

TSHEETS – CLOCK IN/OUT PROCESS & INFO – For NBH/Sales/Designers

- TSheets is how we track time – how it is applied to certain jobs/projects, payroll reporting and lots of other fun stuff! TSheets has been a wonderful tool for our field and office employees and helps us track this important information. To begin using TSheets on your desktop/laptop go to: <https://castle.tsheets.com/>
- Log in to your Account by using your Username and Password provided to you by Human Resources.

The screenshot displays the login interface for TSheets. At the top, the browser address bar shows the URL <https://castle.tsheets.com/page/login>. The page header features the TSheets logo with the tagline "We ♥ Employees". Below the logo, the company name "Castle Building & Remodeling, Inc." is displayed. The login form includes the following elements:

- COMPANY: Castle Building & Remodeling, Inc.
- EMAIL OR USERNAME: [Input field] [Forgot?](#)
- PASSWORD: [Input field] [Forgot?](#)
- Keep me signed in
- [Sign In](#) button
- OR separator
- [Sign in with intuit](#) button

Two yellow arrows point to the "EMAIL OR USERNAME" and "PASSWORD" input fields. At the bottom of the page, there is a "LIVE Chat" button and a footer with the text: "© 2016 TSheets | (888) 836-2720 | Privacy Policy | Need Help?"

- Castle and NBH Sales/Designers

Castle Sales/Designers, choose Castle & NBH Sales/Designers as your Job/Customer Name

The screenshot displays the TSheets web application interface. At the top, the browser address bar shows the URL https://castle.tsheets.com/#w_timecard. The page header includes the TSheets logo, the time 6:51:39 PM, and a user profile for Lisa Treviranus. A notification bubble asks "Looking for My Profile?".

The main content area features a "My Time Card" window. On the left sidebar, a black arrow points to the "My Time Card" link under the "TRACK TIME" section. The "My Time Card" window shows a status "Lisa clocked in at 5:35pm" and a table of time entries:

TASK	DAY	WEEK
1:16:38	8:28	26:33

Below the table is a "CUSTOMER" selection list. A yellow arrow points to the "Castle Sales/Designers" option at the bottom of the list. The "SERVICE ITEM" is set to "CGS:Sales/Designer". A "Clock Out" button is visible at the bottom right of the window.

On the right side of the interface, a "Who's Working" widget displays a list of employees and their time:

Employee	Time
Lisa Treviranus Castle Office	8:28 1:16
Miriam Rost-Rothman Castle Office	7:47 7:47

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- Castle and NBH Sales/Designers

Castle Sales/Designers, choose Castle Sales/Designers as your Service Item

The screenshot shows the TSHEETS web application interface. The main window is titled "My Time Card" and displays the following information:

- Lisa clocked in at 5:35pm
- TOTALS: TASK 1:16:38, DAY 8:28, WEEK 26:33
- CUSTOMER: A list of customers including Winholtz, Susan - N3019, Wodarz, Josh & Zoe - 2926, Young, Oliver & Rebecca - 1819, Yue, Jonathon N2760, Zaske, Adam & Amy - 2994, Zaylskie, Kimberly - N3050-1, Castle Educational Home Tour, and Castle Sales/Designers.
- SERVICE ITEM: CGS:Sales/Designer
- NOTES: A text input field.
- OPTIONS: A dropdown menu.
- A red "Clock Out" button.

A "Who's Working" pop-up window is also visible, showing a list of employees and their current status:

Employee	Location	Time
Lisa Treviranus	Castle Office	8:28
Miriam Rost-Rothman	Castle Office	7:47

The left sidebar contains the following sections:

- TRACK TIME: My Time Card, Manual Time Card, Paid Time Off (PTO)
- REPORTS: Approvals Report, Payroll Report, Project Report, More
- MANAGE: Who's Working, Schedule, Timesheets, Employees & Groups, Customers, PTO Codes
- SETTINGS: Company Settings
- ADD-ONS: LIVE Chat

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- Sales/Designers & Office Staff Feel free to track your mileage in the Notes field in TSheets, or utilize the Mileage Tracker found on SP.

My Time Card
Manual Time Card
Paid Time Off (PTO)

REPORTS
Approvals Report
Payroll Report
Project Report
More

MANAGE
Who's Working
Scheduling
Timesheets
Employees & Groups
Customers
PTO Codes

SETTINGS
Company Settings

ADD-ONS
Manage Add-Ons
Approvals
Submit Timecard

LISA clocked in at 5:35pm

TASK	DAY	WEEK
1:30:41	8:42	26:47

CUSTOMER

- Top
- Castle Office
- Natural Built Home Installs - 2411 > Delivery / Measures
- AkHINGBE, Ben- N3049-1
- Alexander, Jana - N3042
- Andrew, Elizabeth & Hughes, Emily - N3052
- Arnold, Ryan & Miranda - 2945
- Arnott, Sigrid - N3018
- Arp, Joel & Gajdosik, Pamela - 2554

SERVICE ITEM: CGS:Sales/Designer

NOTES
22

Save Notes
Clock Out

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- To end your work at that Customer, just click the red box labeled “Clock Out” and you will be logged out of that job. Be sure to click this red box at the end of each task, especially when changing from category to category.

The screenshot shows the TSheets My Time Card interface. At the top, it says "Lisa clocked in at 5:35pm". Below that is a table with columns for TASK, DAY, and WEEK. The values are 1:30:41, 8:42, and 26:47 respectively. Under the table is a customer list with "Castle Office" selected. Below the customer list is a "SERVICE ITEM" dropdown menu set to "CGS:Sales/Designer". There is a "NOTES" field with the number "22" and a "Save Notes" button. At the bottom right, there is a red "Clock Out" button, which is highlighted with a yellow arrow.

- If you know there is an error in your time (forgot to clock-in/clock-out, forgot to record your mileage in the Notes area, selected the incorrect Labor category) email or call your manager or Human Resources – they can fix it! Email HR@Castlebri.com or call 612.877.8374
- Tsheets Customer Support is fantastic and very helpful if you ever need to contact them! 1-888-836-2720.