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.

How to Sign out:
In the top right corner of TSheets, click your name > 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.

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

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 permissions, 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.

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