

Employees: How To Log Your Time

A. When You Begin Working

1. Accept the invitation sent via text message or email and set up your account.



Hi there,

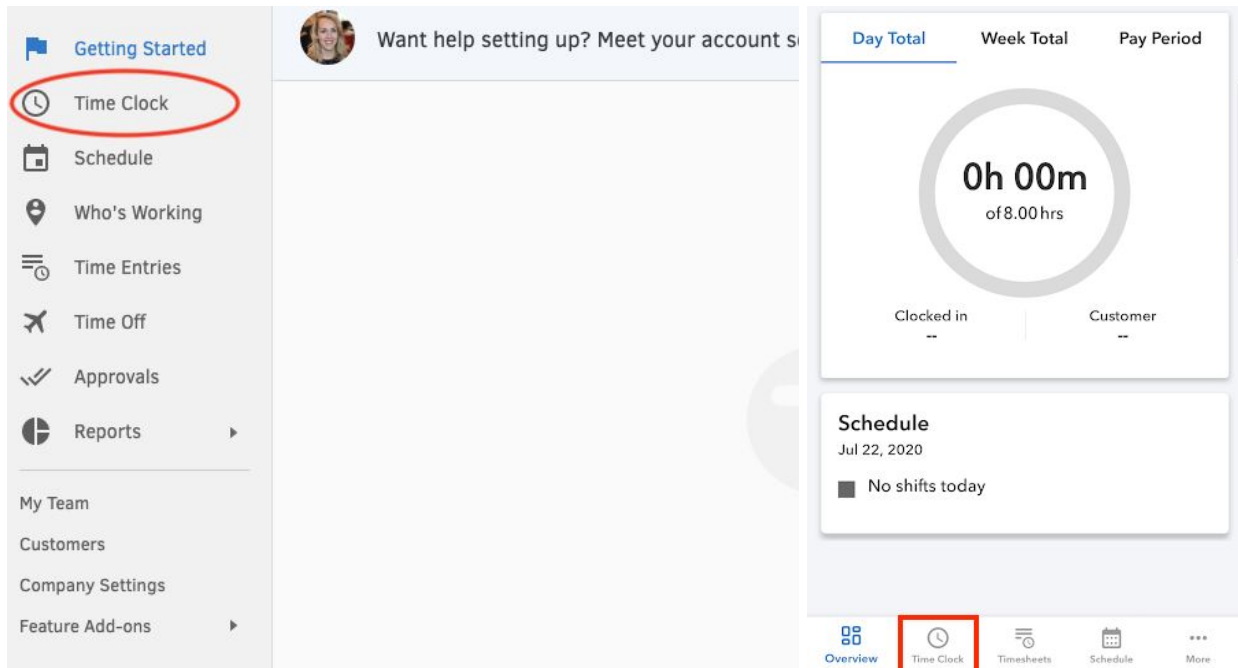
NXTThing RPO has invited you to start tracking your time with TSheets by QuickBooks.

Ready to accept this invitation?

Accept Invitation

How to sign in: Once you accept this invitation, you can access your account by signing in at tsheets.intuit.com.

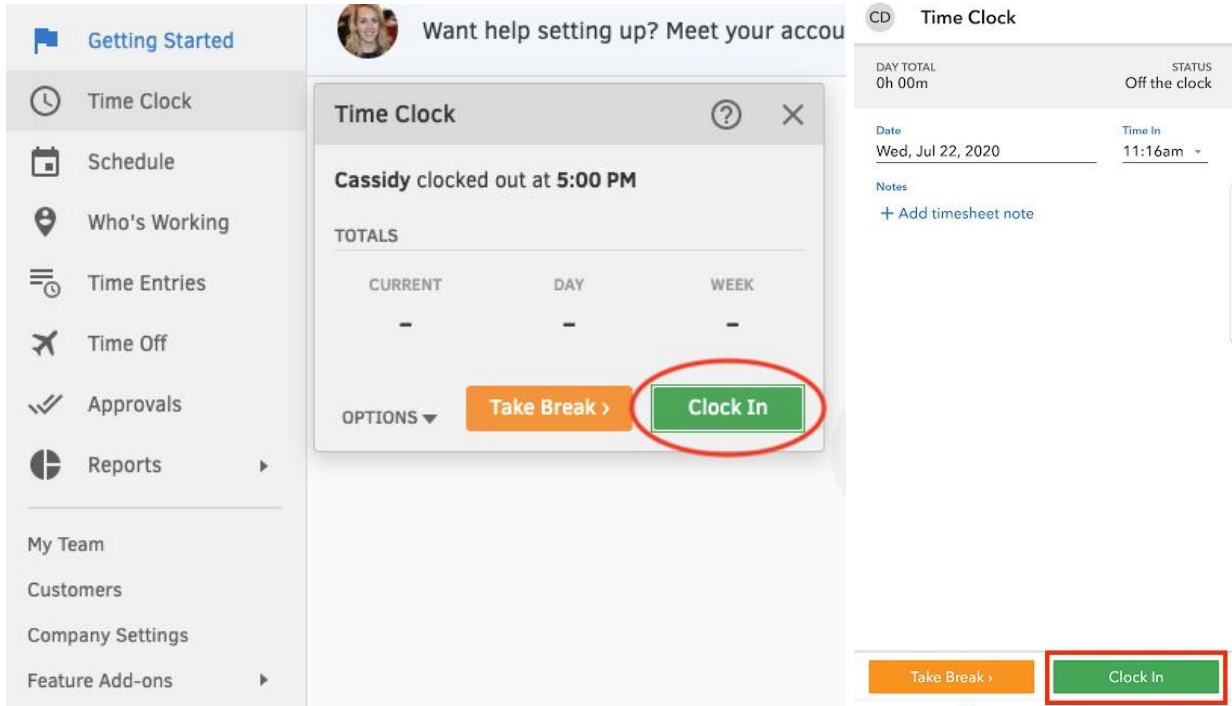
2. Once you're logged in, go to the left column and click "Time Clock".



The screenshot displays the TSheets by QuickBooks user interface. On the left, a navigation sidebar lists various options, with "Time Clock" circled in red. The main content area shows a dashboard with a large circular clock display showing "0h 00m of 8.00 hrs". Below this, a "Schedule" section for "Jul 22, 2020" indicates "No shifts today". At the bottom, a navigation bar includes "Overview", "Time Clock" (highlighted with a red box), "Timesheets", "Schedule", and "More".

3. Click "Clock In" and it will start counting.

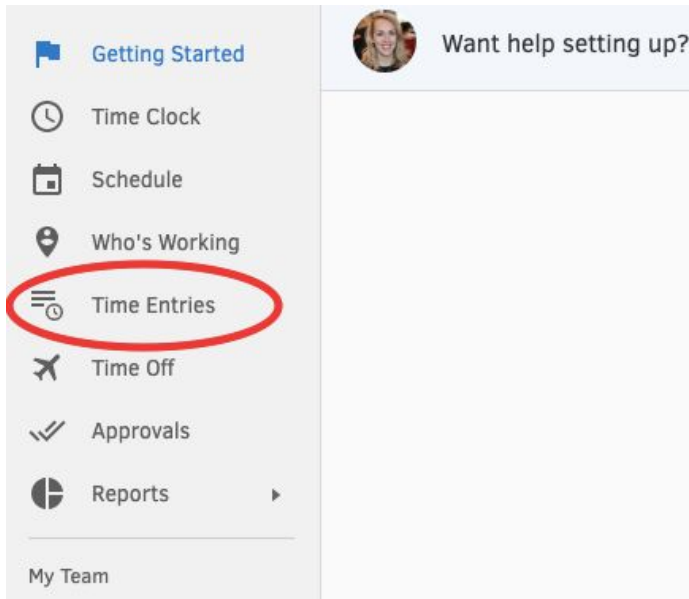
- a. If you need to take a break, you can click the “Take Break” orange button which will prompt whether the break is a lunch break (30 minutes) or a rest break (15 minutes)



The screenshot shows the Time Clock interface. On the left is a sidebar with navigation options: Getting Started, Time Clock, Schedule, Who's Working, Time Entries, Time Off, Approvals, Reports, My Team, Customers, Company Settings, and Feature Add-ons. The main content area shows a 'Time Clock' modal window for user Cassidy. The modal displays 'Cassidy clocked out at 5:00 PM' and a table with columns 'CURRENT', 'DAY', and 'WEEK', all showing dashes. Below the table are buttons for 'Take Break' and 'Clock In'. The 'Clock In' button is circled in red. To the right of the modal is a 'Time Clock' sidebar showing 'DAY TOTAL 0h 00m' and 'STATUS Off the clock'. Below this is a 'Date' field set to 'Wed, Jul 22, 2020' and a 'Time In' field set to '11:16am'. There is also a 'Notes' section with a '+ Add timesheet note' button. At the bottom of the page, there are two buttons: 'Take Break' and 'Clock In', with the 'Clock In' button circled in red.

B. If You Forget To Clock In/Need To Log Hours

1. Go to “Time Entries” in the left column.



The screenshot shows the Time Entries interface. The left sidebar has navigation options: Getting Started, Time Clock, Schedule, Who's Working, Time Entries, Time Off, Approvals, Reports, My Team. The 'Time Entries' option is circled in red. The main content area shows a 'Time Entries' modal window with a header 'Want help setting up?' and a search bar.

2. Click “Add Time”.

Time Entries

Timesheets Manual Time Card Time Slider

+ Add Time Actions Submit Time

Month Today July 2020

Time in - out Duration Customer

Tue, Jul 21 5:00am - 5:00pm 02s -

CD Timesheets Submit +

Time off

Wednesday, Jul 22 (today)

Shift Total 10:57am-10:57am

Add a timesheet

Log time for yourself or others you manage.

3. Enter the specific time you started and ended work.

Timesheet Editor

TEAM MEMBER Cassidy Drummond

TYPE Time In/Out Duration

STATUS Currently working TOTAL HOURS

TIME IN 07/21/2020 9:02 am 8:09

TIME OUT 07/21/2020 5:11 pm

CUSTOMER Select Customer code

NOTES

Currently Eastern Time (US & Canada) (-0400 UTC)

TIME ZONE Eastern Time (US & Canada)

Keep editor open after save Apply break rules on save Cancel Save

Add Timesheet

| Type | Total |
|--|-------|
| <input checked="" type="radio"/> Time in/out | 00m |
| <input type="radio"/> Duration | |

| Date | Time In |
|-------------------|----------|
| Wed, Jul 22, 2020 | 10:58am |
| Date | Time Out |
| Wed, Jul 22, 2020 | 10:58am |

4. If you take a break, need to enter the exact amount of time, then click “CUSTOMER” which will allow you to choose which type of break you took.

me Actions Submit Time

Timesheet Editor

TEAM MEMBER Cassidy Drummond

TYPE TIME IN/OUT

STATUS Currently working TOTAL HOURS

TIME IN 07/21/2020 12:00 pm 0:15

TIME OUT 07/21/2020 12:15 pm

CUSTOMER Rest Break

NOTES

Currently Eastern Time (US & Canada) (-0400 UTC)

TIME ZONE Eastern Time (US & Canada)

Search Assigned to Cassidy Drummond










Top

Breaks

Lunch Break Unpaid break

Rest Break Paid break

5. This is how your hours should look with a break(s) included.

| Timesheets | | | | | | |
|----------------------|----------|-------------|-------------|-------------|-------|---|
| Manual Time Card | | Time Slider | | | | |
| + Add Time | | Actions | | Submit Time | | |
| Month | | Today | | July 2020 | | |
| | | | | | | Total: 8h 00m |
| Time in - out | Duration | Customer | Location | Attachm... | Notes | |
| ^ Tue, Jul 21 8h 00m | | | | | | |
| 12:15pm - 5:00pm | 4h 45m | - | TSheets web | | |    |
| 12:00pm - 12:15pm | 15m | Rest Break | - | | |    |
| 9:00am - 12:00pm | 3h 00m | - | TSheets web | | |    |

- You should log hours every day and **submit time** at the end of the week (by Sunday noon at the latest!) Once you hit "submit time", your time card will be locked for that week and cannot be changed, please make certain you are submitting time for the week you just worked.