All employees are required to record their hours worked each day. In order to make recording hours as easy as possible, CORE, LLC uses TSheets time tracking and scheduling software.

**What is TSheets?**

TSheets is a time tracking and scheduling app software. It will allow you to easily track, submit, and report your time worked directly from your TSheets account. It's a more accurate alternative to paper timesheets or punch cards, and it ensures that you get paid for every second worked!

**Getting Started**

A TSheets account will be set up on your behalf by your supervisor. You will receive an email or text message notifying you when your account is active. Follow the prompts to access your account and create an account password (if a password has not already been created for you).

If you did not receive your TSheets account invitation, contact your supervisor for your login information.

To access your TSheets account online, go to <https://coreoccupational.tsheets.com> and sign in.

*Please note, for security purposes the TSheets support team is not authorized to give you, or reset, your password — but they are a great resource for TSheets help and support questions. Contact them at 888-836-2720.*

**Downloading the App**

CORE, LLC employees are required to track time using the TSheets mobile app.

The TSheets app is available from the App Store (iOS devices) and from Google Play (Android devices). If the TSheets app is not available on your device or will not work on your device, contact your supervisor.

We recommend that you download the app using a Wi-Fi connection. If you do not have internet at home, you are welcome to use CORE, LLC’s internet connection. If you cannot access CORE, LLC’S Wi-Fi connection, contact your supervisor.

*An internet connection is required to download the TSheets app, but please be aware that if you decide not to use your personal or CORE, LLC’’s internet connection to download it, CORE, LLC will not be held responsible for any extra data charges associated with downloading the app.*

**About the TSheets App**

The TSheets app pulls a GPS location point every 10 minutes while you’re clocked in, as well as when you clock in, clock out, or change job codes. Your location will **NOT** be tracked when you are clocked out or on break.

Monthly [data usage](http://help.tsheets.com/knowledgebase/articles/330579-how-much-data-does-the-tsheets-app-use) for the TSheets app ranges from 300MB to 750MB. For comparison purposes, the Facebook app uses anywhere from 80MB to 160MB per hour. If, for any reason, the TSheets app causes you to exceed your data allowance or increases your service provider’s data charges, please speak to your supervisor. TSheets uses a minimal amount of battery power. The exact amount varies with your device and how often you interact with the app. For more information about the TSheets app, data, and battery usage, contact your supervisor or visit [www.help.tsheets.com](http://help.tsheets.com/knowledgebase/topics/106845-employees).

**Tracking Time**

Employees should clock in no sooner than 15 minutes before their scheduled shift and clock out no later than 10 minutes after their scheduled shift unless approved by manager. Hourly employees who take lunch breaks are to clock out for a 30 minute unpaid lunch break. TSheets will track and record working time, break times, and overtime hours.

If you forget to clock in or out, leave a note in the "Notes" section on your timecard with the correct time. Your supervisor will adjust your timesheet to accurately reflect the time you worked.

CORE, LLC employees are paid every 2 weeks **Employees must submit their hours for payroll through TSheets to receive a paycheck — no exceptions**. TSheets or your supervisor will notify you when you're required to submit your time.

**Statement of Consent for Employer to Use GPS Time Card**

I have been informed of my employer’s requirement to have me utilize the GPS time card. I have been given the opportunity to ask questions and have those questions answered satisfactorily.

1. I understand that use of this GPS Time Card will track my location during **working hours** **only** when I am “on the clock”.

1. I also understand my location **will not** be tracked when I am “off the clock” while on an unpaid lunch break or outside of my schedule work hours.
2. I further understand that it **is my responsibility** to “clock out” during my unpaid lunch break and at the end of my scheduled shift to **stop** the automatic tracking process.
3. I understand I may **not** disable or interfere with the GPS (or any other) functions of the device and I must have my cell phone or other electronic device with app installed turned “ON” at all times while on duty.
4. I understand any violation of the “Global Positioning System (GPS) Tracking Policy” could result in disciplinary action or termination of my employment.

By agreeing to participate in this method of determining the hours that I work, I am giving my consent for the use of my personal cell phone, PDA or other electronic device to install the TSheets app the company uses for timekeeping and to collect data generated by GPS.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

**Signature of Employee Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

**Signature of Employer Representative Date**

\*\*Please sign and return to HR for your employee file\*\*

**TSheets – Global Positioning System (GPS) Tracking – FAQ’s**

**Is it legal for employers to track employees with GPS systems?**

Yes. Monitoring employees using GPS tracking devices have been approved by the courts. The rationale being: Workplace surveillance is completely legal and common.

With the following stipulations:

* Only monitor employees to the extent that it is justified by a business need.
* Employees made aware that they are being tracked with GPS
* Employees consent to use of GPS Tracking (Per State Requirements in State)

**Why do companies use GPS based technology to track employees?**

There are several reasons for the use of this technology. The most common are listed below:

* Increasing operational efficiencies
* Improving customer service
* Maintaining accurate timekeeping records
* Improving safety

**Who will have access to the information collected with the GPS tracking?**

Information collected through GPS monitoring is focused on an employee’s job performance and disseminated only to employees who have a legitimate business reason for knowing the information.

**When will I be tracked with the GPS system since it will be installed on a personal cell phone?**

The GPS tracking only occurs during your actual working hours. It is activated once you clock in for your shift, change job codes, or add notes and is deactivated when you clock out for an unpaid lunch break and/or when you clock out for the day.

**Does GPS track employee locations while employees are off the clock or on a break?**

No. When an employee clocks out for lunch, a break, or at the end of the day, both time tracking and GPS turn off, respecting your employees' personal time. It is the employees’ responsibility to clock out at the end of his/her shift to deactivate the GPS tracking. If the employee forgets to clock out the GPS tracking will continue.

**What happens if an employee turns off location services while logged in to TSheets and on the clock?**

You required to have GPS turned on while on the clock, if an employee turns location services off while he or she is clocked in, the employee will be clocked out and prompted to turn location services back on to clock back in. The employee could also receive disciplinary action up to and including termination.

FAQ Continued…

**How often is GPS data gathered?**

GPS location points are also recorded at regular 5–10 minute intervals while the employee is on the clock.

**How far does an employee and his or her device have to travel to trigger a new GPS point?**

When an employee travels more than 150 feet, a new GPS point will automatically be triggered.

**How will missed or incorrect punches be corrected with the TSheets app?**

If you forget to clock in or out, leave a note in the "Notes" section on your timecard with the correct time. Your supervisor will adjust your timesheet to accurately reflect the time you worked.

**How accurate are GPS points?**

GPS points are accurate within a 1000–meter radius

**How will this app effect my personal cell phone with battery use and data usage?**

Monthly [data usage](http://help.tsheets.com/knowledgebase/articles/330579-how-much-data-does-the-tsheets-app-use) for the TSheets app ranges from 300MB to 750MB. For comparison purposes, the Facebook app uses anywhere from 80MB to 160MB **per hour**. TSheets uses a minimal amount of battery power. The exact amount varies with your device and how often you interact with the app.

**I have an iPhone is the app available in the Apple Store?**

The TSheets app is available from the App Store (iOS devices)

**I have an Android phone is the app available in the Google Play store?**

The TSheets app is available from the Google Play store for Android devices.