Getting Started With TSheets on a Computer

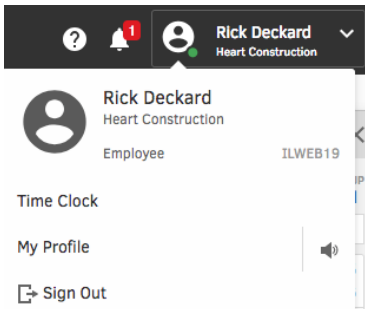
How to Sign in:

1. Open your internet browser, go to tsheets.com and select **Sign In**.

2. Enter your username and password, and click **Sign In**.

How to Sign out:

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

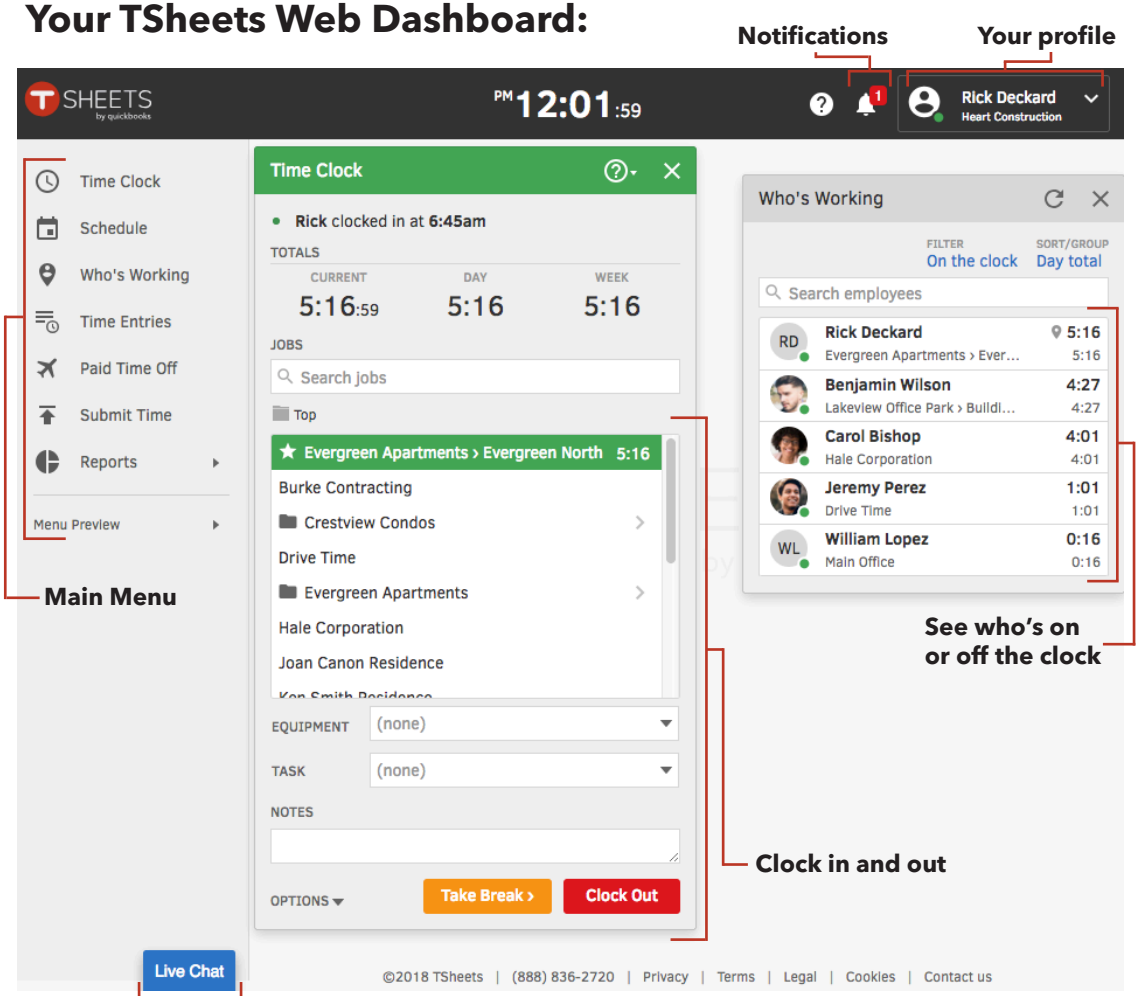


How to Reset Your Password:

1. In the sign-in window, click **Forgot?**

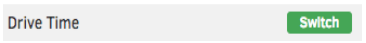
2. Enter your email address, then click **Reset**. TSheets Support will send a password reset link to your email.

Your TSheets Web Dashboard:



How to Switch Jobs:

1. While on the clock, to switch the Job/Customer, on **Time Clock**, select a new one.
2. Click **Switch**.



Getting Started With TSheets on a Computer

Your Main Menu:

Your menu may vary, depending on the permissions set by your administrator. Here are the most common menu items:

Time punch option to clock in/out

Calendar view with your scheduled shifts

Option to easily see who's on/off the clock

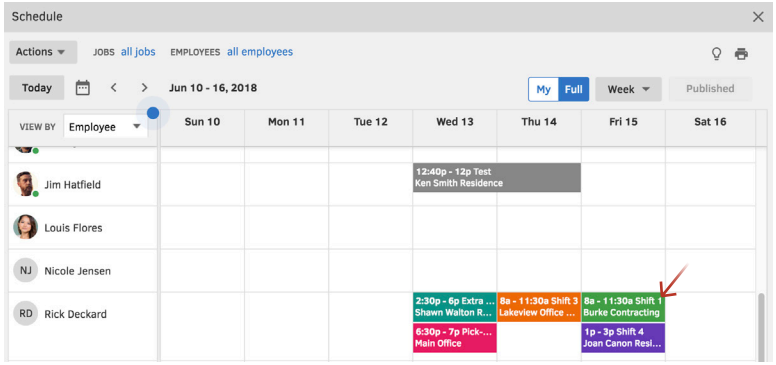
Timesheet List, Manual Time Card, and other time entry options

Time Off Entry Tool

List of reports to summarize and/or view your timesheets with

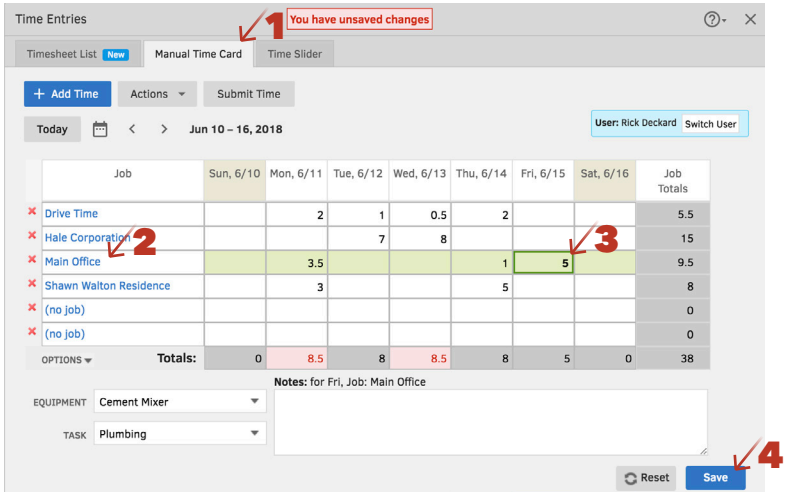
How to View Your Schedule:

1. In the left menu, go to **Schedule.**
2. Click on a shift for more details.
3. Depending on your permsissions, you will also be able to see shifts for employees in your group or your whole company.



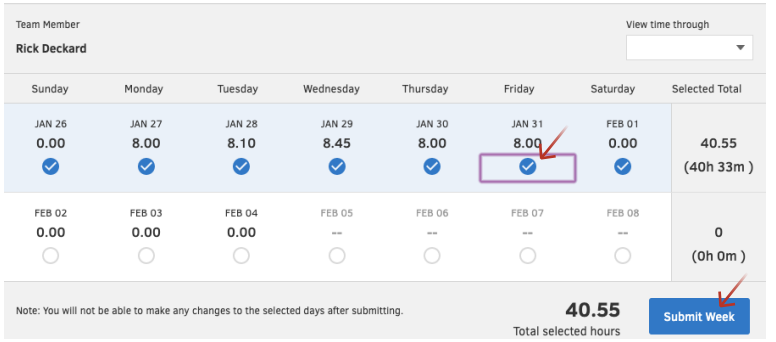
How to Manually Enter Hours:

1. In the left menu, go to the **Time Entries** and click the **Manual Time Card** tab.
2. In the left column, if displayed, click **(no job)** and select from the list.
3. Click a cell under the appropriate day and enter your hours.
4. Click **Save**.



How to Submit Your Hours:

1. In the left menu, go to **Time Entries**.
2. In any tab, click **Submit Time**.
3. Select the days for which you want to submit your hours, then click **Submit**.



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