

## How to Run payroll and approve time with t-sheets

### Login to your t-sheets portal



**Your connection is not private**

Attackers might be trying to steal your information from **www.turnkeyoffice.tsheets.com** (for example, passwords, messages, or credit cards). [Learn more](#)

NET::ERR\_CERT\_COMMON\_NAME\_INVALID

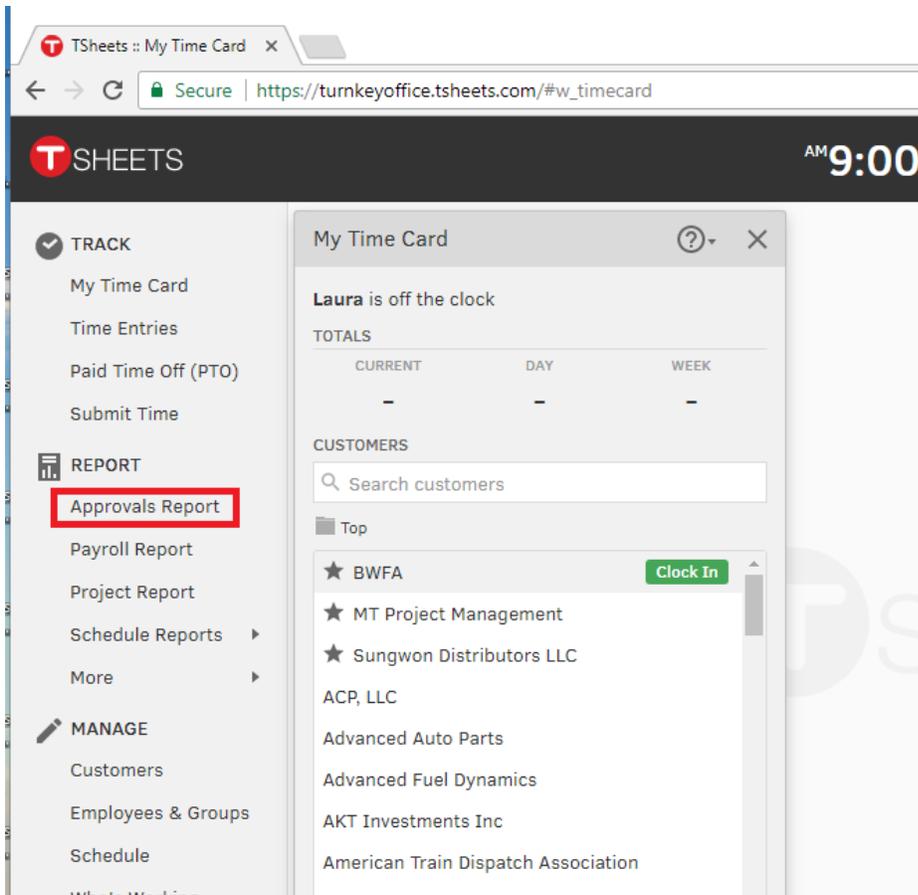
Automatically send some [system information and page content](#) to Google to help detect dangerous apps and sites. [Privacy policy](#)

ADVANCED [Back to safety](#)

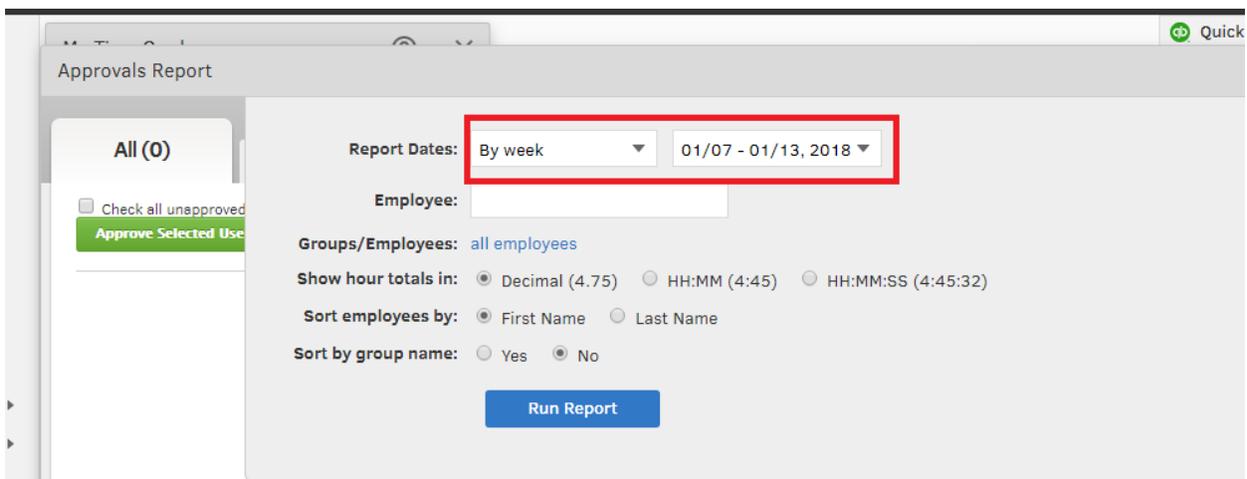
You may get this warning indicating the t-sheets URL doesn't match your certificate, this is because it was just created for you, the regular URL matches t-sheets certificate. Click advanced and "Proceed".

Enter your administrative login credentials for t-sheets.

On the left side of the screen, select approvals report.



Select the Dates that correspond to the payperiod close you are reviewing, then click “run report”



Review the time for each employee, make edits if needed, select them and then check “approve”

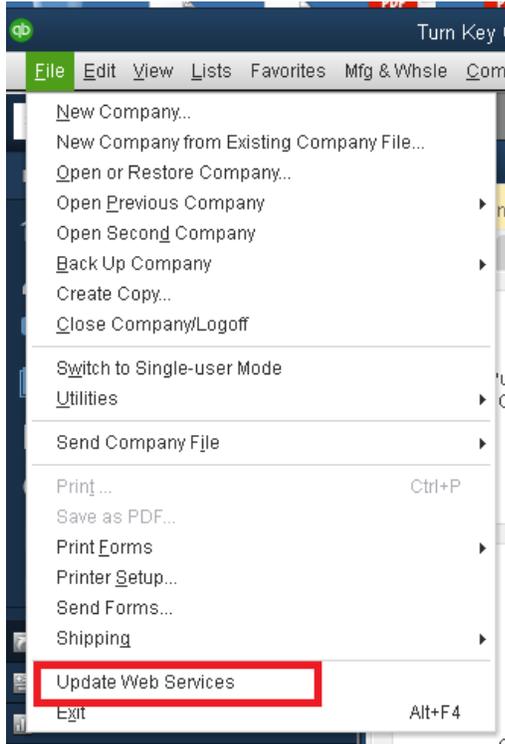
You can view details on this screen by clicking the “view details” link next to the persons total time. If you need to make edits to employee timesheets, before approving, go tot the time entries selector on the right hand side, select the timeframe you want to edit, then click “switch user” to the person whose timesheet you need to change. Once you’re done, go back to the approvals report, select all of the timesheets and click “approve”

The screenshot shows the 'Time Entries' application window. At the top, there are tabs for 'Timesheets List', 'Manual Time Card', and 'Time Slider'. Below the tabs are buttons for '+ Add Time', 'Actions', and 'Submit Time'. The main area displays the date range 'Jan 7 — Jan 13' and a user selection box containing 'User: Laura McInerney' and a 'Switch User' button. A table below shows time entry data for various customers across the days of the week. The 'Customer Totals' column shows a total of 0 for each row. A 'Notes' field is visible at the bottom.

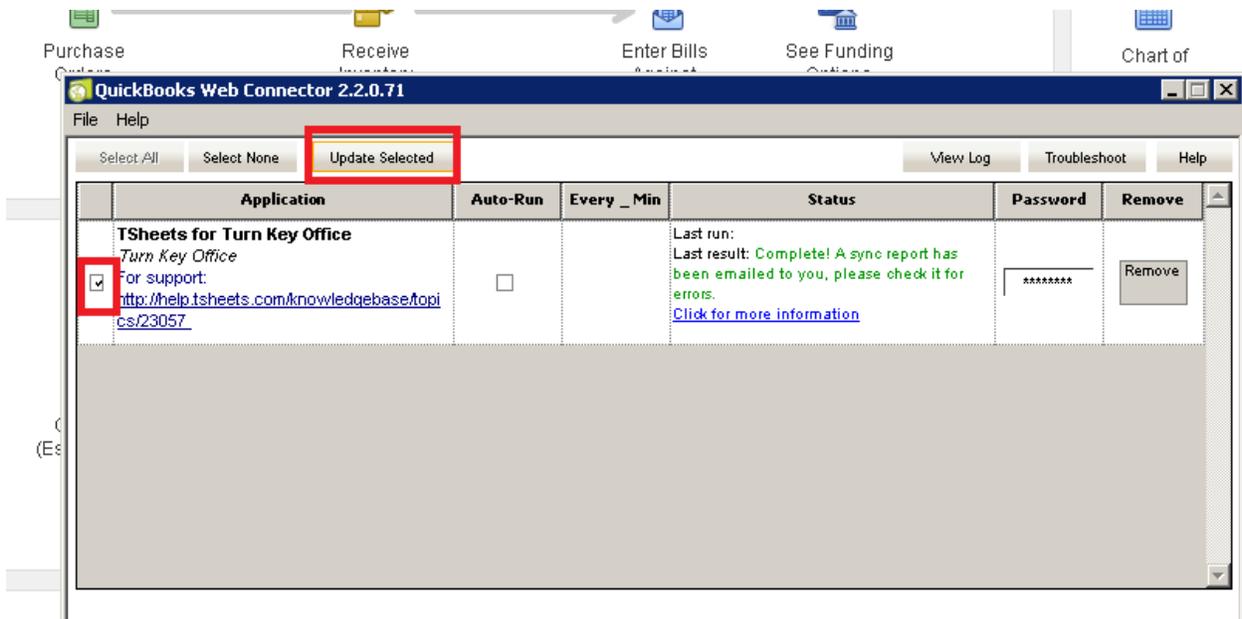
Customer	Sun, 1/7	Mon, 1/8	Tue, 1/9	Wed, 1/10	Thu, 1/11	Fri, 1/12	Sat, 1/13	Customer Totals
✘ (no customer)								0
✘ (no customer)								0
✘ (no customer)								0
✘ (no customer)								0
✘ (no customer)								0
✘ (no customer)								0
<b>Totals:</b>	0	0	0	0	0	0	0	0

Notes:  
(required)

Then sync the time to QuickBooks. This is done from within quickbooks. Open your QuickBooks file. Go to the file menu and click “update web services” which is near the bottom of the file menu.



Web Connector is a utility that Intuit created which allows QuickBooks to sync with a variety of third party applications. Select the box next to your t-shirts application and click “update selected.” I have already connected it to your t-shirts account. Note, other users of your file will not necessarily have this connection, it has been loaded on your profile alone.



During this process, QuickBooks sends to t-sheets any employee changes, payroll item changes, customer/job changes. And t-sheets sends to QuickBooks all approved time.

Then you may use this time to execute your regular payroll run.

Note – you can also “update web services” anytime you add a job or an employee. You do not have to wait until payroll day to sync it; it can be done at any time however unapproved time will not flow into QuickBooks.