Quick Tips
Desktop Version

How do I. . .

Start my day?

- go to ConnectionPointe.tsheets.com and use your email address to log in
- Your time card will pop up. Choose "Regular Church Staff.
- If you're working somewhere other than the church, choose the appropriate code.

Indicate my lunch, or a time when I'm not working?

- go to ConnectionPointe.tsheets.com and use your email address to log in
- On My Time Card, choose "take a break." (This will allow you to run a personal errand or go for lunch without tracking the time.) Choose "End Break" when you're back and working.

End my day?

- go to ConnectionPointe.tsheets.com and use your email address to log in
- On My Time Card, choose "clock out."

Edit my time card if I forget to track time?

- Under "Manage," choose "Timesheets."
- To add a new shift, click " + Add New Time Sheet"
  - if you just want to clock in, check "currently working, put the correct time and click save
  - If you need to add a complete day AFTER the work day has occurred, leave "currently working" blank, add the correct time and date and click save

Request PTO?

- Under "Track Time" choose "Paid Time off." Find the correct date, select PTO and fill in the amount of hours you wish to take for PTO. Make sure you click "save" Your supervisor will get a notice. You can assume it's approved unless you hear from them.

Submit my time card on Mondays?

- Every Monday by 10am, all employees must submit their time card. If you do not work on a Monday, you can submit your time card after the end of your last work day.
- Under "ADD ONS" choose "submit time."
- Make sure the date range at the top is correct for the previous week.
- Double check all of your hours for the week
- Click "submit time" in the bottom left corner.

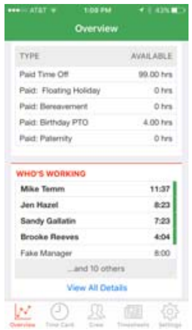
Once time cards are submitted you can not:
- Edit time
- Edit PTO

The time card is locked once it's submitted

TSHEETS
We ❤ Employees

Quick Tips
Mobile App
Help for Supervisors

How do I. . .

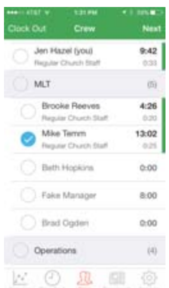


See who is working

- Click Overview and scroll to the bottom to see yourself and all employees who report to you.

Clock my team in/out

- Click Crew



- Select which employee(s) you would like to clock in/out, then click next

- You can either just add in hours (turn on "enter hours only" or you can add a specific clock in/out time. If you're clocking someone in/out at a time other than RIGHT NOW click Edit and change the time.
- Make sure "regular church staff" is selected
- Only select Paid Out of Office if it's a special case (bereavement, working offsite, etc...)
- Then click "clock in" or "clock out"

Edit/Change or Approve PTO

As a manager, you must make these changes on the desk top.

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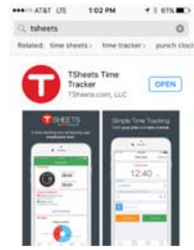
Quick Tips
Mobile App

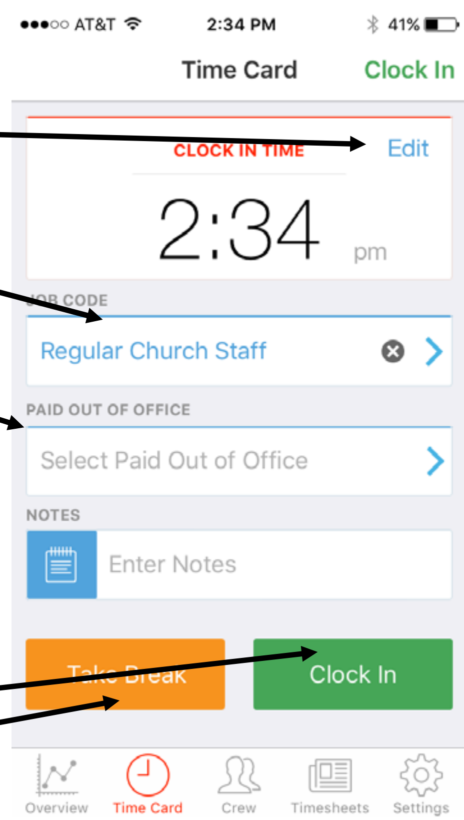
How do I. . .

Get started?

- Download the app. . . there is no app for Windows phones, but you can use the mobile view
- Log in with your email and password



Track time using the app?



- Clock in

  Forget to clock in at the start of your day? You can edit the time.

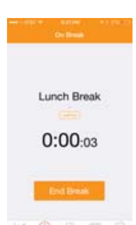
  1. Make sure it says regular church staff
  2. Make sure this is gray (and not marked out of office)

  > Paid out of office might not be gray if you are:
  > - Using flex time
  > - Working out off-site
  > - On bereavement

  3. Click clock in

- Take a lunch break

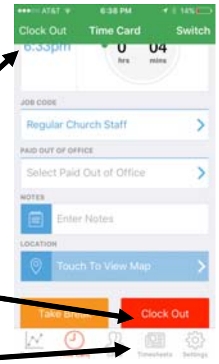
When you take a lunch break, the screen will look like this:



When you're back to work, click End Break.

How do I. . .

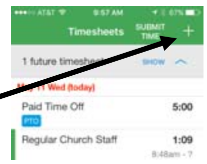
End my day?



- Did you forget to clock out earlier? Click the time (in blue) and it will allow you to edit.
- Click Clock Out

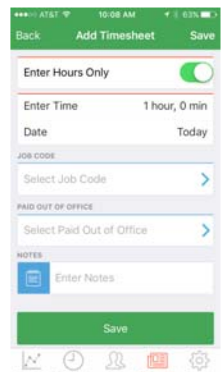
Edit my time after I clock out?

- Click on Timesheets
- Touch on the line you wish to edit.
- Click Edit and make your change.
- Don't forget to click save!



Request PTO?

- Click the + sign
- Make sure it says Enter Hours Only is switched on
- Enter the appropriate number of hours according to your PTO requesting schedule . (You can find that in Paychex.)
- Enter the correct date.
- Click "job code" to indicate what kind of day off you're taking (PTO, bereavement, Birthday PTO, etc. . .)
- Enter notes for your supervisor.
- Click save.



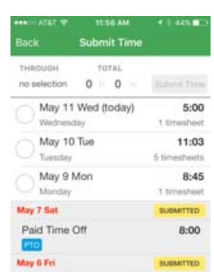
- If you need to delete a request later, click:
  Timesheets, then click on the request, click edit, then click delete timesheet

Known Issues:

If you over request PTO (regular, bday, etc. . .) in the APP it will look as those you've made the request, but the system will never sync it. . .. Your supervisor will never be notified and it will not appear on your timesheet. TSheets is working to eliminate this bug in the system.

Submit my time?

- All employees must submit their time by 10 am on Monday mornings (but you can do it as soon as you clock out from your last day of work in a pay period.)
- If you need to make edits, do it before you submit. Submitting your time card will lock it.
- Click timesheets ->choose the dates -> click "submit time"



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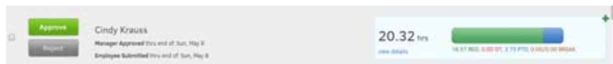
Help for Supervisors

How do I. . .

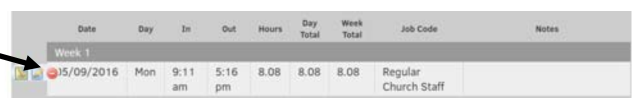
Approve time cards?

- On Mondays, you will need to approve time sheets by 11 a.m.
- Click "approvals"
- Check the date range
- Click "Run Report" and you'll get a list of all of the people that report to you that will look like this:



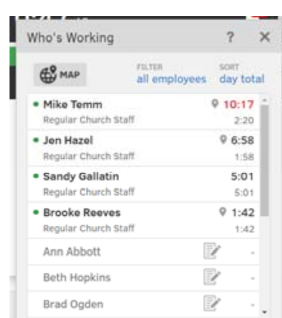
- You'll see the employee name and how many total hours they worked.
- Check the details by clicking the + sign.

- Highlight a line on the time card if you need to make edits.
  Look for the pencil symbol.



- If everything looks correct close out the details screen and, click the green "approve" button. This locks the timecard for future editing by the employee

See which employees are clocked in?



- Under manage, choose "Who's Working"
- You can clock your team in or out by click on this
  symbol

- By unchecking the "currently working" box you are telling
  TSheets to clock an employee out. You can change
  the time after you uncheck the box if you need to.
- Make sure you click save when you're finished making changes.

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How do I. . .

Run a report of all PTO submitted by my employees?

- Under reports, choose "Project Reports"
- Choose your date range
- Under "Job Code" select PTO. (You might consider adding in other types of PTO as well)
- Click "View timesheets" to view individual request.

Approve PTO? Or Not?

- When an employee submits a PTO request, you'll receive an email message from TSheets. All PTO will be assumed to be approved. If you do NOT approve , you will need to have a conversation with the employee and then delete the request.

- To edit or delete a PTO request AFTER you have a conversation with the employee, under Manage, choose "Timesheets." Find the request and click the red X to the right of it if you wish to delete. If you wish to edit, click the pencil, make the change and then click save.

- Employee's PTO balances will be adjusted according to any changes that you make.

EMPLOYEES ARE NOT NOTIFIED IF YOU DELETE A REQUEST. THEY ARE ONLY NOTIFIED IF YOU MODIFY THE REQUEST.