

Our Company URL is _____ .tsheets.com

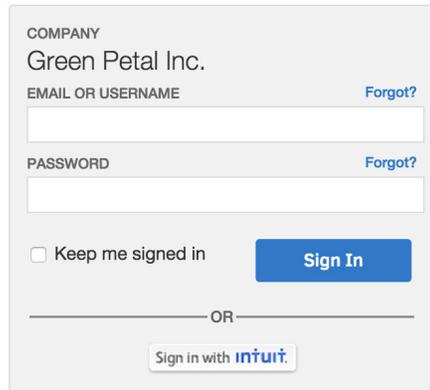
Your User Name is _____

Your Password is _____

Using TSheets for Desktop

Logging In

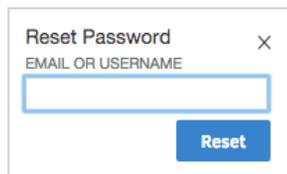
1. Open your internet browser and enter your company's site URL into the address bar.
2. Enter your Username and Password.



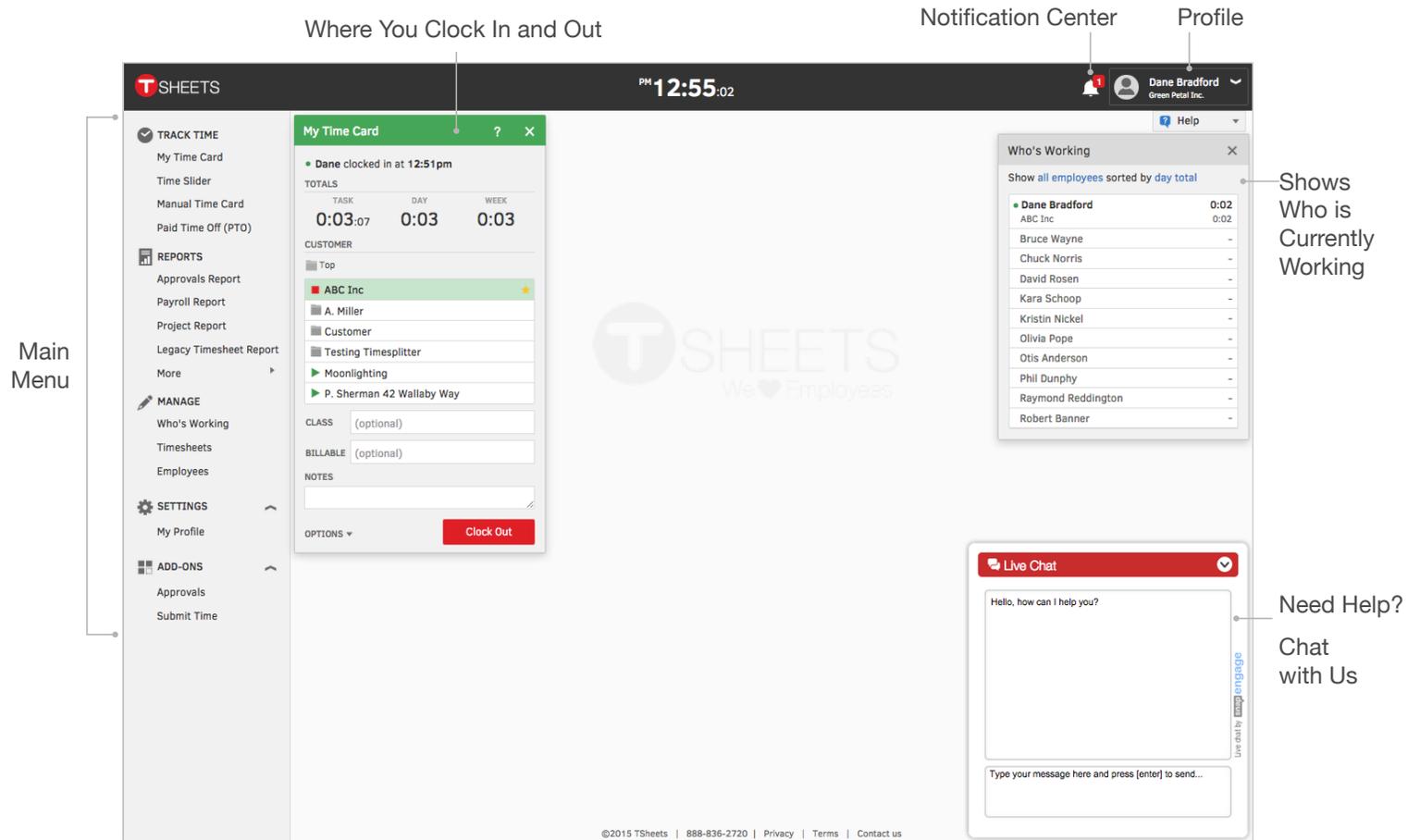
Resetting Your Password

1. Click on the *Forgot?* link to the right of the login form.
2. Enter your username or email address and click the *Reset* button.

You will receive an email containing instructions for how to reset your password and log in to your account.



Dashboard Overview



Where You Clock In and Out

My Time Card

Dane clocked in at 12:51 pm

TASK	DAY	WEEK
0:03:07	0:03	0:03

Notification Center

Profile

Dane Bradford
Green Petal Inc.

Who's Working

Show all employees sorted by day total

Employee	Time
Dane Bradford	0:02
ABC Inc	0:02
Bruce Wayne	-
Chuck Norris	-
David Rosen	-
Kara Schoop	-
Kristin Nickel	-
Olivia Pope	-
Otis Anderson	-
Phil Dunphy	-
Raymond Reddington	-
Robert Banner	-

Main Menu

- TRACK TIME
 - My Time Card
 - Time Slider
 - Manual Time Card
 - Paid Time Off (PTO)
- REPORTS
 - Approvals Report
 - Payroll Report
 - Project Report
 - Legacy Timesheet Report
 - More
- MANAGE
 - Who's Working
 - Timesheets
 - Employees
- SETTINGS
 - My Profile
- ADD-ONS
 - Approvals
 - Submit Time

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Shows Who is Currently Working

Need Help?
Chat with Us

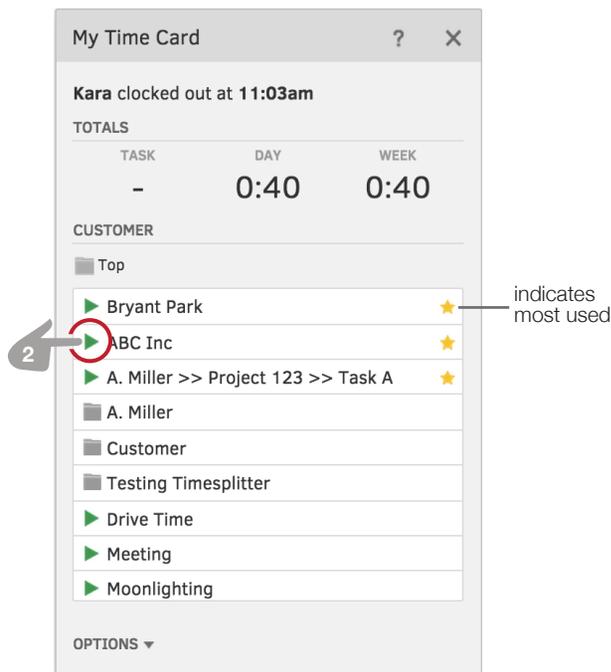
Clocking In

By clocking in and out from on *My Time Card*, you will record a time stamp that will mark the beginning and end of the time entry, the day, or the shift.

If the admin has added Job Codes or Customers to the account, you will be required to select a job code before you clock in. Make sure that the job code you select corresponds with the task that you will be performing at the time.

Select a Job Code

1. Review the job code list available in your *Time Card*.
2. Click the green play button next to this code. This will clock you in.
3. If you do not have any customers or jobs assigned to you, there will be a green *Clock In* button.

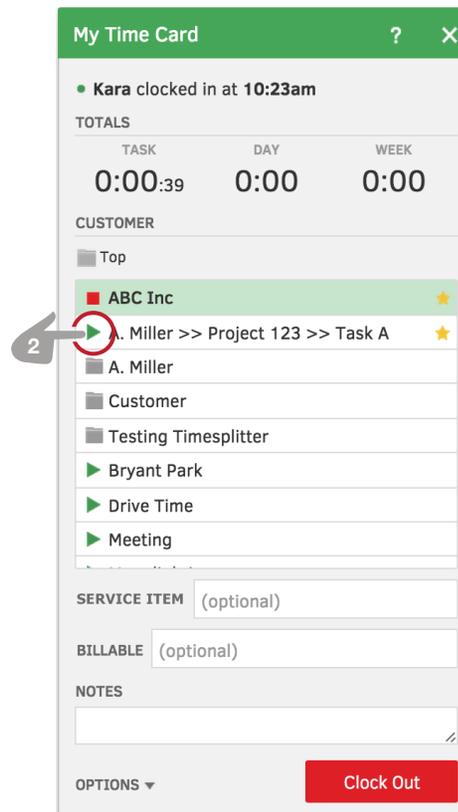


Switching Job Codes

You'll want to switch job code when you start working on a different project, task or customer.

1. While already on the clock, review the list of available job codes on *My Time Card*.
2. Select your desired job code by clicking on the green play button or just the text of the job code itself.

This will switch you, effectively ending your first time entry by adding a start time, then creating a new time entry with this start time.



Submitting Your Time

1. Scroll down the left toolbar until you find *Submit Time*.
2. Select the *Submit Time* button in the lower left corner of the window.
2. Review your hours.
3. Check the days you want to submit.
4. Select *Submit* in the bottom left corner.

