



Quick Reference Guide

Provided by:

ATARAXIS
www.ataraxispeo.com 208.906.2636
600 N Curtis, Suite 101 Boise, ID 83706

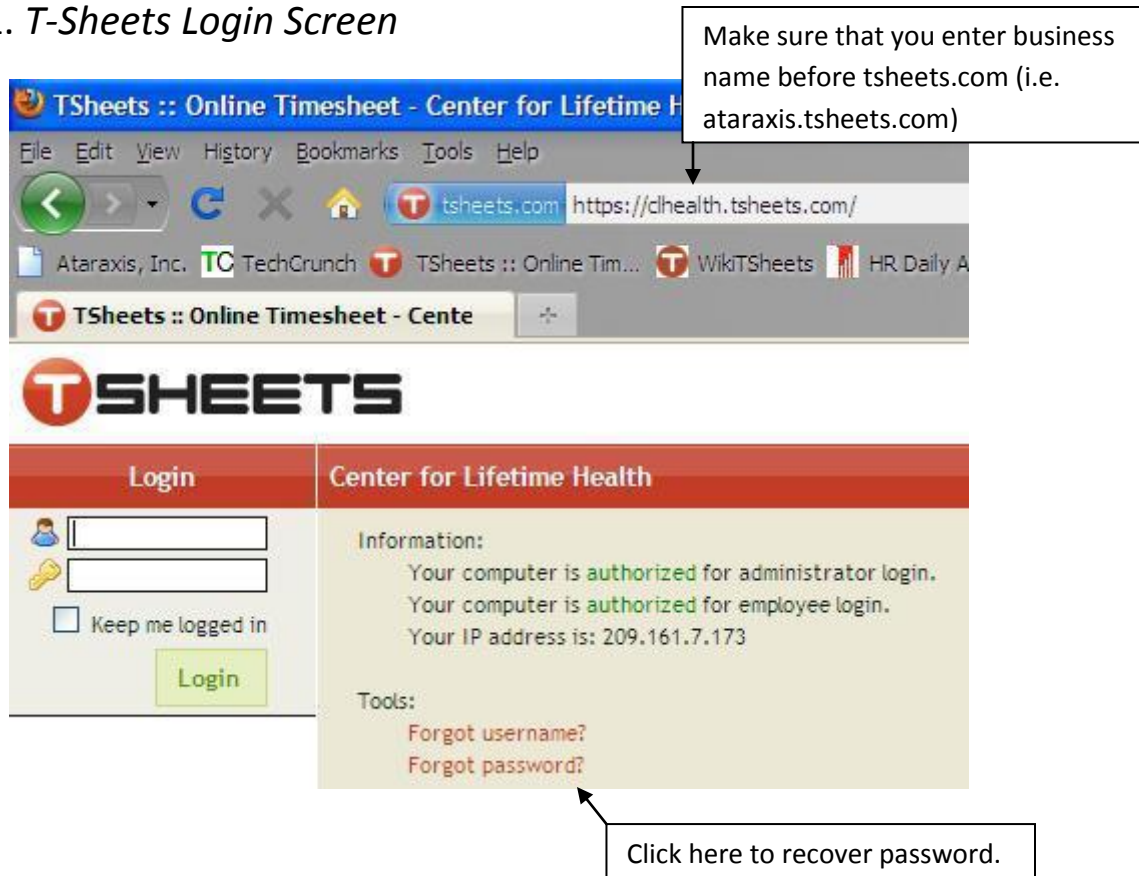
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Login Procedures

- Go to <http://ataraxis.tsheets.com> in your web browser.

Figure 1. T-Sheets Login Screen



Time Card

- After you login there will be a Time Card displaying “Clock In”. If the time card is not displayed, simply click the “My Time Card” option on the sidebar.
- After clocking-in your Time Card will change to “Clock Out”. Closing this box and even the website in general will NOT clock you out of T-Sheets. Only by clicking the “Clock-out” button will the employee actually be clocked out.

- After clicking “Clock In” you will notice a text box appear that says “Time sheet notes...” This is for any particular notes an employee might wish to make while clocking in (i.e. employee forgot to clock in and needs time manually added to his/her timesheet).

Figure 2. *Time Card*



Timesheet Editor (Manager Only)

- This box allows employees to make changes to their timesheets such as add notes, job codes, or edit times.
- This option is for *self-account editing only* and is typically only an option for managers. If you need to make corrections to employee time use the “Manage Timesheet” option in the sidebar (see “Manage Timesheets” section).

Figure 3. *Timesheet Editor*

The screenshot shows a 'Timesheet Editor' window with the following fields and controls:

- Employee: chc-j [redacted] (Jon)
- Clock in: 03/03/2011 | 8:30 | am
- Currently working:
- Job code: Select a job/project code...
- Notes: [empty text box]
- Timezone: -0700 UTC
- Buttons: Cancel (red X), Update Timesheet (green checkmark)

Manage Timesheets (Manager Only)

- All employee time editing can be viewed and edited through the “Time Slider” and “Manage Timesheets” option located in the sidebar.

Timesheet Slider

- The Timesheet Slider provides a visual guide to all logged employee hours.
- Please note employees are not visible on the Time Slider until they are actually added (see Figure 4).

Figure 4. *Time Slider*

The screenshot displays the 'Manage Timesheets' interface. It features a 'Time Slider' view for 'Week 9: Feb 27 - Mar 5'. The main area is a grid showing time slots from 2pm to 8am for Thursday, Mar 3rd. A list of employees is on the left, including Jon, Krystal, Robert, and Tabinda, each with a red 'X' icon. A 'Timesheet Details' popup is visible on the right, showing 'User: Jon Harmon', '8:30am - 9:42am', and 'Hours: 1:12'. A callout box points to a pencil and paper icon in the grid, with a red button below it.

Click on the Pencil & Paper Icon to make changes to employee time or click on the red button to completely remove them.

Timesheet List

- The Timesheet list provides the employee's name, hours worked, time in/out and job code.
- On the far right the employee timesheet can either be edited or removed (see Figure 5).

Figure 5. *Timesheet List*



Report Generation

- Detailed reports can be generated in T-Sheets that display specific information from hours worked on a particular project, to total hours overall.
- Charts can be generated for entire groups or individual employees.
- When generating a report be sure to specify group (i.e. CHC, see Figure 6).

Figure 6. *Report Menu*

Date Range

Start date: 03/01/2011 at 12:00am

End date: 03/03/2011 at 11:59pm

Filters

Employee: []

Group: CHC

Job code: All job codes...

Options

Show hour totals in:

- Decimal (4:75)
- HH:MM (4:45)
- HH:MM:SS (4:45:32)

Sort employees by:

- First Name
- Last Name

Sort by group name:

- Yes
- No

View Report

Make sure that you enter group code here.

Who's Working

- On the right hand side of the menu there is typically a window to see "Who's working". This displays employee name, hours logged and job code. If you do not see the window simply select "Who's Working" on the sidebar.
- By default this will only display employees that are clocked in. To see all employees available select the "Show all employees" option at the bottom of the "Who's Working" list.
- The permission to view who else is working can be turned on or off by the T-Sheets administrator (all clients under the Ataraxis account will be able to view ALL Ataraxis employees).

Figure 7. Who's Working Window

Employee Name	Job Code	Hours
Jenny [REDACTED]	Hourly	1:39
Krystal [REDACTED]	Shift Total	1:39
Shawna [REDACTED]	Hourly	1:39
Cari [REDACTED]	Hourly	1:39
Jessica [REDACTED]	Hourly	1:39
Jon [REDACTED]	Shift Total	1:09
Janine [REDACTED]	Hourly	1:09
Julie [REDACTED]	Hourly	1:09
Lisa [REDACTED]	Hourly	0:39
Kathryn [REDACTED]	Hourly	0:09
Annie [REDACTED]		-
Ataraxis [REDACTED]		-
Jayne [REDACTED]		-
Nicholette [REDACTED]		-
Pamela [REDACTED]		-
Robert [REDACTED]		-
Scott [REDACTED]		-
Tabinda Omair		-
Tricia [REDACTED]		-

Sort by: Recent Clock-in / Day Total

Show All Employees

Manual Time Card

- Manual Time Card should only be used when the manager/admin is monitoring multiple job codes (i.e. Meetings, Sales Calls, etc.).
- Notes to Timesheets can be viewed in this option as well as the ability to edit employee time.

Figure 8. *Manual Time Card*

Jobcode	Sun, 2/27	Mon, 2/28	Tue, 3/1	Wed, 3/2	Thu, 3/3	Fri, 3/4	Sat, 3/5	Jobcode Totals
✗ (no job code)					1.75			1.75
✗ (no job code)								0
✗ (no job code)								0
✗ (no job code)								0
✗ (no job code)								0
✗ (no job code)								0
Totals:	0	0	0	0	1.75	0	0	1.75

Notes:

Submit Week Reset Cancel Save

Paid Time Off (PTO)

- To open the PTO window, select the PTO option on the sidebar.
- This allows the managers/admin to monitor employee PTO.

- To select which employee's PTO information you are viewing use the "Switch User" box located in the bottom left corner of the PTO window (be sure to actually click "Switch User" or the information will not change, see Figure 9).

Figure 9. PTO Window

Troubleshooting T-Sheets

- If any problems occur in T-Sheets there is a User Guide available under the Support section of the sidebar.
- For any additional problems that occur, general questions, or for system changes please contact the system administrator.

System Administrator:

Phone: (208) 906-2636 ext. 9906

Email: support@ataraxispeo.com