

Our company's TSheets URL is _____ .tsheets.com

Your username is _____ Your password is _____

How to Get Started Using TSheets on a Computer

How to Sign In

1. Open your internet browser, and enter your company's TSheets web address (for example: yourcompany.tsheets.com).
2. Enter your username and password, and click **Sign In**.

COMPANY
Heart Construction

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**.

Jim Hatfield
Heart Construction

Administrator HEARTCONSTRUCTION

My Time Card

My Profile

[Sign Out](#)

Main Menu (Annotations: TRACK, REPORT, MANAGE, SET UP)

Where you clock in and out (Annotation: My Time Card)

Notifications (Annotation: Notification bell icon)

Your profile (Annotation: User profile icon)

Who's Working (Annotation: See who's on the clock, on a break, and off the clock)

Need help? Chat with us! (Annotation: Live Chat button)

©2017 TSheets | (888) 836-2720 | Privacy | Terms | Contact us

How to Reset Your Password

1. In the sign-in window, click **Forgot?**
2. Enter your username or email address, and click **Reset**.
3. TSheets Support will send you an email containing a link to reset your password.

How to Get Started Using TSheets on a Computer

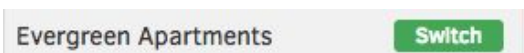
How to Clock In

1. On **My Time Card**, from the list, select a job or customer (if shown).
2. Click **Clock In**.



How to Switch Jobs or Customers

1. At any point during the day, if you want to switch to a different job or customer, on **My Time Card**, select a new one.
2. Click **Switch**.



How to Clock Out

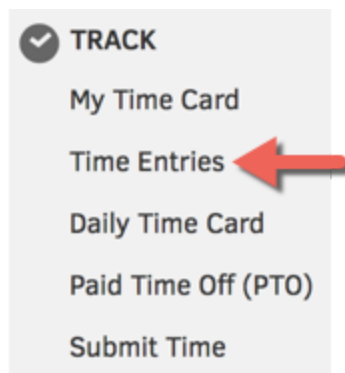
1. When you are finished working, if needed, sign back into your TSheets account.
2. On **My Time Card**, click **Clock Out**.



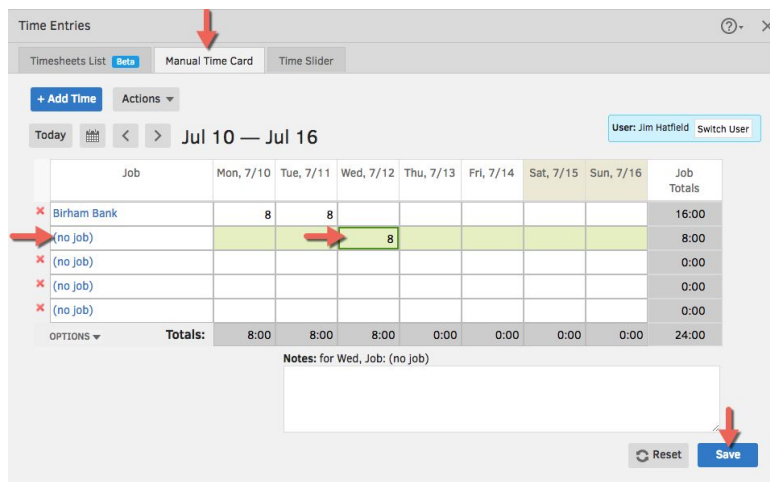
How to Manually Enter Your Hours

Note: This option is only available if your company's account administrator has given you the "Manage my timesheets" permission.

1. Go to **TRACK > Time Entries > Manual Time Card**.



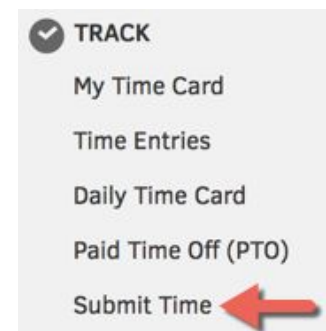
2. In the left column, if displayed, click **(no job)** or **(no customer)**, and select from the list.
3. Enter your hours, and click **Save**.



How to Submit Your Hours

Note: This option is only available if your admin has set up your company's account so that employees can submit their own hours for payment.

1. Go to **TRACK > Submit Time**.



2. Navigate to the correct week, and click **Submit Time**.
3. Select the days for which you want to submit your hours, and click **Submit**.

Submit Selected Days for Robin Young (ryoung@tsheets.com)

By clicking "Submit" you agree that your timesheet is a complete and accurate description of your work.

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Selected Hours
<input checked="" type="checkbox"/> 7/2 0 hrs	<input checked="" type="checkbox"/> 7/3 9.72 hrs	<input checked="" type="checkbox"/> 7/4 8 hrs	<input checked="" type="checkbox"/> 7/5 7.76 hrs	<input checked="" type="checkbox"/> 7/6 8.89 hrs	<input checked="" type="checkbox"/> 7/7 7.22 hrs	<input checked="" type="checkbox"/> 7/8 0 hrs	41.6
<input checked="" type="checkbox"/> 7/9 0 hrs	<input checked="" type="checkbox"/> 7/10 7.79 hrs	<input type="checkbox"/> 7/11 0 hrs	<input type="checkbox"/> 7/12 0 hrs	<input type="checkbox"/> 7/13 0 hrs	<input type="checkbox"/> 7/14 0 hrs	<input type="checkbox"/> 7/15 0 hrs	7.79
Total:							49.39

Cancel