

# 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.

My Timecard

Loaded: 7:02 AM Current 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
+	Fri 7/16				9:00...	43 00/S2	5:00...				7:00	7:00	7:00
+	Sat 7/17				1:00...	43 00/S2	5:00...				4:00	4:00	11:00
+	Sun 7/...												11:00
+	Mon 7/...												
+	Tue 7/20												
+	Wed 7/...												

My Timestamp

Last Timestamp:  
Tuesday, July 06, 2021 5:00 PM (GMT -05:00) Eastern Time

Transfer: ...STUDENT EMPLOYEES

Once Punched In, the time will be recorded on the timecard on the left-hand side.

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:

Totals Accruals Historical Corrections Audits

All All  Exclude Approved Totals

Account	Pay Code	Amount
.143/E11201/Law Instruction LW0143/AL0143 00/S2	REGULAR TIME	13:00

My Timestamp

Recorded Time: 7:07 AM (GMT -05:00) Eastern Time  
3/F00101/LW0143/E11201/Law  
Instruction LW0143/AL0143  
00/S2;STUDENT EMPLOYEES

Transfer: ...STUDENT EMPLOYEES

Record Timestamp