

# Manager: Timecard Approver

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

Name	Employee ...	All Jobs
Test, Anu	Multiple 30...	Approved
Test, Carlo	✓	n/a

Employee Timecards

Test, Anu 1 of 1 U00854873

View Approve Timecard

Approve Timecard  
Remove Timecard Approval

Click on the **Approve Timecard** menu and select **Approve Timecard**.

Pay Code	Transfer	Sun 7/04	Mon 7/05	Tue 7/06
Hours Worked			7:00	7:00
<Enter Pay Code>				

4. If you need to remove Timecard Approval to make an additional edit, simply click on the Approve Timecard menu and select **Remove Timecard Approval**.

5. To ensure the approval has been registered on the timecard, click on the gray arrow at the bottom of the timecard to expand the menu and click on the **Audits** tab. A row will be listed detailing the Timecard Approved by Manager:

Totals Accruals Historical Corrections **Audits**

Audits All

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
7/01/2021 - ...		Timecard Ap...							7/16/2021	8:10AM (GM...	momara.kro...	Timecard Ed...