

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	Hours	How to Edit a Timesheet	How to Review Hour Totals
 At the bottom of tap tap then +. Tap ENTER HOU IN/TIME OUT, se and time, and tap Select a job or cu shown), and, at the tap SAVE. 	the screen, RS or TIME lect the date DONE . ustomer (if ne top right,	 At the bottom of the scret tap interest , and select the timesheet. At the top right, tap	At the bottom of the screen, tap Time, at the bottom of the screen, tap . The following screen displays: Overview MY TOTALS WEEKLY TOTAL 7:34
Wednesday, Jul 12 Ken Smith Residence	TIME 5h 15m 5h 15m Duration	How to View Your Schedule At the bottom of the screen, ta Schedule.	ap + TODAY'S SCHEDULE
Tuesday, Jul 11 Joan Canon Residence	8h 30m 8h 30m Duration	MY SCHEDULE FULL SCHED	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 Evergreen North Evergreen Apartments	4h 00m Duration 4h 00m Duration	Tuesday, July 11 Burke Contracting 10:00AM-2:00PM (4h) Wednesday, July 12 Joan Canon residence 10:00AM-2:00PM (4h) Thursday, July 13	Wookhr John Wookhr John Wookhr John Overview My Time Card Timesheets Schedule More
Dverview My Time Card Timesheets	Schedule 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) Clean the basement 2:00PM-6:00PM (4h) Staff meeting Clean the basement 2:00PM-6:00PM (4h) Staff meeting Clean the basement 2:00PM-6:00PM (4h) Staff meeting Clean the basement 2:00PM-6:00PM (4h) Staff meeting Clean the basement Clean the ba	

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	7h 44m
	8:05am-3:49pm
Friday, Jul 14	9h 26m
Shop Time	9h 26m
	11:12am-8:38pm
Thursday, Jul 13	8h 00m
Shift Total	8h 00m
	Duration
Wednesday, Jul 12	8h 00m
Shift Total	8h 00m
	Duration
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Overview My Time Card Timesheets	Schedule More