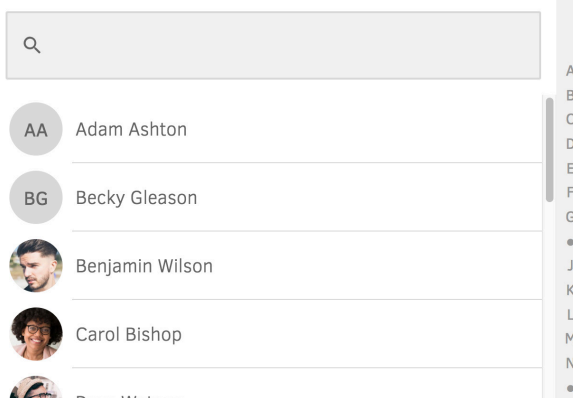




# Getting Started With QuickBooks Time on a Time Clock Kiosk

## How to Sign In:

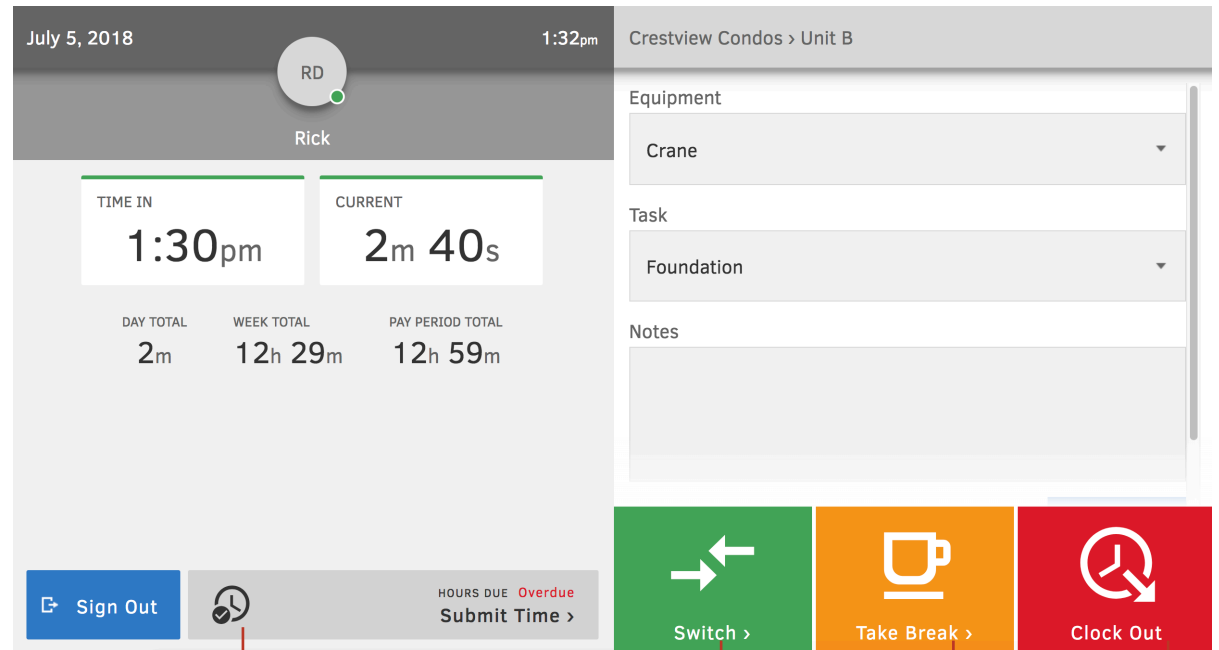
1. Either scroll to find your name, or type your name in the search bar at the top.
2. Tap your name and enter your PIN to sign in.



## What is my PIN?

Your PIN will be either provided to you by an account administrator, or you will be prompted to set one yourself upon first sign in.

If you have forgotten your PIN, click **Forgot**, and you will be directed to create a new PIN after choosing to send a temporary PIN texted to your number or entering in your TSheets full username and password.



### How to Submit Time:

1. Tap **Submit Time**
2. Select the days you want to submit on the left
3. Tap **Submit** to the right
4. Tap **Done**

Note: If you select today's date and are still on the clock, tap **Submit and Clock Out**



### How to Clock In:

Do one of the following:

- > Tap **Clock In**
- > Tap **Select Job** and tap **Clock In** next to an item in the list
- > To clock into your last job: **Tap Clock In to [job]**
- > To fill out other fields, tap **Wait I'm not done!** to go back to your timesheet

### How to Switch Jobs:

1. Tap **Switch**
2. Tap the previous job in the job field and locate your next job
3. Then, tap **Switch** again

### How to Take a Break:

1. Tap **Take Break**
2. Select a break type if prompted

### How to Clock Out:

1. Fill out any notes or other fields if necessary
2. Tap **Clock Out**
3. If time submission is due, you will be prompted to either just clock out, or go to the time submission page