

Our company's TSheets URL is <u>https://unitedstateshunterjump</u>.tsheets.com

Your username is Your USHJA email address

Your password is

## How to Get Started Using TSheets on a Mobile Device



low to Manually Add He	ours	How to Edit a Timesheet	How to Review Hour Totals
<ol> <li>At the bottom of the tap then the tap then then then then then the tap then the tap ENTER HOUR, sele and time, and tap I</li> <li>Select a job or cus shown), and, at the tap SAVE.</li> </ol>	<b>S</b> or <b>TIME</b> ct the date <b>DONE</b> . tomer (if	<ol> <li>At the bottom of the screen, tap , and select the timesheet.</li> <li>At the top right, tap .</li> <li>Tap the item you want to change (for example, In Time, Out Time, Job, etc.).</li> <li>Make the changes, and, at the top right, tap SAVE.</li> </ol>	At the bottom of the screen, tap The following screen displays: Overview MY TOTALS WEEKLY TOTAL 7:34
Timesheets     Timesheets Wednesday, Jul 12 Ken Smith Residence	TIME T 5h 15m 5h 15m Duration	How to View Your Schedule At the bottom of the screen, tap Schedule.	7 34 hrs mins of 8.0 hrs 57:02
Tuesday, Jul 11	8h 30m	Schedule Q +	TODAY'S SCHEDULE           2:00PM-6:00PM
Joan Canon Residence	8h 30m Duration	MY SCHEDULE FULL SCHEDULE	Clean the basement CLOCK IN Crestview Condos > Unit B
Monday, Jul 10	8h 00m	Ken Smith Residence 10:00AM-2:00PM (4h)	View Full Schedule
Unit A Crestview Condos	4h 00m Duration	Tuesday, July 11 Burke Contracting 10:00AM-2:00PM (4h)	
Evergreen North Evergreen Apartments	4h 00m Duration	Wednesday, July 12 Joan Canon residence 10:00AM-2:00PM (4h) Thursday, July 13	Overview My Time Card Timesheets Schedule More
Dverview My Time Card Timesheets s	ichedule Paid Time Off	Evergreen Apartments 10:00AM-2:00PM (4h) Friday, July 14 Staff meeting 10:00AM-11:00AM (1h) Monday, July 17 Clean the basement 2:00PM-6:00PM (4h) CLOCK IN CLOCK IN CL	

## How to Submit Your Hours

Note: After you submit your hours, the submission is locked, and you cannot make further changes unless your manager rejects the timesheet.

- 1. Tap Timesheets > SUBMIT TIME.
- 2. Select the days you would like to submit, and tap SUBMIT.
- 3. To confirm, tap SUBMIT.

Timesheets	SUBMIT +
My timesheets All timesheets	PTO
Monday, Jul 17 (today)	7h 44m
Burke Contracting	<b>7h 44m</b> 8:05am-3:49pm
Friday, Jul 14	9h 26m
Shop Time	<b>9h 26m</b> 11:12am-8:38pm
Thursday, Jul 13	8h 00m
Shift Total	8h 00m Duration
Wednesday, Jul 12	8h 00m
Shift Total	8h 00m Duration
Overview My Time Card Timesheets	Schedule More