



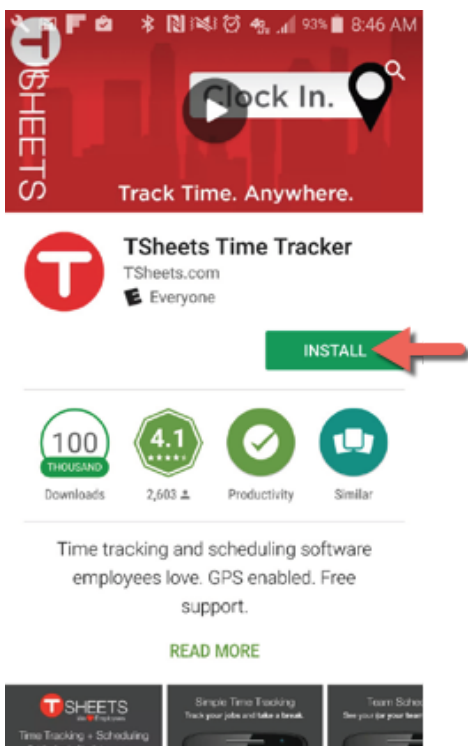
Our company's TSheets URL is _____ peerwellnesscenterinc .tsheets.com

Your username is _____ Your password is _____

How to Get Started Using TSheets on a Mobile Device

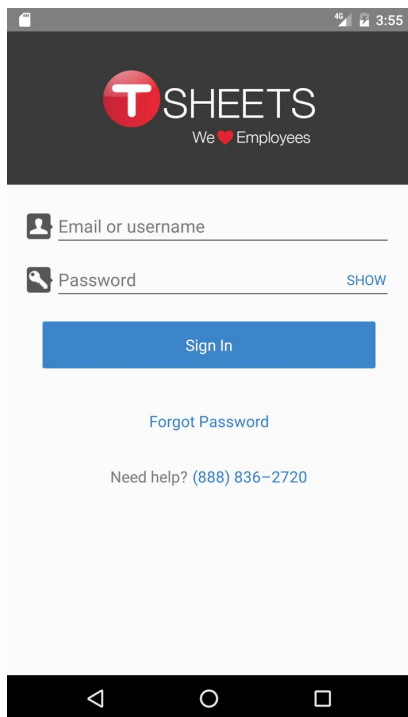
How to Install the App

- Go to one of these:
 - Android: Play Store 
 - iOS: App Store 
- In the **Search** bar, enter **TSheets**.
- Select **TSheets Time Tracker**, and tap **INSTALL** > **OPEN**.



How to Sign In and Out

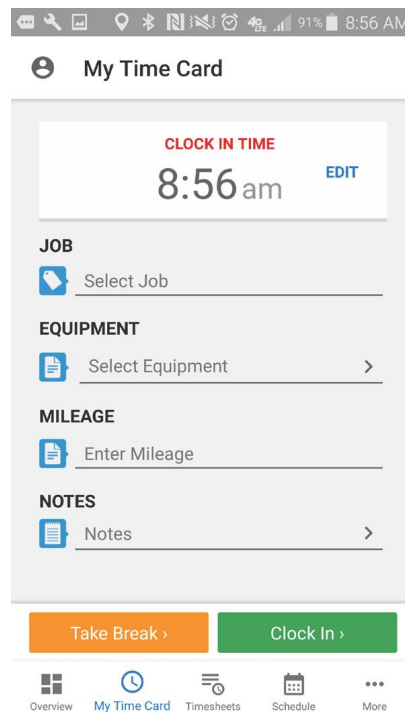
- To sign in:**
 - Enter your username and password (shown above).
 - Tap **Sign In**. TSheets will keep you signed in, even if you are not using the app.



- To sign out:** In the top left corner, tap  > **Sign Out**.

How to Clock In

- On **My Time Card**, if you need to adjust your clock-in time, tap **EDIT**, adjust the time, and tap **DONE**.
- Select a job or customer (if shown), and tap **Clock In**.

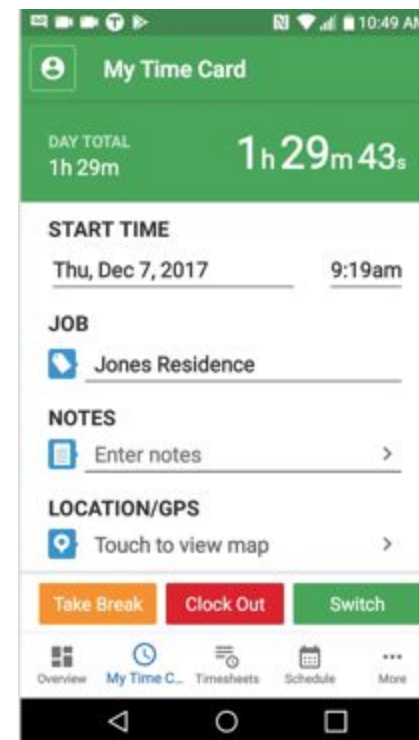


How to Switch Jobs or Customers


- During your workday, while clocked in:
- On **My Time Card**, tap **Switch** > **Job** or **Customer**.
 - Select from the list, and tap **Switch**.

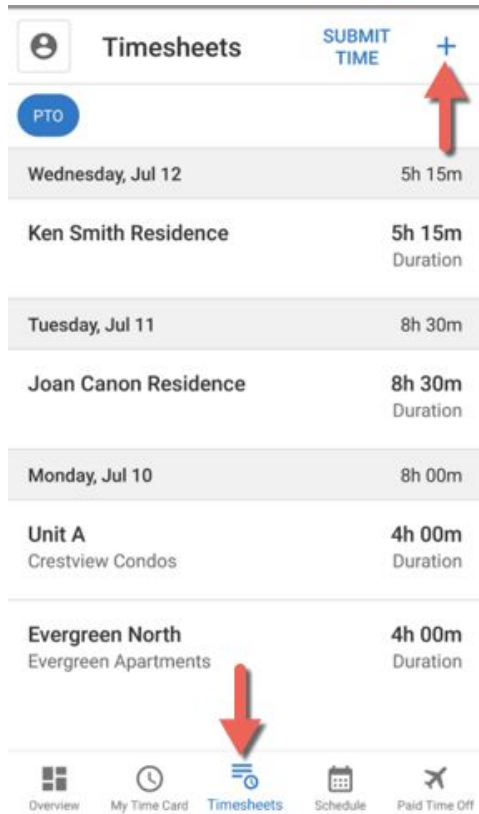
How to Clock Out

On **My Time Card**, tap **Clock Out**.





How to Manually Add Hours

1. At the bottom of the screen, tap  then **+**.
2. Tap **ENTER HOURS** or **TIME IN/TIME OUT**, select the date and time, and tap **DONE**.
3. Select a job or customer (if shown), and, at the top right, tap **SAVE**.

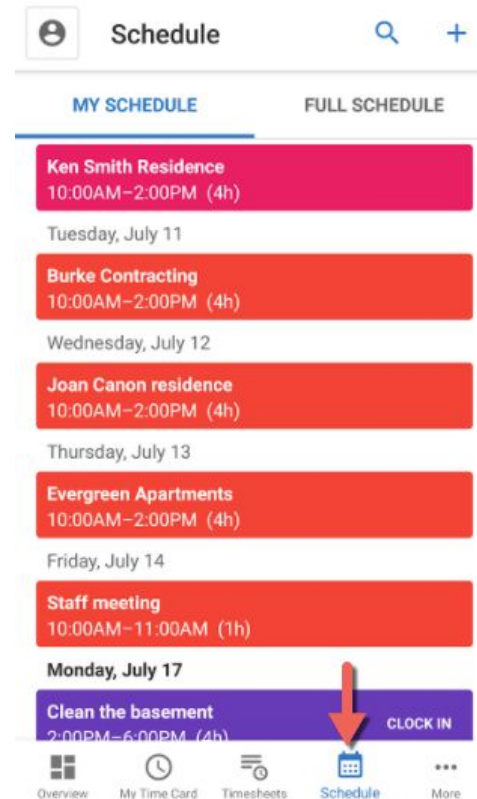


How to Edit a Timesheet


1. At the bottom of the screen, tap , and select the timesheet.
2. At the top right, tap .
3. Tap the item you want to change (for example, In Time, Out Time, Job, etc.).
4. Make the changes, and, at the top right, tap **SAVE**.

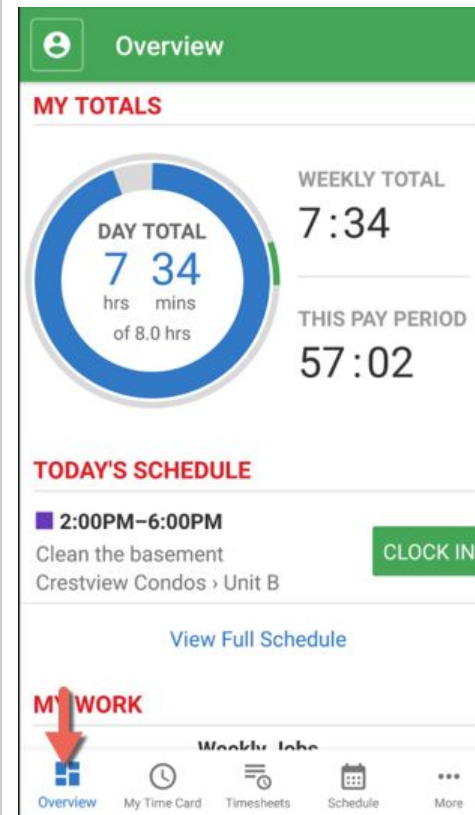
How to View Your Schedule

At the bottom of the screen, tap **Schedule**.




How to Review Hour Totals

At the bottom of the screen, tap . The following screen displays:



How to Submit Your Hours

Note: After you submit your hours, the submission is locked, and you cannot make further changes unless your manager rejects the timesheet.

1. Tap  > **SUBMIT TIME**.
2. Select the days you would like to submit, and tap **SUBMIT**.
3. To confirm, tap **SUBMIT**.

