

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

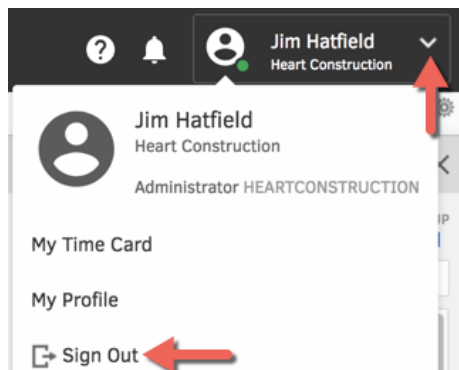
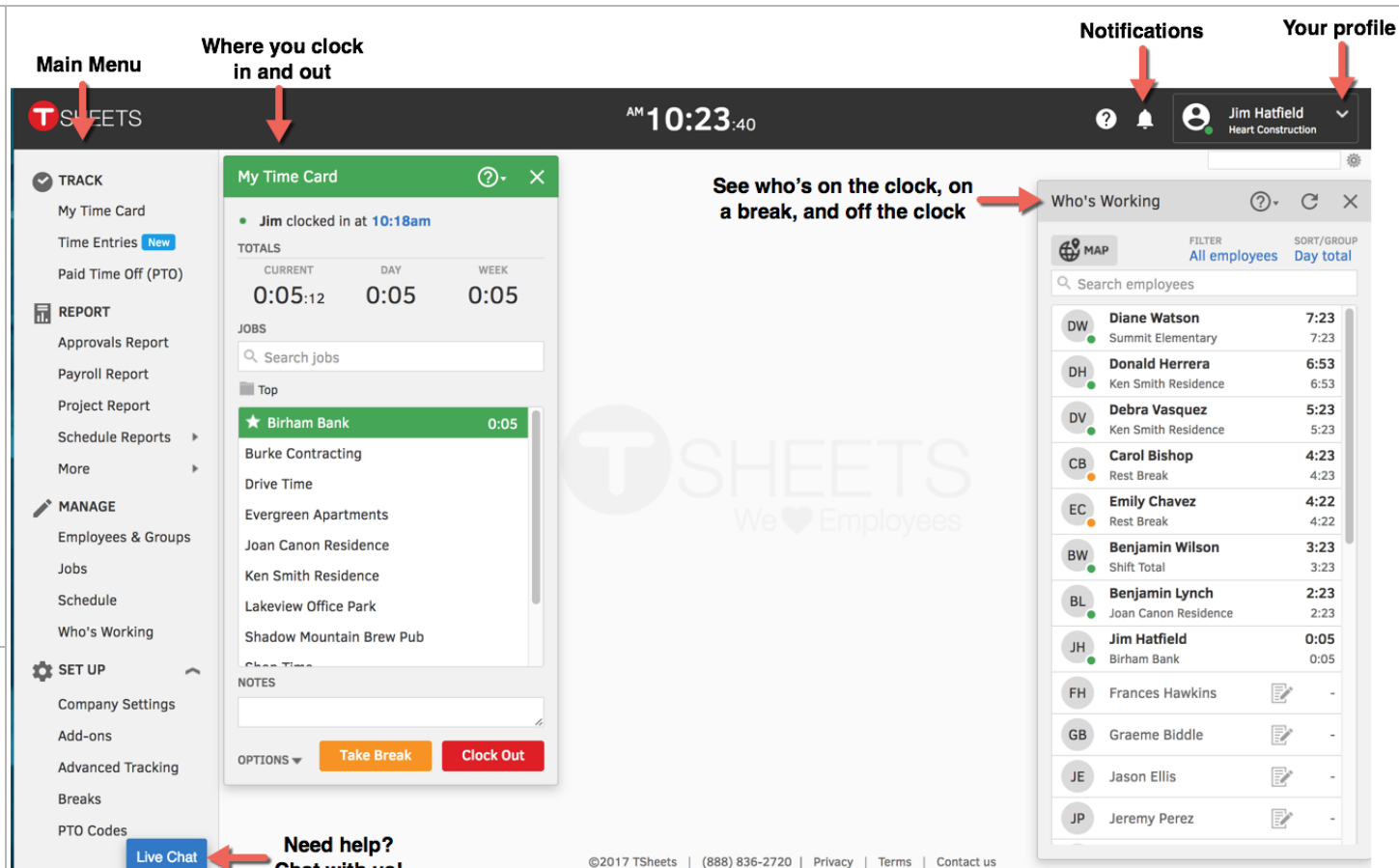
EMAIL OR USERNAME [Forgot?](#)

PASSWORD [Forgot?](#)

☐ Keep me signed in [Sign In](#)

### How to Sign Out

In the top right corner of TSheets, click [your name] › **Sign Out**.

**Main Menu**

**Where you clock in and out**

**Notifications**

**Your profile**

**See who's on the clock, on a break, and off the clock**

**Need help? Chat with us!**

**Who's Working**

| Employee        | Status               | Time |
|-----------------|----------------------|------|
| Diane Watson    | Summit Elementary    | 7:23 |
| Donald Herrera  | Ken Smith Residence  | 6:53 |
| Debra Vasquez   | Ken Smith Residence  | 5:23 |
| Carol Bishop    | Rest Break           | 4:23 |
| Emily Chavez    | Rest Break           | 4:22 |
| Benjamin Wilson | Shift Total          | 3:23 |
| Benjamin Lynch  | Joan Canon Residence | 2:23 |
| Jim Hatfield    | Birham Bank          | 0:05 |
| Frances Hawkins |                      | -    |
| Graeme Biddle   |                      | -    |
| Jason Ellis     |                      | -    |
| Jeremy Perez    |                      | -    |

### How to Reset Your Password

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



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

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**.

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

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

Total: 49.39

Cancel Submit