

## Electronic Time Sheets (TSheets):

It is important to note that your foremen will be entering your time for you. However; now you will be able to see the time entered for you. Also, please know that your time will **only show if your foreman elects to use TSheets**. Below is outlined how to view this time on both your mobile device and/or computer.

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### **TSheets Employee Login:**

#### User name:

Your user name will be your **employee ID**, this can be found on your paystub.  
(ex: John Smith's ID would look like **Smit01**, and Mary Aberman would be **Aber02**)

#### Password:

Your password is the **first four** letters of your **last name**, followed by the **last four** numbers of your **social security number**. Make sure the first letter is Capitalized.  
(ex: John Smith's password would look like **Smit1234**)

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**Mobile Device:** *If you choose to use the mobile application follow these instructions*

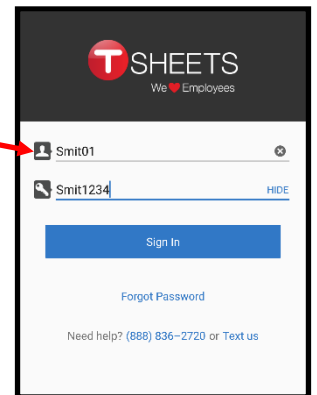
**Step 1** Download the TSheets app from your mobile store  
([Google Play Store](#) for Android users *or* [Apple App Store](#) for iPhone users)



You can also find links to download the app on the Employee Portal.

**Step 2** Log in using your employee login.

If you are having trouble logging in please contact us so we can help you or fix the issue.

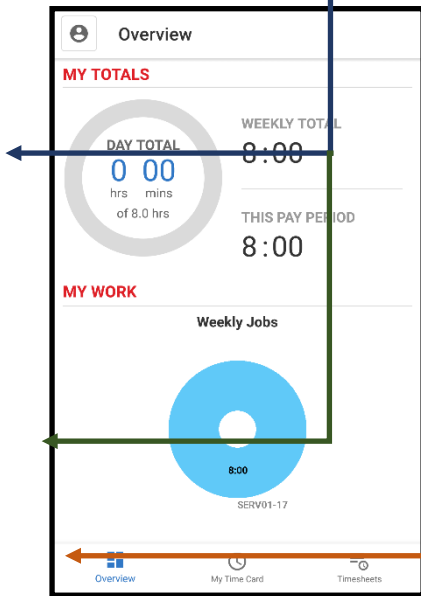
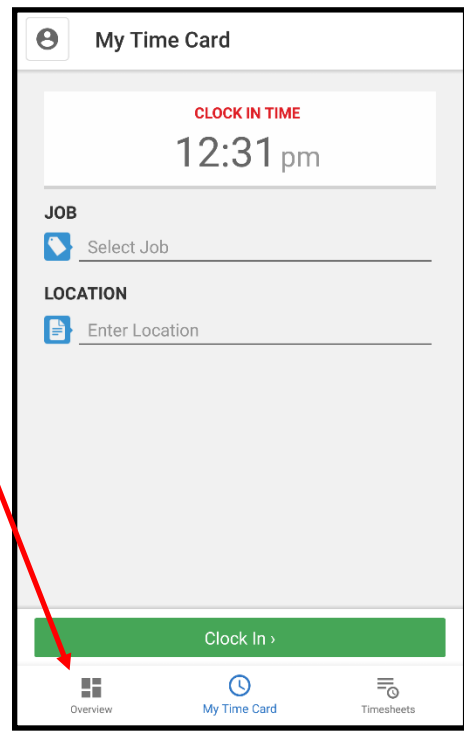


### Step 3

You will be taken to “my time card”. You will **not** have access to input your time or “clock in”.

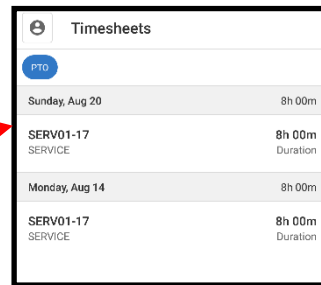
To view your hours, select “overview”

This will display your **hours worked** and **jobs** your Foremen has entered.



worked.

If you click “**timesheets**”  
Break down of the hours



you will see a  
you have

**\*\*If you need to sign out. Press the picture Icon in the top left and click sign out in the menu.**

### Computer:

**Step 1:** Go to TSheets.

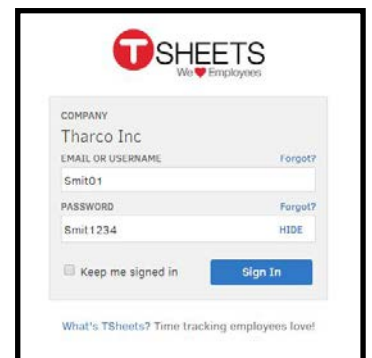
<http://tharcoinc.tsheets.com>

or

Click TSheets button in Employee portal

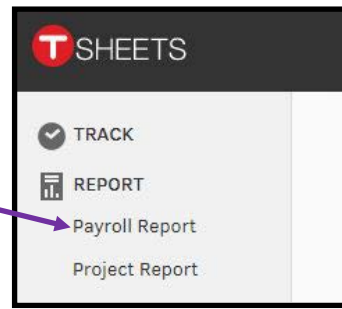
**Step 2:** Log in using your employee login

If you are having trouble logging in please contact the PA office so we can help you or fix the issue.

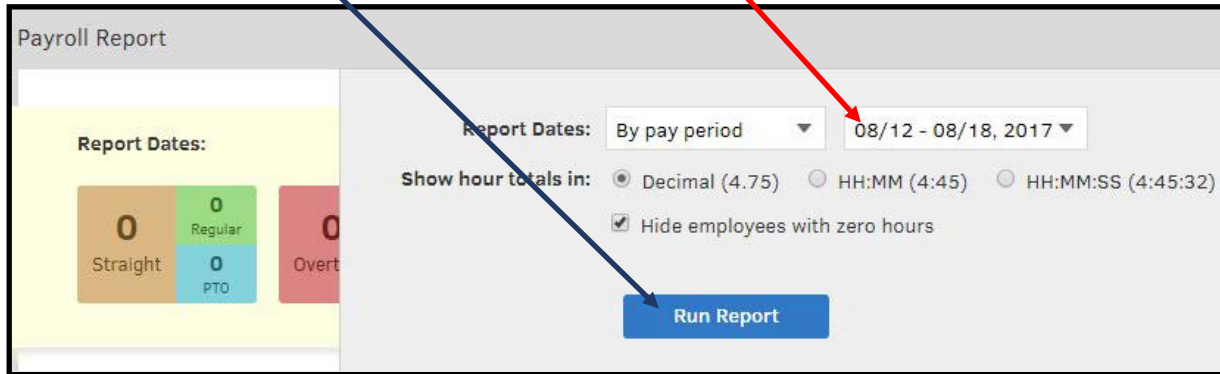


**Step 3:**

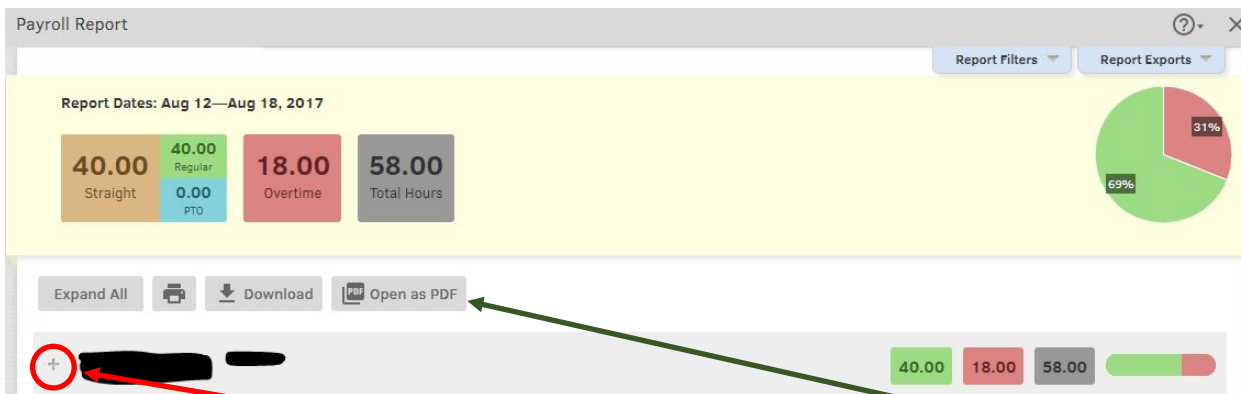
In the left-hand menu, you will see “**payroll report**” this is how you will view your hours.



**Step 4:** Select pay period you want to view hours for then, click “**Run Report**”



Below is what the report will look like. It includes Total hours worked, Overtime hours.



To view in more detail, you can press the “+” and a **breakdown list** will appear *OR* click “**open as PDF**”, this will allow you to view a **printer friendly version** of your hours.

Date	Day	In	Out	Hours	Day Total	Week Total	Job	Notes
Week 1								
08/12/2017	Sat			8.00	8.00	8.00	Park Avenue (500 Park Ave) > PARK01-16,LABOR 17,RL17	
08/13/2017	Sun			8.00	8.00	16.00	Park Avenue (500 Park Ave) > PARK01-16,LABOR 17,RL17	
08/14/2017	Mon			9.00	9.00	25.00	Park Avenue (500 Park Ave) > PARK01-16,LABOR 17,RL17	
08/15/2017	Tue			8.00	8.00	33.00	Park Avenue (500 Park Ave) > PARK01-16,LABOR 17,RL17	
08/16/2017	Wed			9.00	9.00	42.00	Park Avenue (500 Park Ave) > PARK01-16,LABOR 17,RL17	
08/17/2017	Thu			8.00	8.00	50.00	Park Avenue (500 Park Ave) > PARK01-16,LABOR 17,RL17	
08/18/2017	Fri			8.00	8.00	58.00	Park Avenue (500 Park Ave) > PARK01-16,LABOR 17,RL17	

If you have any questions about how to use this program or have trouble logging in please contact the PA office and we will help you or fix the issue. These instructions will be uploaded to the Employee Portal under Employee Documents for your convenience. It will be labeled “TSheets Instructions”

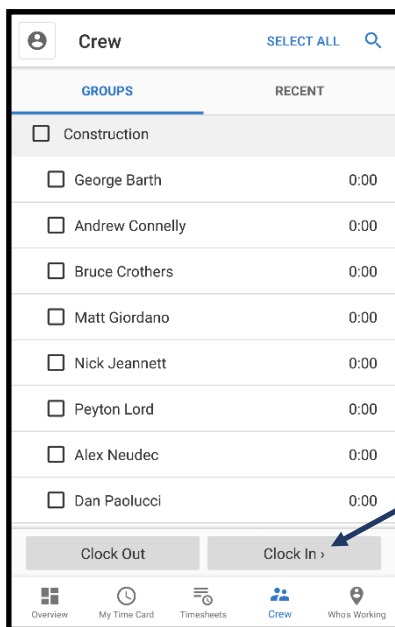
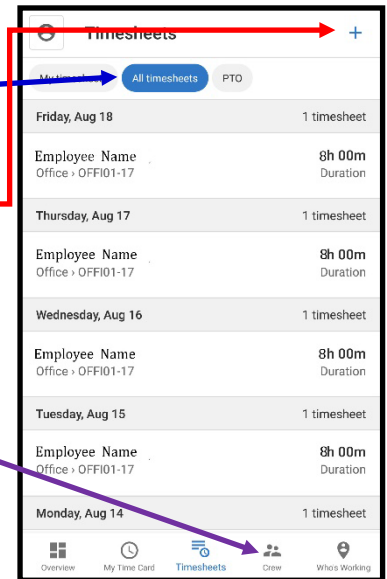
# Foremen,

You have been given permissions to enter time for yourself and other employees. Below you will find the steps on how to enter time for you and other employees from both your mobile device and computer.

**Mobile:** *If you choose to use the mobile application follow these Instructions*

Under time sheets you will find “**All Timesheets**” which will list all hours for employees you can enter time for. If you click on the “+” you can add hours for yourself for “today” only.

If you would like to enter hours for a different day for yourself or for another person you will need to select “**crew**” at the bottom.



From here, you will need to find the employee you are entering time for and select “**Clock In**” this will take you to the time sheet input, shown below.

When Entering time make sure that you select **duration**

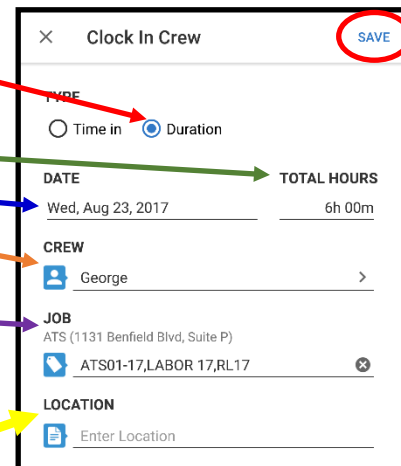
Choose the correct **date**, Enter the total **hours**.

Select the **employee** you are entering hours for

Select the **Job**.

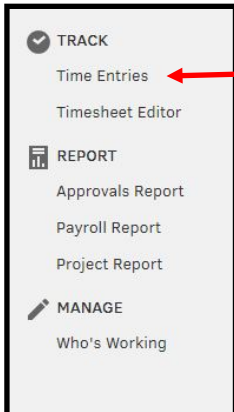
Jobs can be searched by the job code, job name, or the job address.

**If you are recording time for a St. Johns Job, or a Service Job be sure to include the Location**



Once all the information is entered **make sure you save** the information by clicking save in the top right corner. (circled in the above picture)

## Computer:



On the left-hand side, you will find “Time Entries”

Once you click Time Entries a window will appear, Select **Manual Time Card**.

Select the correct **date**

To **change the employee** you are entering hours for, select “**Switch User**” and type the employees name

Select the **Job**.

Jobs can be searched by the job code, job name, or the job address.

If you are working at a St. Johns Job, or a Service Job be sure to include the **Location**

The screenshot shows the 'Manual Time Card' window. At the top, there's a 'Timesheets List' tab and a 'Manual Time Card' tab. Below the tabs are buttons for '+ Add Time' and 'Actions'. A date range 'Aug 19 — Aug 25' is displayed, with a 'Today' button and navigation arrows. On the right, there's a 'User:' field with a redacted name and a 'Switch User' button. The main area is a grid with columns for days (Sat, 8/19 to Fri, 8/25) and a 'Job Totals' column. The first row is for 'SERVICE > SERV01-17' and has '8' entered in the Tue, 8/22 column. Below the grid is a 'Totals' row and a 'Notes' field. At the bottom, there's a 'LOCATION' field with '123 Muffin Way' and 'Reset' and 'Save' buttons.

Job	Sat, 8/19	Sun, 8/20	Mon, 8/21	Tue, 8/22	Wed, 8/23	Thu, 8/24	Fri, 8/25	Job Totals
SERVICE > SERV01-17				8				8:00
(no job)								0:00
(no job)								0:00
(no job)								0:00
(no job)								0:00
(no job)								0:00
<b>Totals:</b>	0:00	0:00	0:00	8:00	0:00	0:00	0:00	8:00

Click on the boxes to enter total number of **hours**.

Once all information is filled in be sure to click “**save**”!