

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
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 youth.
5	Using the completed AND verified <i>Daily Attendance Sheet</i> for that youth, enter in the hours worked (using decimals if needed) for that youth for each day during that week. 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 <i>Report Dates</i> , 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 <i>Show hour totals in</i> either Decimal or HH:MM view, whichever you prefer. Make sure to UNCHECK the box that asks to <i>Hide employees with zero hours</i> (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 <i>Payroll Report</i> allows you to view all interns in your <i>Group</i> 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 <i>Report Dates</i> , 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 <i>Show hour totals in</i> 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 youth hours, please contact Jeremy Lundborg at 612-673-6220. 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
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Other major partners include:

