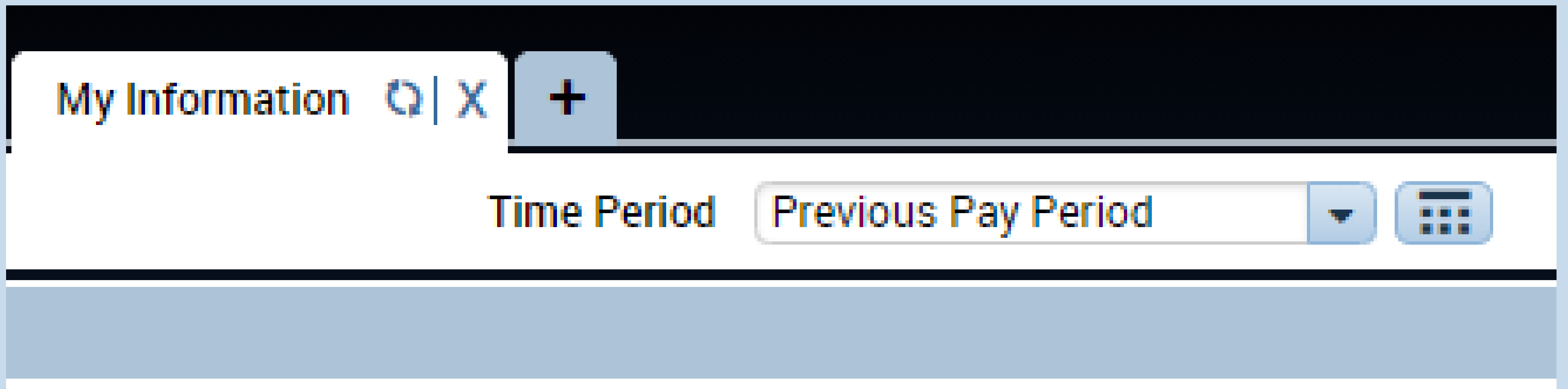
- **My Timecard**

- This will display your active workspace, which will display 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.



- **Print Timecard**

- Prints the timecard

- **Refresh Button**

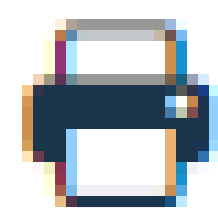
- Reloads the timecard to get the latest updates

- **Save Button**

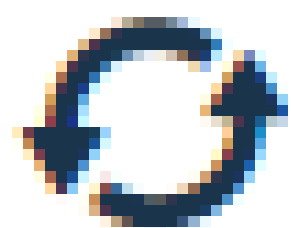
- Saves the hours that the user has entered and/or any updates to the card

- **GoTo Button**

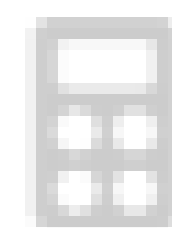
- Shortcut to additional widgets for less common



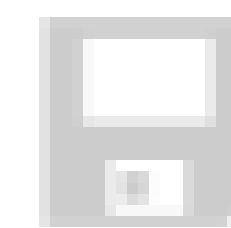
Print
Timecard



Refresh



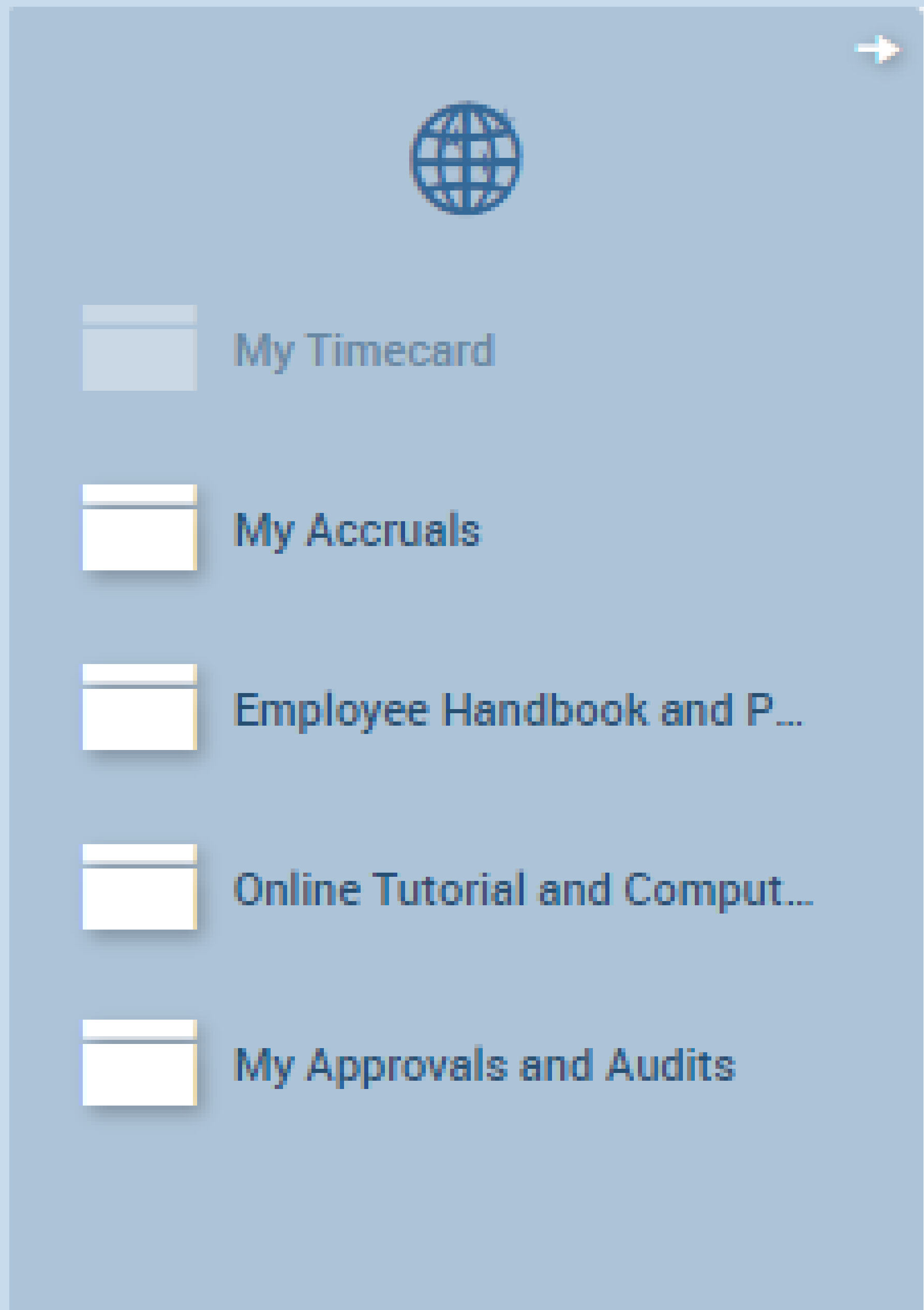
Calculate
Totals



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.

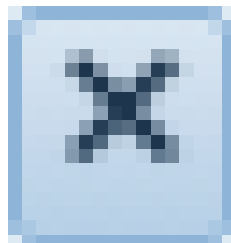
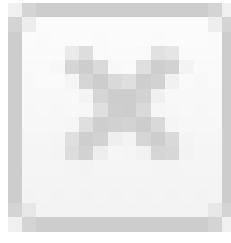

The screenshot shows a user interface titled "My Timecard". In the center, there is a button with a checkmark icon and the text "Approve Timecard". Below this, there is a table with two columns: "Pay Code" and "Transfer". The first row of the table contains the text "Daily Total" under the "Pay Code" column. Below the table, there is a blue bar with a left-pointing arrow icon.

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

- **Delete Icon**

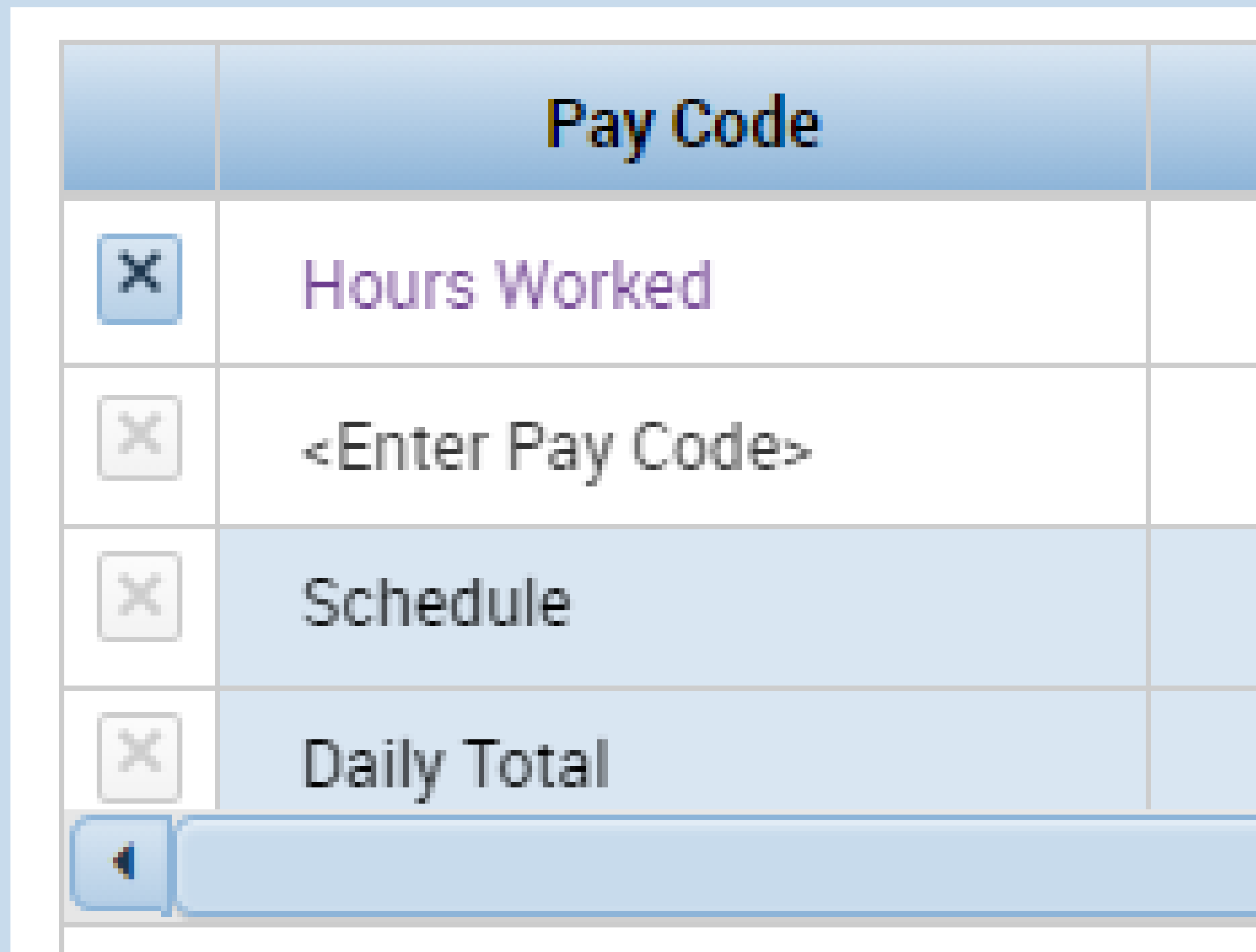
- The **X** button removes all data from the specified row to the timecard

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**

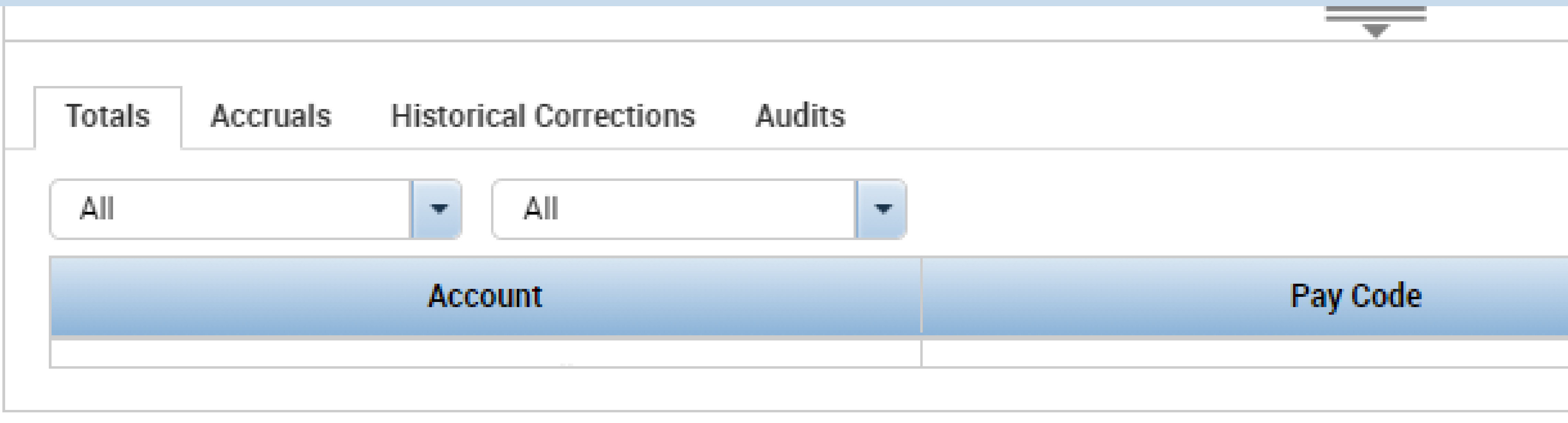


The image shows a screenshot of a spreadsheet application. A cell containing the text 'Pay Code' is selected, and a dropdown menu is open. The dropdown menu has a light blue header with the text 'Pay Code' in bold. Below the header, there are four rows of options, each with a small square button containing an 'X' on the left and the option text on the right. The options are: 'Hours Worked' (in purple text), '<Enter Pay Code>' (in grey text), 'Schedule' (in black text), and 'Daily Total' (in black text). The 'Hours Worked' option is currently selected, indicated by a blue highlight. At the bottom of the dropdown menu, there is a blue bar with a white arrow pointing to the left.

	Pay Code	
<input checked="" type="checkbox"/>	Hours Worked	
<input type="checkbox"/>	<Enter Pay Code>	
<input type="checkbox"/>	Schedule	
<input type="checkbox"/>	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.