



TSheets Timekeeping Instructions

The Excalibur Group

September 1, 2020

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Creating TSheets Profile



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Hi Kristen,

Jonathan Poulson of **The Excalibur Group** has invited you to track time with TSheets.

Jonathan's message:

Hey all! We are going to start tracking our time using TSheets. Let me know if you have any questions.

Accept Invitation

You will receive this email from TSheets to setup your profile and access the timekeeping system. Select "Accept Invitation" to begin.

If the button doesn't work, copy and paste this URL into your browser.

[https://theexcaliburgroup.tsheets.com/validate?](https://theexcaliburgroup.tsheets.com/validate?token=cLWvmaxPAUaTvfDJSTbk52ALB94tUKCuTXxlHvErb&flow_id=c7c2a9dd495fc997ab09bc32b0c88415)

[token=cLWvmaxPAUaTvfDJSTbk52ALB94tUKCuTXxlHvErb&flow_id=c7c2a9dd495fc997ab09bc32b0c88415](https://theexcaliburgroup.tsheets.com/validate?token=cLWvmaxPAUaTvfDJSTbk52ALB94tUKCuTXxlHvErb&flow_id=c7c2a9dd495fc997ab09bc32b0c88415)

Sincerely,

The TSheets Team

Creating TSheets Profile

https://theexcaliburgroup.tsheets.com/validate?token=cLWvmaxPAUaTvFDJSTbk52ALB94tUKeCuTXxIHvErb&flow TSheets Timesheet :: Invitat... x



Welcome

You've been invited to join the TSheets account for **The Excalibur Group**. Enter your details to get started.

FIRST NAME
Kristen

LAST NAME
Poulson

USERNAME
kpoulson@theexcaliburgroup.com

CREATE PASSWORD

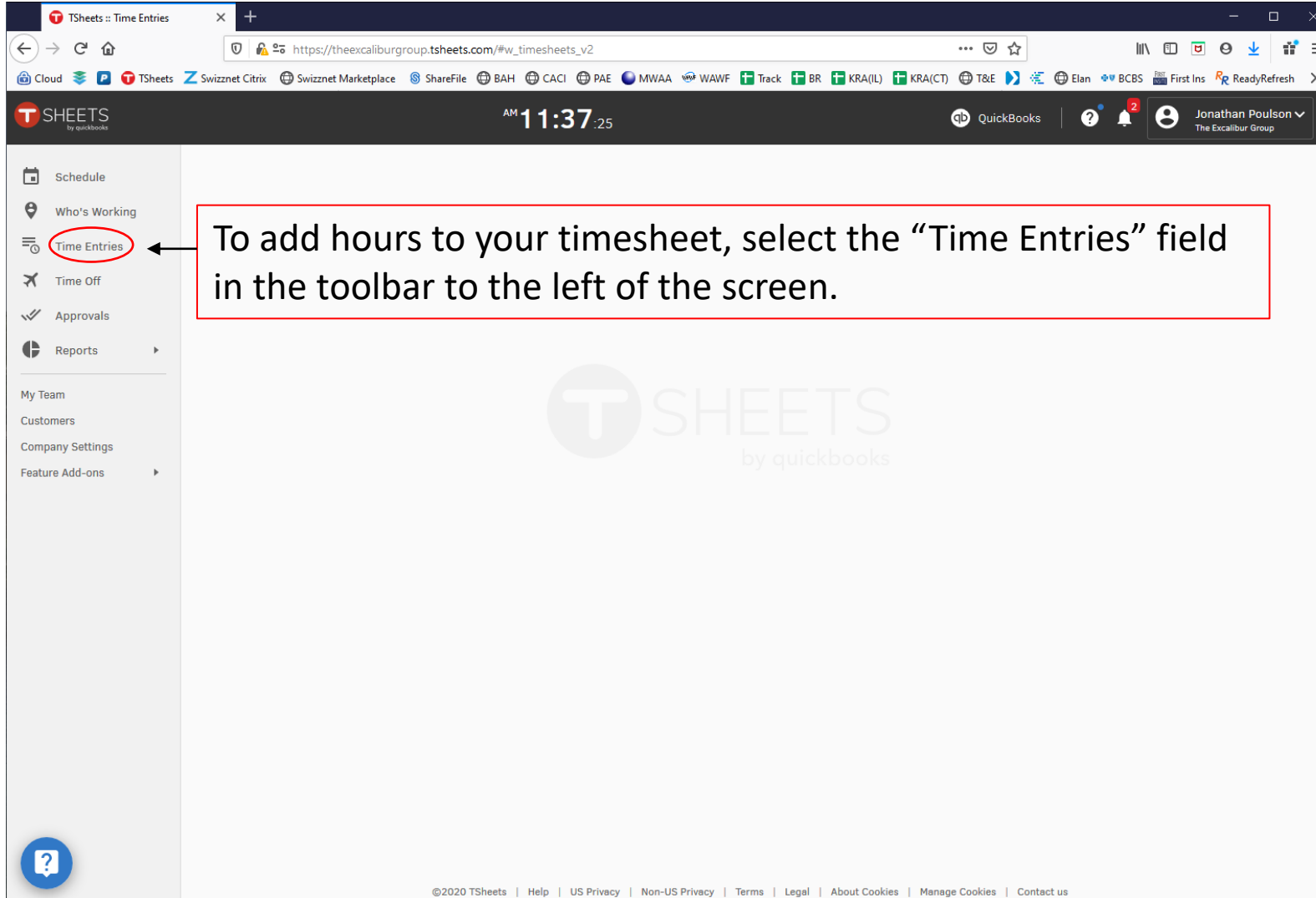
Must have 8 or more characters, upper and lower case letters, a number, and a symbol

[Join Account](#)

Your First/Last Name and Username will auto-populate from your TSheets invite. You will create a password following the criteria shown below then select "Join Account".

NOTE: Please keep record of the password that you create. Excalibur will not have access to this information.

Adding Time (via Online Access)



The screenshot shows a web browser window with the URL https://theexcalburgroup.tsheets.com/#w_timesheets_v2. The page title is "TSheets :: Time Entries". The browser's address bar shows the URL. The page header includes the "SHEETS by quickbooks" logo, the time "AM 11:37:25", and the user's name "Jonathan Poulson" with a dropdown arrow. The left sidebar contains a menu with the following items: "Schedule", "Who's Working", "Time Entries" (highlighted with a red circle and an arrow), "Time Off", "Approvals", "Reports", "My Team", "Customers", "Company Settings", and "Feature Add-ons". A red box highlights the "Time Entries" menu item and the text: "To add hours to your timesheet, select the 'Time Entries' field in the toolbar to the left of the screen." The main content area is mostly blank with a large "SHEETS by quickbooks" watermark. The footer contains copyright information: "©2020 TSheets | Help | US Privacy | Non-US Privacy | Terms | Legal | About Cookies | Manage Cookies | Contact us".

To add hours to your timesheet, select the "Time Entries" field in the toolbar to the left of the screen.

Adding Time (via Online Access)

The screenshot shows the TSheets online interface. The main window is titled 'Time Entries' and is in the 'Manual Time Card' mode. The user is identified as 'Marcus White'. The date range is 'Aug 31 - Sep 6, 2020'. The table below shows time entries for each day of the week. The first row has '(no customer)' in the 'Customer' column, which is circled in red. An arrow points from a text box on the right to this field.

Customer	Mon, 8/31	Tue, 9/1	Wed, 9/2	Thu, 9/3	Fri, 9/4	Sat, 9/5	Sun, 9/6	Customer Totals
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
Totals:	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

Notes:

Reset Save

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Adding Time (via Online Access)

A pop-up box will appear, listing your client/customer. Select the appropriate client/customer and it will populate on your timecard.

NOTE: If you qualify for other paid leave options(holiday, PTO, etc) you will be able to select them from this drop-down list.

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Adding Time (via Online Access)

The screenshot shows the TSheets web application interface. The main window is titled "Time Entries" and displays a "Manual Time Card" for the user "Marcus White". The interface includes a sidebar with navigation options such as "Schedule", "Who's Working", "Time Entries", "Time Off", "Approvals", and "Reports". The main area shows a table for adding time entries for the current day, "Aug 31 - Sep 6, 2020". A red box highlights the "8" in the "Tue, 9/1" column for the customer "DC DHS-TANF OY1". A callout box with an arrow points to this cell, containing the text "Add total hours worked for the current working day." The interface also shows a "Totals" row and a "Notes" field for the selected entry.

Customer	Mon, 8/31	Tue, 9/1	Wed, 9/2	Thu, 9/3	Fri, 9/4	Sat, 9/5	Sun, 9/6	Customer Totals
DC DHS-TANF OY1		8						8:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
Totals:	0:00	8:00	0:00	0:00	0:00	0:00	0:00	8:00

Notes: for Tue, Customer: DC DHS-TANF OY1

Reset Save

Adding Time (via Online Access)

The screenshot shows the TSheets online interface. The main window is titled "Time Entries" and displays a "Manual Time Card" for the date "Aug 31 - Sep 6, 2020". The interface includes a navigation sidebar on the left with options like "Schedule", "Who's Working", "Time Entries", "Time Off", "Approvals", and "Reports". The main area shows a grid for time entries with columns for dates from Monday, 8/31 to Sunday, 9/6, and a "Customer Totals" column. The first row shows a time entry for "DC DHS-TANF OY1" on Tuesday, 9/1, with a duration of 8:00. Below the grid, there are "OPTIONS" and a "Notes" field. The "SERVICE ITEM" dropdown menu is highlighted with a red circle, and the "BILLABLE" field is set to "Yes". A red box on the right contains the text: "Select from the 'Service Item' drop-down list at the bottom of the screen to choose the appropriate charge code/LCAT." A yellow box at the bottom contains the text: "NOTE: The 'Billable' field will auto-populate with 'yes' if the contract is billable or 'no' if it's not."

NOTE: The "Billable" field will auto-populate with "yes" if the contract is billable or "no" if it's not.

Adding Time (via Online Access)

TSheets :: Time Entries

https://theexcaliburgroup.tsheets.com/#w_timesheets_v2

PM 3:06.27

QuickBooks Jonathan Poulson The Excalibur Group

Time Entries **You have unsaved changes**

Timesheets Manual Time Card

+ Add Time Actions Submit Time

Today < > Aug 31 - Sep 6, 2020 User: Marcus White Switch User

Customer	Mon, 8/31	Tue, 9/1	Wed, 9/2	Thu, 9/3	Fri, 9/4	Sat, 9/5	Sun, 9/6	Customer Totals
DC DHS-TANF OY1		8						8:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
Totals:	0:00	8:00	0:00	0:00	0:00	0:00	0:00	8:00

Notes: for Tue, Customer: DC DHS-TANF OY1

SERVICE ITEM DC DHS-TANF OY1:PM

BILLABLE Yes

Reset Save

Lastly select "Save" to complete your entry.

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Submitting Time

Excalibur has two pay periods per month, 1st – 15th and 16th – Final day of the month.

The screenshot shows the TSHEETS interface with a 'Manual Time Card' for the week of Sep 14 - 20, 2020. The 'Submit Time' button is circled in red and pointed to by an arrow. A text box on the right explains that 'Submit Time' should be selected on the last day of the pay period.

Customer	Mon, 9/14	Tue, 9/15	Wed, 9/16	Thu, 9/17	Fri, 9/18	Sat, 9/19	Sun, 9/20	Customer Totals
DC DHS-TANF OY1	8	8						16:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
Totals:	8:00	8:00	0:00	0:00	0:00	0:00	0:00	16:00

Notes: for Tue, Customer: DC DHS-TANF OY1

SERVICE ITEM: DC DHS-TANF OY1:PM
BILLABLE: Yes

Buttons: Reset, Save

On the last day of the pay period after saving your entry, select "Submit Time".

Submitting Time

TSheets :: Submit Time

https://theexcalburgroup.tsheets.com/#w_submit_time

PM 5:07:20

QuickBooks Jonathan Poulson The Excalibur Group

Schedule
Who's Working
Time Entries
Time Off
Approvals
Reports

My Team
Customers
Company Settings
Feature Add-ons

Submit Time

Team member:

View time through:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Selected Total
AUG 31 0m ✓	SEP 01 8h ✓	SEP 02 8h ✓	SEP 03 8h ✓	SEP 04 8h ✓	SEP 05 -- ✓	SEP 06 -- ✓	32h 0m (32)
SEP 07 8h ✓	SEP 08 8h ✓	SEP 09 8h ✓	SEP 10 8h ✓	SEP 11 8h ✓	SEP 12 -- ✓	SEP 13 -- ✓	40h 0m (40)
SEP 14 8h ✓	SEP 15 8h ✓	SEP 16 -- ○	SEP 17 -- ○	SEP 18 -- ○	SEP 19 -- ○	SEP 20 -- ○	16h 0m (16)

Note: You will not be able to make any changes to the selected days after submitting.

88h 0m
Total selected hours

Submit Time

Place a check mark under each day you recorded hours for the pay period. Then select "Submit Time".

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Submitting Time

TSheets :: Submit Time

https://theexcaliburgroup.tsheets.com/#w_submit_time

PM 5:12:21

Jonathan Poulson
The Excalibur Group

Schedule
Who's Working
Time Entries
Time Off
Approvals
Reports

My Team
Customers
Company Settings
Feature Add-ons

Submit Time

Team member
Jonathan Poulson

Monday Tuesday Sunday Selected Total

AUG 31 0m ✓	SEP 01 8h ✓	SEP 02 8h ✓	SEP 03 8h ✓	SEP 04 8h ✓	SEP 05 8h ✓	SEP 06 -- ✓	32h 0m (32)
SEP 07 8h ✓	SEP 08 8h ✓	SEP 09 8h ✓	SEP 10 8h ✓	SEP 11 8h ✓	SEP 12 -- ✓	SEP 13 -- ✓	40h 0m (40)
SEP 14 8h ✓	SEP 15 8h ✓	SEP 16 -- ○	SEP 17 -- ○	SEP 18 -- ○	SEP 19 -- ○	SEP 20 -- ○	16h 0m (16)

Note: You will not be able to make any changes to the selected days after submitting.

88h 0m
Total selected hours

Submit Time

Are you sure you want to submit your time through **September 15, 2020**? A manager or admin will be required to unlock this time if you need to make changes.

Submit Cancel

Don't show this message again

View time through

Select "Submit". Your timecard will transmit to HR for approval

https://theexcaliburgroup.tsheets.com/#

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