

Getting Started With TSheets on a Computer

How to Sign in:

1. Open your internet browser, and enter your company's TSheets URL (ex: yourcompany.tsheets.com).

2. Enter your username and password, and click **Sign In**.

EMAIL OR USERNAME Forgot?
PASSWORD Forgot?
SHOW
Keep me signed in Sign In

How to Sign out:

In the top right corner of TSheets, click your name > **Sign Out**.

Construction
 C

How to Reset Your Password:

1. In the sign-in window, click Forgot?

2. Enter your email address, then click **Reset**. TSheets Support will send a password reset link to your email.

Who's Working Who's Working Who's Working Time Clock Who's Working Schedule Schedule Who's Working Schedule	ır TSheets V	Neb Dash	board	•	Notifications Your prof				
Time Clock Schedule Who's Working Time Entries Paid Time Off Submit Time Submit Time Reports Burke Contracting Crestview Condos Drive Time Evergreen Apartments > Evergreen North Stree Preview Nain Menu Use Chet Coursetions? Chet with us! Outestions? Chet with us! Time Clock Number off Jobs Top * Evergreen Apartments > Evergreen North State Prevelow * Crestview Condos Drive Time Evergreen Apartments Eve	HEETS by quickbooks		[™] 12:0	01:59	Rick Deckar Heart Construct				
 Rick clocked in at 6:45am Who's Working Time Entries Paid Time Off Submit Time Reports Main Menu Kergreen Apartments > Evergreen North 5:16 Drive Time Creative Action and apartments > Evergreen North 5:16 Drive Time Creative Action and apartments > Evergreen North 5:16 Creative Action and apartments > Evergreen Apartments = Evergreen Apartments >	Time Clock	me Clock		@• ×		<i>a</i> .			
Who's Working Time Entries Paid Time Off Submit Time Reports Main Menu Main Menu Live Chat Output Clock in and out Output Output Output Output State in the intervent	Schedule	Rick clocked in at 6:45	5am		who's working	G			
Who's Working Time Entries Paid Time Off Submit Time Reports Main Menu Main Menu Uve Chat Coustions? Chat with us! Outset Outset Outset Outset Outset Outset Outset Outset Outset Outset Outset Outset Outset	тот	TALS				FILTER SORT/GROU On the clock Day tota			
Time Entries Paid Time Off Submit Time Reports Burke Contracting Drive Time Evergreen Apartments > Evergreen North State Contracting Crestview Condos Drive Time Evergreen Apartments Burke Contracting Crestview Condos Drive Time Evergreen Apartments Burke Contracting Crestview Condos Drive Time Evergreen Apartments Evergreen Apartments Drive Time Evergreen Apartments Burke Contracting Crestview Condos Drive Time Evergreen Apartments Hale Corporation Joan Canon Residence Evergreen Apartments Clock in and out Options v Take Break> Clock Out Options v Clock Nut Clock in and out Options v Take Break> Clock in and out Options v Clock in and out Options v Clock in and out Options v Take Break> Clock in and outs	Who's Working	CURRENT	DAY	WEEK	Q Search employees				
Paid Time Off Joss Submit Time Search jobs Top Benjamin Wilson Lakeview Office Park > Buildl Benjamin Wilson Burke Contracting Crestview Condos Drive Time Crestview Condos Drive Time Evergreen Apartments > Evergreen Apartments Hale Corporation Jore William Lopez Drive Time Evergreen Apartments Hale Corporation See who Joan Canon Residence William Lopez Kin Semith Decidence William Contracting Nortes Take Break> Clock Out Option Semith Decidence Clock Out Clock in and out Options = Take Break> Clock Out Option S? Clock in and out Clock in and out Options = Clock in Switch Jobss: 1. While on the clock, to switch the Job/Cu	Time Entries	5:16:59 5	:16	5:16	Bick Dockard	0.5-16			
Paid Time Off Search Jobs Submit Time Top Reports Top Burke Contracting Crost View Condos Drive Time Drive Time Drive Time Evergreen Apartments Drive Time Evergreen Apartments Use Chat Crostview Condos Drive Time See who Drive Time See who Joan Canon Residence or off the Von Switch Bockdance William Lopez Main Office Von Senith Bockdance Von Senith Bockdance Clock Out Uve Chat (none) Von Senith Bockdance Clock Out Uve Chat (cookles G88) 836-2720 Privacy Terms Legal Cookles Contact us Puestions? How to Switch Jobss: 1. While on the clock, to switch the Job/Cut	JOF	35			RD Evergreen Apart	tments > Ever 5:16			
Submit Time Top Reports Evergreen Apartments > Evergreen North 5:16 Burke Contracting Crestview Condos Drive Time Evergreen Apartments Burke Contracting Evergreen Apartments Evergreen Apartments Evergreen Apartments Evergreen Apartments Evergreen Apartments Evergreen Apartments Burke Contraction Joan Canon Residence Equipment (none) Take Break Clock Out Clock in and out Clock tin and out OPTIONS = Take Break Clock Out Clock Out Clock in and out	Paid Time Off	Search jobs			Benjamin Wil	son 4:27			
Reports Evergreen Apartments > Evergreen North 5:16 Burke Contracting Crestview Condos Drive Time Evergreen Apartments Drive Time Evergreen Apartments Hale Corporation William Lopez Main Office See who or off the Equipment (none) Take Break Clock Out Clock in and out Clock in and out Clock in and out Clock in and out Clock in and out Clock in and out Clock in and out Clock in and out Clock in and out Clock in and out Clock in and out Clock in and out<td>Submit Time</td><td>Тор</td><td></td><td></td><td>Lakeview Office</td><td>Park > Buildi 4:27</td>	Submit Time	Тор			Lakeview Office	Park > Buildi 4:27			
Reports Image: Reports Burke Contracting Image: Crestview Condos Drive Time Image: Crestview Condos Drive Time Evergreen Apartments Hale Corporation Joan Canon Residence Joan Canon Residence Image: Crestview Condos Vice Smith Devidence Image: Crestview Condos NOTES Image: Condot Condot Options = Take Break> Clock Out Image: Condet Condot C		r Evergreen Apartment	ts > Everareen N	orth 5.16	Carol Bishop	4:01			
Interview Main Menu Crestview Condos Drive Time Evergreen Apartments Hale Corporation Joan Canon Residence Kon Smith Bonidanes EQUIPMENT (none) Task (none) Notes Options - Take Break> Clock Out Clock in and out Clock in and out Clock in and out How to Switch Jobs: Chat with us! 1. While on the clock, to switch the Job/Cut	Reports	urko Contracting		0.10	Hale Corporatio	n 4:01			
Impereview Main Menu Evergreen Apartments Hale Corporation Joan Canon Residence Van. Swith Bocidence Van. Swith B	D	urke contracting			Drive Time	1:01			
Main Menu Drive Time Hale Corporation See who Joan Canon Residence or off the EQUIPMENT (none) Task (none) NoTES Clock Out Clock in and out OPTIONS = Take Break> Clock Out ©2018 TSheets (888) 835-2720 Privacy Terms Legal Cookles Contact us	evlew 🕨	Crestview Condos		>	William Lopez	z 0:16			
Wain Menu Evergreen Apartments Hale Corporation Joan Canon Residence Lon Smith Decidence Lon Smith Decidence Lon Smith Decidence Lon Smith Decidence Lon States Lon Smith Decidence Lon States	D	rive Time			Main Office	0:16			
Hale Corporation See who Joan Canon Residence or off the EQUIPMENT (none) Image: Clock Out NOTES Image: Clock Out OPTIONS = Take Break > Clock Out Clock out OPTIONS = Eagl (cookies) (contact us Cluestions? How to Switch Jobs: 1. While on the clock, to switch the Job/Cu	in Menu 📃 🎴	Evergreen Apartment	IS	>					
Live Chat Clock in and out ©2018 TSheets (888) 836-2720 Privacy Terms Legal Cookles Contact us How to Switch Jobs: 1. While on the clock, to switch the Job/Cu	H	ale Corporation				See who's on			
Live Chat (none) Clock in and out (NOTES (NOTES) (B2018 TSheets (888) 836-2720 Privacy Terms Legal Cookles Contact us How to Switch Jobs: Chat with us! 1. While on the clock, to switch the Job/Cu	Ju	oan Canon Residence				or off the clock			
Live Chat Clock in and out ©2018 TSheets (888) 836-2720 Privacy Terms Legal Cookles Contact us How to Switch Jobs: 1. While on the clock, to switch the Job/Cu	L.	on Smith Decidence							
Live Chat Clock in and out (Live Chat (cock Out) Clock in and out (cock Out) Clock in and out (cock Out) Clock in and out (cock Out) (cock o	EQ	UIPMENT (none)		•					
Clock in and out Clock in and out Clock Out Clock in and out Clock Out Clock in and out Clock in and out Clock Out Clock in and ou		(1.5.5.)							
Live Chat ©2018 TSheets (888) 836-2720 Privacy Terms Legal Cookles Contact us How to Switch Jobs: 1. While on the clock, to switch the Job/Cu	IA	sk (none)		· · ·					
Clock in and out Clock out Clock out Clock in and out Clock out Clock out Clock out Clock in and out Clock in an	NO	TES							
Live Chat ©2018 TSheets (888) 836-2720 Privacy Terms Legal Cookles Contact us How to Switch Jobs: Chat with us! 1. While on the clock, to switch the Job/Cu				1.	Cleak in and a				
Live Chat ©2018 TSheets (888) 836-2720 Privacy Terms Legal Cookles Contact us How to Switch Jobs: Chat with us! 1. While on the clock, to switch the Job/Cu	OP	TIONS - Ta	ke Break >	Clock Out		ut			
Questions? How to Switch Jobs: Chat with us! 1. While on the clock, to switch the Job/Cu	Live Chat	©2018 TShe	eets (888) 836	5-2720 Privacy	Terms Legal Cookles	Contact us			
Chat with us! 1. While on the clock, to switch the Job/Cu	estions?		How	v to Swite	ch Jobs:				
I. While on the clock, to switch the Job/Cu	t with us!		1 \\/	-:	ala ale na sustant al				
			I. VVr	nie on the o	CIOCK, TO SWITCH THE	e Job/Custome			
on Lime Clock , select a new one.			on Ti	me Clock, s	select a new one.				
2. Click Switch. Drive Time			2. Cli	ck Switch .	Drive Time	Switch			

888.836.2720 | help@tsheets.com



Getting Started With TSheets on a Computer

Your Main Menu:

Your menu may vary, depending on the permissions set by your administrator. Here are the most common menu items:

Time punch option to clock in/out

Calendar view with your scheduled shifts

Option to easily see who's on/off the clock

Timesheet List, Manual Time Card, and other time entry options

Paid Time Off Entry Tool

List of reports to summarize and/or view your timesheets with

888.836.2720 | help@tsheets.com

How to View Your Schedule:

1. In the left menu, go to **Schedule.**

2. Click on a shift for more details.

3. Depending on your permsissions, you will also be able to see shifts for employees in your group or your whole company.

How to Manually Enter Hours:

1. In the left menu, go to the **Time Entries** and click the **Manual Time Card** tab.

2. In the left column, if displayed, click **(no job)** and select from the list.

3. Click a cell under the appropriate day and enter your hours.

4. Click Save.

Œ

How to Submit Your Hours:

1. In the left menu, go to **Time Entries**.

2. In any tab, click Submit Time.

3. Select the days for which you want to submit your hours, then click **Submit**.





Submit Selected Days for Rick Deckard (rdeckard)

By submitting your timesheets you agree that they are complete and accurate.

Note: You will not be able to make any changes to the selected days after submitting!

Total Selected Hours	Sat	Fri	Thu	Wed	Tue	Mon	Sun
33	□ 6/16 0 hrs	☐ 6/15 0 hrs	✓ 6/14 8 hrs	 6/13 8.5 hrs 	✓ 6/12 8 hrs	 ✓ 6/11 8.5 hrs 	✓ 6/10 0 hrs
33	Total:						
Submit	Concol						