

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

Your username is Your USHJA email address 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

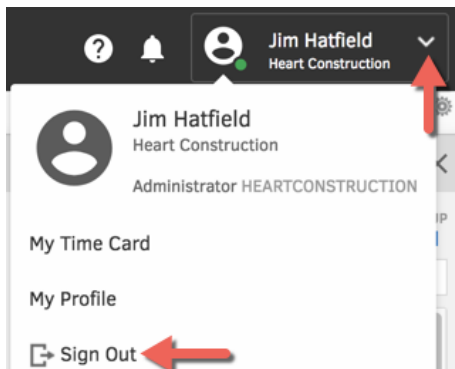
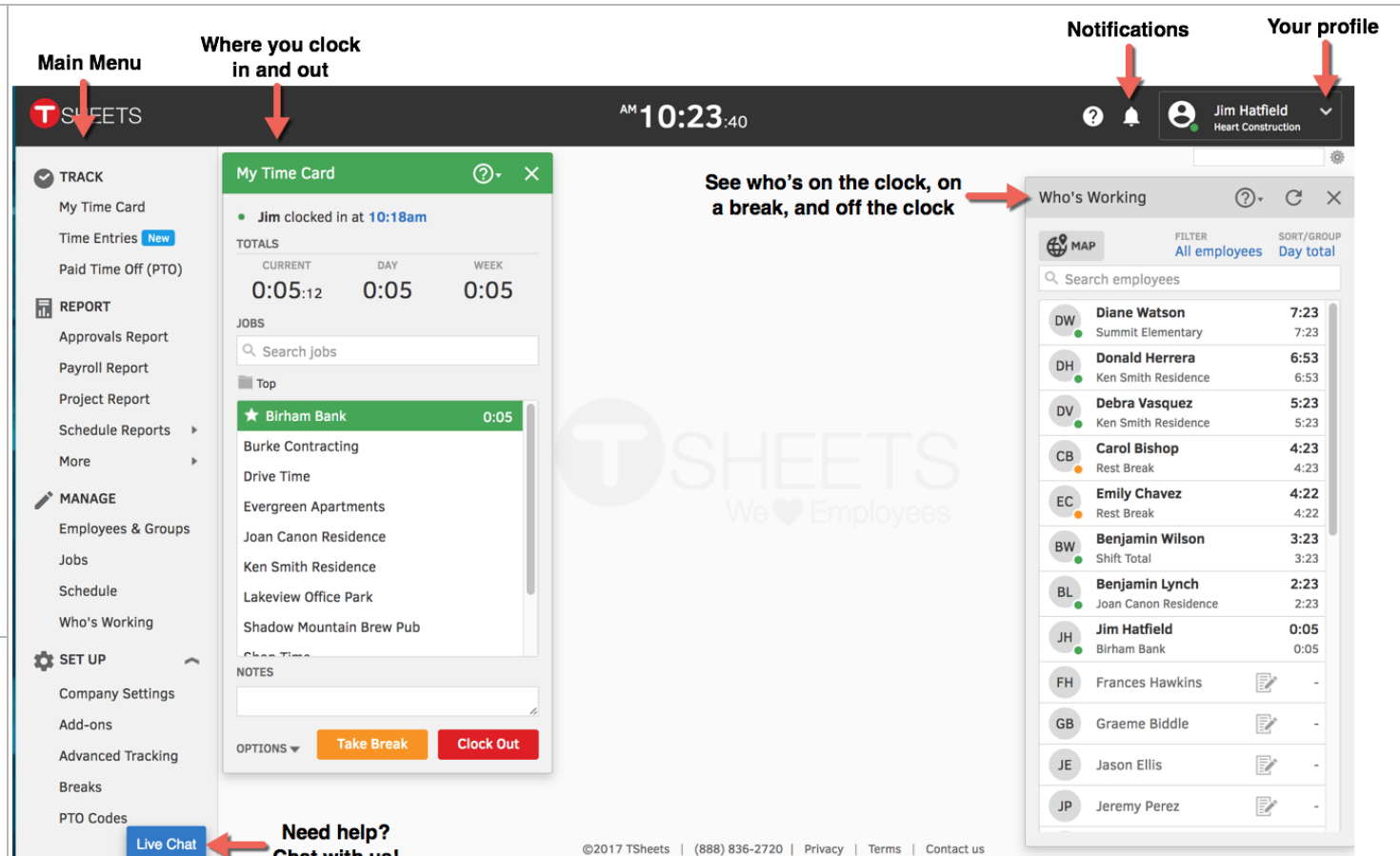
EMAIL OR USERNAME [Forgot?](#)

PASSWORD [Forgot?](#)

☐ Keep me signed in [Sign In](#)

How to Sign Out

In the top right corner of TSheets, click [your name] › **Sign Out**.

Main Menu

Where you clock in and out

Notifications

Your profile

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

Need help? Chat with us!

Employee	Status	Time
Diane Watson	Summit Elementary	7:23
Donald Herrera	Ken Smith Residence	6:53
Debra Vasquez	Ken Smith Residence	5:23
Carol Bishop	Rest Break	4:23
Emily Chavez	Rest Break	4:22
Benjamin Wilson	Shift Total	3:23
Benjamin Lynch	Joan Canon Residence	2:23
Jim Hatfield	Birham Bank	0:05
Frances Hawkins		-
Graeme Biddle		-
Jason Ellis		-
Jeremy Perez		-

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.



1. On **My Time Card**, from the list, select a job or customer (if shown).
2. Click **Clock In**.

1. At any point during the day, if you want to switch to a different job or customer, on **My Time Card**, select a new one.
2. Click **Switch**.

1. When you are finished working, if needed, sign back into your TSheets account.
2. On **My Time Card**, click **Clock Out**.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Selected Hours
<input checked="" type="checkbox"/> 7/2 0 hrs	<input checked="" type="checkbox"/> 7/3 9.72 hrs	<input checked="" type="checkbox"/> 7/4 8 hrs	<input checked="" type="checkbox"/> 7/5 7.76 hrs	<input checked="" type="checkbox"/> 7/6 8.89 hrs	<input checked="" type="checkbox"/> 7/7 7.22 hrs	<input checked="" type="checkbox"/> 7/8 0 hrs	41.6
<input checked="" type="checkbox"/> 7/9 0 hrs	<input checked="" type="checkbox"/> 7/10 7.79 hrs	<input type="checkbox"/> 7/11 0 hrs	<input type="checkbox"/> 7/12 0 hrs	<input type="checkbox"/> 7/13 0 hrs	<input type="checkbox"/> 7/14 0 hrs	<input type="checkbox"/> 7/15 0 hrs	7.79

Total: 49.39

Cancel Submit