

Our company's TSheets URL is peerwellnesscenterinc.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?](#)

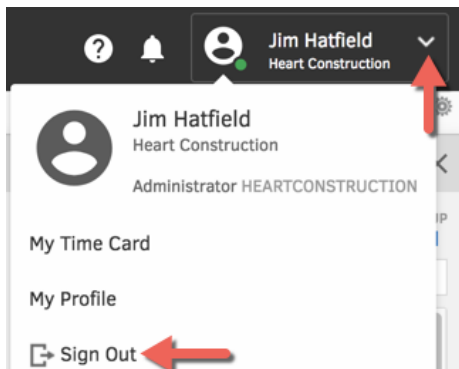
PASSWORD [Forgot?](#)

 [SHOW](#)

Keep me signed in [Sign In](#)

How to Sign Out

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

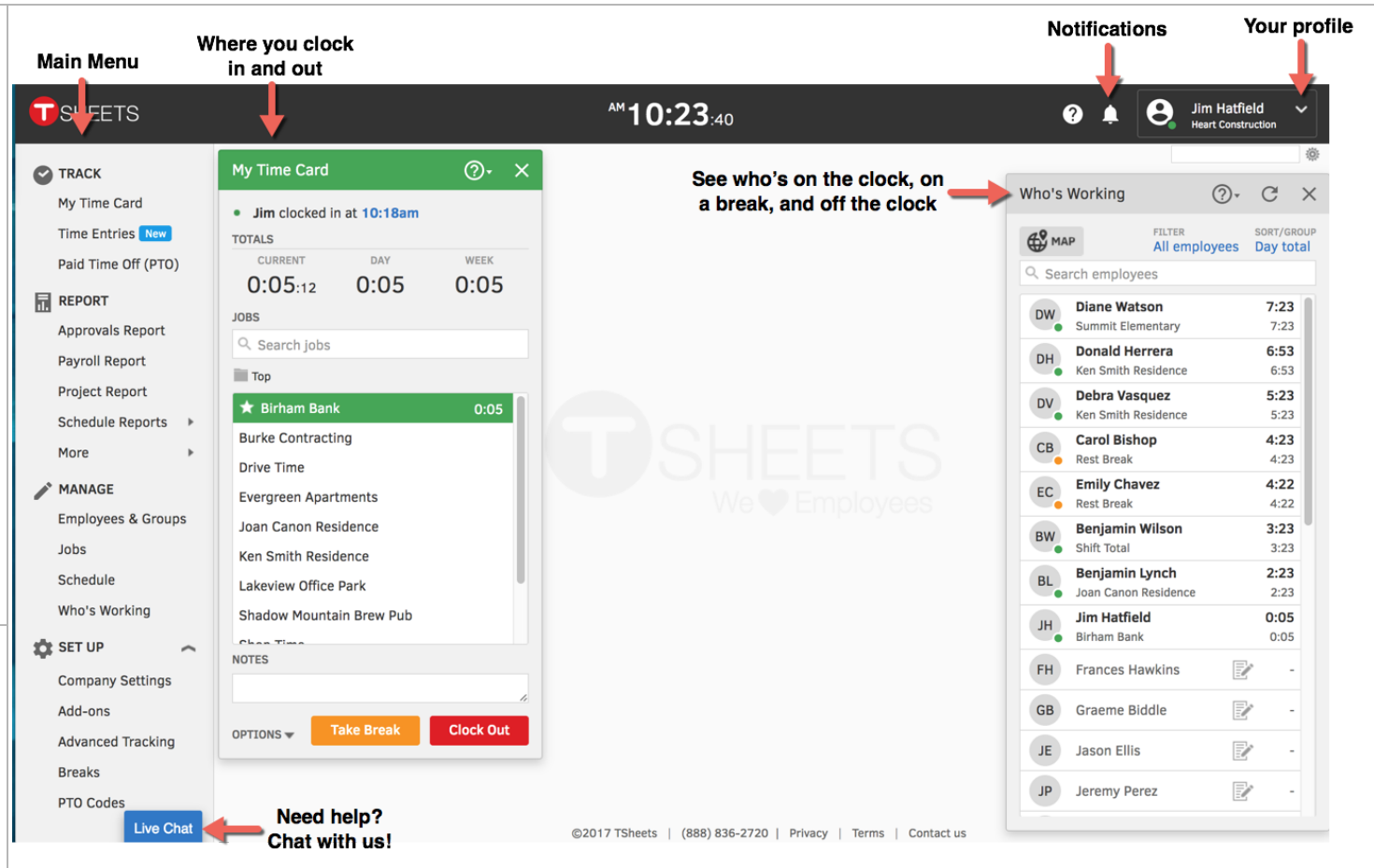


Jim Hatfield
Heart Construction

My Time Card

My Profile

[Sign Out](#)



Main Menu **Where you clock in and out** **Notifications** **Your profile**

AM 10:23:40

My Time Card

Jim clocked in at 10:18am

TOTALS	CURRENT	DAY	WEEK
	0:05:12	0:05	0:05

JOBS

Search Jobs

Top

- Birham Bank 0:05
- Burke Contracting
- Drive Time
- Evergreen Apartments
- Joan Canon Residence
- Ken Smith Residence
- Lakeview Office Park
- Shadow Mountain Brew Pub

Who's Working

MAP FILTER All employees SORT/GROUP Day total

Search employees

DW	Diane Watson	7:23
	Summit Elementary	7:23
DH	Donald Herrera	6:53
	Ken Smith Residence	6:53
DV	Debra Vasquez	5:23
	Ken Smith Residence	5:23
CB	Carol Bishop	4:23
	Rest Break	4:23
EC	Emily Chavez	4:22
	Rest Break	4:22
BW	Benjamin Wilson	3:23
	Shift Total	3:23
BL	Benjamin Lynch	2:23
	Joan Canon Residence	2:23
JH	Jim Hatfield	0:05
	Birham Bank	0:05
FH	Frances Hawkins	-
GB	Graeme Biddle	-
JE	Jason Ellis	-
JP	Jeremy Perez	-

Need help? Chat with us!

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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.

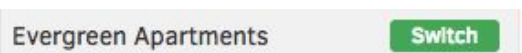
How to Clock In

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

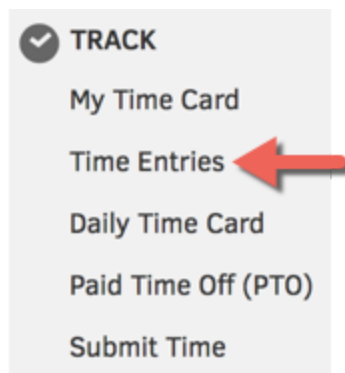
1. When you are finished working, if needed, sign back into your TSheets account.
2. On **My Time Card**, click **Clock Out**.



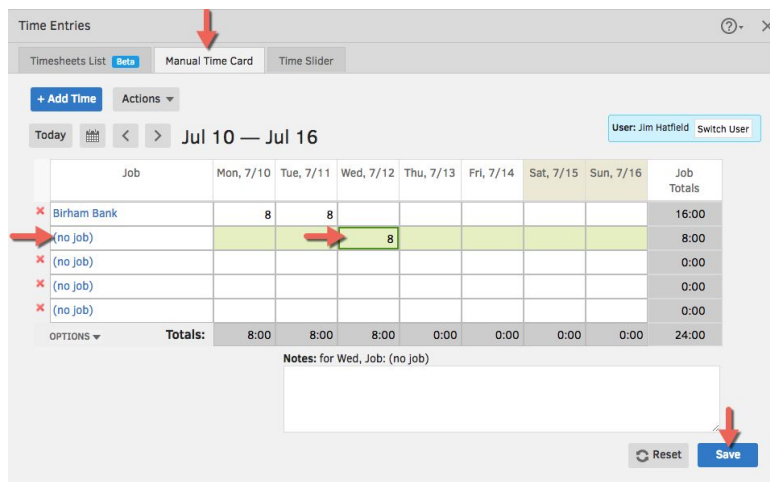
How to Manually Enter Your Hours

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**.



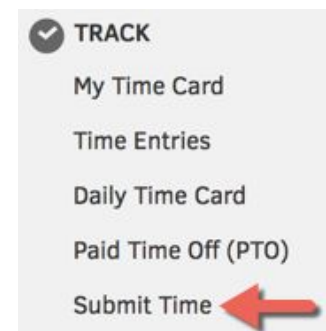
2. In the left column, if displayed, click **(no job)** or **(no customer)**, and select from the list.
3. Enter your hours, and click **Save**.



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 Submit