Supervisor Time Card Instructions

1	Accept email invitation from Tsheets to join
2	"X" out of all pop up's on home screen
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.
4	In the Time Entries window, click "**Switch User**" in 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.
5	Using the completed AND verified *Daily Attendance Sheet* for that intern, enter in the hours worked (using decimals if needed) for that intern for each day during that week on the top row titled **Internship Hours**. Click the blue "**Save**" button in the bottom left.
6	Click the right arrow in the top of the Time Entries window to switch over to the 2nd 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.
7	Repeat steps 4-6 for each STEP-UP intern until you've completed hours for all interns in your Group.
8	Once you have entered all hours worked for each of your interns for that pay period, it's a good idea to double-check everything before submitting
9	Click "**Payroll Report**" along 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. You can chose to *Show hour totals in* either Decimal or HH:MM view, whichever you prefer. Make sure to **UNCHECK** the box that asks to *Hide employees with zero hours* (just 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**".
10	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 (Regular, Sick, etc) of hours worked.
11	Once you've double-checked all hours for that pay period, it's time to approve your time cards.
12	Click "**Approvals Report**" along 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*. You can chose to *Show hour totals in* either Decimal or HH:MM view, whichever you prefer. Click the blue button to "**Run Report**".
13	Check the box next to each intern you'd like to approve and click the green button "**Approve Selected Users**".

If you have any questions regarding intern hours, please contact Elizabeth Zalanga at 612-673-5083.
If you have questions regarding technical issues while using Tsheets, please contact their Customer Support at 888-836-2720 or use the **Live Chat** feature on their website.

STEP-UP is a program of the City of Minneapolis
in partnership with AchieveMpls

Other major partners include: