All employees are required to record their hours worked each day. In order to make recording hours as easy as possible, [COMPANY NAME] uses TSheets time tracking and scheduling software.

**What is TSheets?**

TSheets is the No. 1 employee rated and requested time tracking and scheduling app on the planet! It will allow you to easily track, submit, and report your time worked directly from your TSheets account. It's a more accurate alternative to paper timesheets or punch cards, and it ensures that you get paid for every second worked!

**Getting Started**

A TSheets account will be set up on your behalf by your supervisor. You will receive an email or text message notifying you when your account is active. Follow the prompts to access your account and create an account password (if a password has not already been created for you).

If you did not receive your TSheets account invitation, contact [NAME] for your login information.

To access your TSheets account online, go to www.[COMPANYURL].tsheets.com and sign in.

*Please note, for security purposes the TSheets support team is not authorized to give you, or reset, your password — but they are a great resource for TSheets help and support questions. Contact them at 888-836-2720.*

**Downloading the App**

[COMPANY NAME] employees are required to track time using the TSheets mobile app.

The TSheets app is available from the App Store (iOS devices) and from Google Play (Android devices). If the TSheets app is not available on your device or will not work on your device, contact your supervisor.

We recommend that you download the app using a Wi-Fi connection. If you do not have internet at home, you are welcome to use [COMPANY NAME]'s internet connection. If you cannot access [COMPANY NAME’S] Wi-Fi connection, contact your supervisor.

*An internet connection is required to download the TSheets app, but please be aware that if you decide not to use your personal or [COMPANY NAME]’s internet connection to download it, [Company Name] will not be held responsible for any extra data charges associated with downloading the app.*

**About the TSheets App**

The TSheets app pulls a GPS location point every 10 minutes while you’re clocked in, as well as when you clock in, clock out, or change job codes. Your location will NOT be tracked when you are clocked out or on break.

Monthly [data usage](http://help.tsheets.com/knowledgebase/articles/330579-how-much-data-does-the-tsheets-app-use) for the TSheets app ranges from 300MB to 750MB. For comparison purposes, the Facebook app uses anywhere from 80MB to 160MB **per hour**. If, for any reason, the TSheets app causes you to exceed your data allowance or increases your service provider’s data charges, please speak to your supervisor. TSheets uses a minimal amount of battery power. The exact amount varies with your device and how often you interact with the app. For more information about the TSheets app, data, and battery usage, contact your supervisor or visit [www.help.tsheets.com](http://help.tsheets.com/knowledgebase/topics/106845-employees).

**TSheets Kiosk and Time Clock Station(s)**

[COMPANY NAME] employees are required to track time using the TSheets Kiosk located [WHERE]. Your supervisor will assign you a unique four-digit PIN. Use this PIN to clock in, clock out, take breaks, and switch job codes using the Kiosk. If you forget your PIN or would like to change it, you can do so directly from the TSheets Kiosk.

**Tracking Time**

Employees should clock in no sooner than [# minutes] before their scheduled shift and clock out no later than [# minutes] after their scheduled shift. [Hourly employees are required to clock out for a 30 minute unpaid lunch break for each shift exceeding 6 hours. All employees are allowed one [paid/unpaid] 15 minute break per shift exceeding 6 hours.] TSheets will track and record working time, break times, and overtime hours.

If you have timesheet editing privileges, you can edit your clock in or clock out time from "My Time Clock" or the "Timesheets" tab. If you don't have timesheet editing privileges, and you forget to clock in or out, leave a note in the "Notes" section on your timecard with the correct time. Your supervisor will adjust your timesheet to accurately reflect the time you worked.

[COMPANY NAME] employees are paid [every 2 weeks, twice a month, once a month, etc.]. **Employees must submit their hours for payroll through TSheets to receive a paycheck — no exceptions**. TSheets or your supervisor will notify you when you're required to submit your time.