Supervisor Time Card Instructions

1. If you're new to using Tsheets, start by accepting the email invitation from Tsheets to join. If you've used Tsheets in the past, log in using your email and password. If you have trouble remembering your login info, follow the "Forgot?" link to be walked through the retrieval process.

2. "X" out of all 3 pop up's that appear so your home screen looks like this:

3. Click **"Time Entries"** located along left column then click the **"Manual Time Card"** tab in the upper left of the new pop-up window.

This is what your Time Entries window should look like when entering time for your interns.
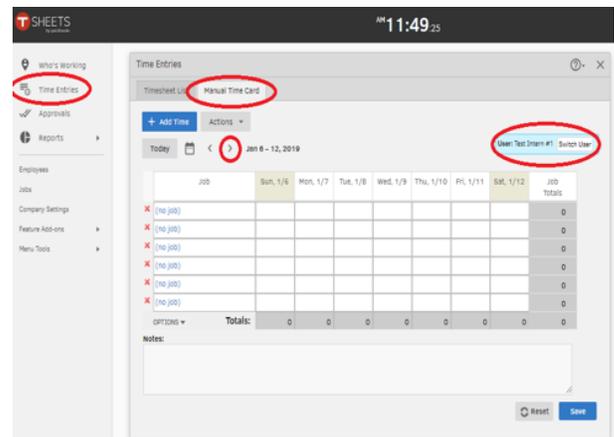
In the Time Entries window, click **"Switch User"** in the top right corner and begin typing the name of a Step Up intern. Select their name when it appears. You are now viewing the time card for that intern.

4. Using the completed AND verified *Daily Attendance Sheet* for that intern, enter the hours worked (using decimals if needed) for each day during that week on the top row. Be sure to round all hours entered to the nearest .25 hour. Click the **blue "Save"** button in the bottom left.

5. Click the right arrow in the top of the Time Entries window to switch over to the second week of the pay period. For convenience, you may click the "**Action"** button in the upper left corner **"Copy Previous Week's Timesheet"** to duplicate the hours you entered the week prior and simply edit as needed. Click the **blue "Save"** button in the bottom left.

6. Repeat steps 3-5 for each Step Up intern you are responsible for until you've completed hours for all interns in your Group.

7. Once you've entered all hours worked for each of your interns for that pay period, it's a good idea to double-check everything before submitting. To do so, click **"Reports"** along the left column and then **"Payroll Report"**.
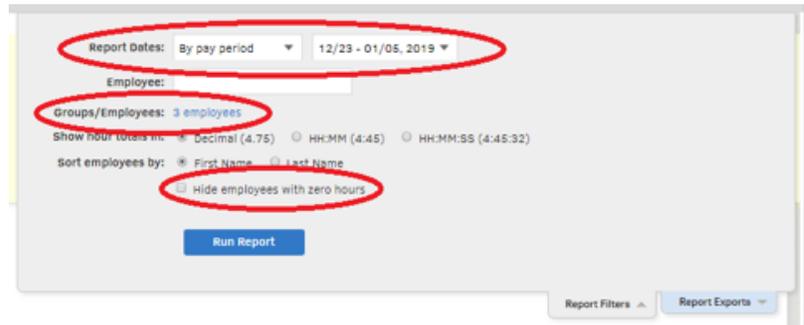
A new popup window will appear. For **Report Dates**, select **"By Pay Period"** and the appropriate pay period date range. Make sure that only your Group is selected for Groups/Employees. Make sure to **UNCHECK** the box that asks to **"Hide employees with zero hours"** (in case you may have missed someone, you want them to show up so you can catch it and add hours for them). Click the **blue** button to **"Run Report"**.

8. This *Payroll Report* allows you to view all interns in your Group with their total hours worked for that pay period. You may also click the **"+"**

symbol before their name to see total hours worked per day and type of hours worked.

9. Once you've double-checked all hours for that pay period, it's time to approve your time cards. Click **"Approvals"** on the left column. For Report Dates, select **"By Pay Period**" and the appropriate pay period date range. Make sure that only your Group is selected for *Groups/Employees*. Click the **blue** button to **"Run Report"**.

10. First, check to make sure the hours listed match your records for each intern and then click the **blue "Approve"** button. If you have multiple interns needing approval, it may be quicker to

check the box next to each intern you'd like to approve and click the **"Approve Selected"** button to approve multiple interns at once. When interns are successfully approved, the **"Approve"** button fades to grey and their information will be highlighted in green.

HELP If you have any questions regarding intern hours, please contact Molly Geditz at 612-299-7131. If you have questions regarding technical issues while using Tsheets, please contact Customer Support at 888-836-2720 or use the Live Chat feature on their website.