**Student Employee: Clocking into KRONOS 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
3. **Once logged in,** **Punching In** is a two-step process: select the job/department and then **Punch In** with the **Record Timestamp** button. A green checkmark with a successful message will appear.

4. **Punching Out** is a one-step process: Click the **Record timestamp** button again to punch out.

5. To view **Totals** recorded, click on the gray arrow at the bottom of the timecard. The **Account** column will note which position the hours are coded for: