

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**.

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

TRACK
My Time Card
Time Entries [New](#)
Paid Time Off (PTO)

REPORT
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MANAGE
Employees & Groups
Jobs
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Who's Working

SET UP
Company Settings
Add-ons
Advanced Tracking
Breaks
PTO Codes

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

NOTES

OPTIONS [Take Break](#) [Clock Out](#)

Who's Working

MAP FILTER All employees SORT/GROUP Day total

Search employees

| ID | Name | Time |
|----------------------|-----------------|------|
| 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 | - |

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

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.