Getting Started With TSheets on a Time Clock Kiosk

How to Sign In:
1. Either scroll to find your name, or type your name in the search bar at the top.
2. Tap your name and enter your PIN to sign in.

What is my PIN?
Your PIN will be either provided to you by an account administrator, or you will be prompted to set one yourself upon first sign in.

If you have forgotten your PIN, click Forgot, and you will be directed to create a new PIN after choosing to send a temporary PIN texted to your number or entering in your TSheets full username and password.

How to Clock In:
Do one of the following:
> Tap Clock In
> Tab Select Job and tap Clock In next to an item in the list
> To clock into your last job: Tap Clock In to [job]
> To fill out other fields, tap Wait I'm not done! to go back to your timesheet

How to Switch Jobs:
1. Tap Switch
2. Tap the previous job in the job field and locate your next job
3. Then, tap Switch again

How to Clock Out:
1. Fill out any notes or other fields if necessary
2. Tap Clock Out
3. If time submission is due, you will be prompted to either just clock out, or go to the time submission page

How to Take a Break:
1. Tap Take Break
2. Select a break type if prompted

How to Submit Time:
1. Tap Submit Time
2. Select the days you want to submit on the left
3. Tap Submit to the right
4. Tap Done

Note: If you select today's date and are still on the clock, tap Submit and Clock Out

Submit Time

888.836.2720 | help@tsheets.com