T SHEETS
by quickbooks

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**.

Rick Deckard
Heart Construction
Employee   ILWEB19

Time Clock
My Profile
↪ Sign Out

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.

Your TSheets Web Dashboard:

Notifications   **Your profile**

PM **12:01**:59   Rick Deckard — Heart Construction

Main Menu
- 🕐 Time Clock
- 📅 Schedule
- 📍 Who's Working
- 🕐 Time Entries
- ✈ Paid Time Off
- ⬆ Submit Time
- ◐ Reports ▶

Menu Preview ▶

Time Clock

● Rick clocked in at 6:45am

TOTALS
CURRENT	DAY	WEEK
5:16:59	5:16	5:16

JOBS
🔍 Search jobs

📁 Top

★ Evergreen Apartments › Evergreen North   5:16
Burke Contracting
📁 Crestview Condos ›
Drive Time
📁 Evergreen Apartments ›
Hale Corporation
Joan Canon Residence
Ken Smith Residence

EQUIPMENT   (none)
TASK   (none)
NOTES

OPTIONS ▼   **Take Break ›**   **Clock Out**

Clock in and out

Who's Working   FILTER: On the clock   SORT/GROUP: Day total

🔍 Search employees

RD	Rick Deckard — Evergreen Apartments › Ever...	📍 5:16 / 5:16
	Benjamin Wilson — Lakeview Office Park › Buildi...	4:27 / 4:27
	Carol Bishop — Hale Corporation	4:01 / 4:01
	Jeremy Perez — Drive Time	1:01 / 1:01
WL	William Lopez — Main Office	0:16 / 0:16

See who's on or off the clock

Live Chat

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Questions? Chat with us!

How to Switch Jobs:

1. While on the clock, to switch the Job/Customer, on **Time Clock**, select a new one.
2. Click **Switch**.

Drive Time   **Switch**

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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
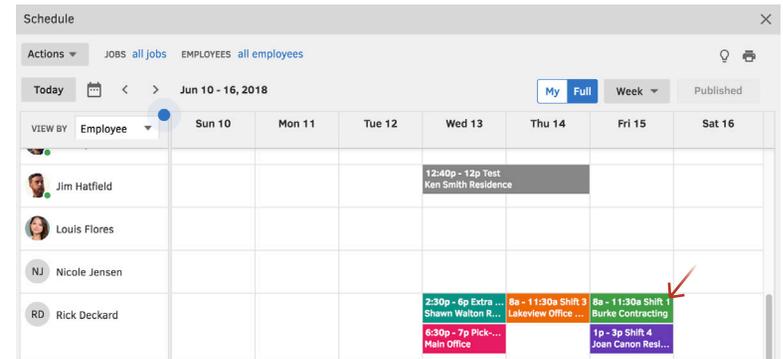
Paid Time Off Entry Tool

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

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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.**
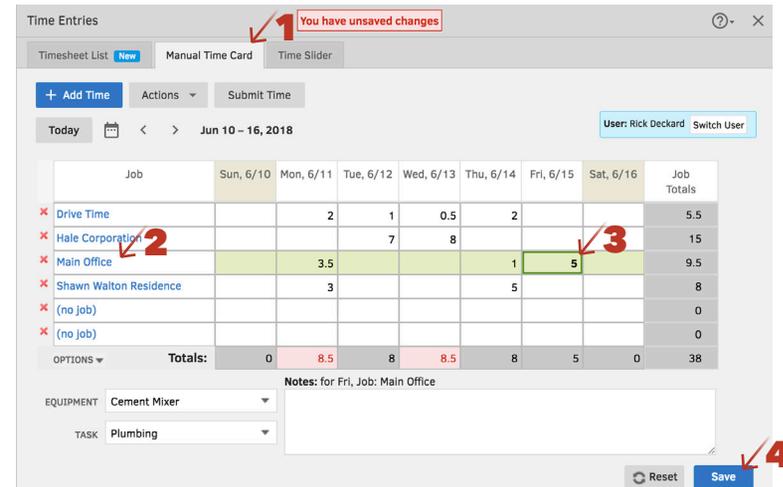
How to Submit Your Hours:

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**.