



Steve Nathan <fromstevesiphone@gmail.com>

MyTimesheets - Login Details

1 message

steve@timehub.co.nz <steve@timehub.co.nz>

Thu, Jun 1, 2023 at 3:36 PM

To: myvisitorlog@timehub.co.nz

Hi Steve,

Your employer TimeHub (Demo Acct) is using MyTimesheets to manage employee timesheets. They are doing this to make it easier for you, your manager and the payroll team, *while also ensuring you are paid correctly*.

We know how much people hate filling out paper timesheets, so we're sure you will be pleased they've done this. If you have any questions, please contact Steve Admin at TimeHub (Demo Acct) .

Accessing and using MyTimesheets.

There are two options and your manager will advise you which one they would like you to use.

Before you start the process of installing or using the MyTimesheets App we suggest you watch these quick videos:

- [How to install MyTimesheets on a smartphone or tablet](#)
- [How to use MyTimesheets on a Smartphone or tablet](#)
- [How to review your data via a browser](#)

Installing, Accessing and using the MyTimesheets App on a Phone, Tablet or browser is not only easy, its super fast.

Using the MyTimesheets App on your Smartphone

When you are ready, visit <https://mytimesheets.co/app/> on your tablet or smartphone. Use the User Access details below to access and install the MyTimesheets App. The MyTimesheets App has been designed for fast Clock On and Clock Off as well as Rapid Data Entry only. It has also been designed to work when the device is offline.

Accessing and using MyTimesheets in a Browser is also super easy.

Visit <https://mytimesheets.co> on your computer, tablet or phone web browser. Use the User Access details below to access the MyTimesheets website. The website access is used for checking the timesheets you have entered, running historical reports and also to access the MyTimesheets Messaging App. In some cases it is also used for data entry where the MyTimesheets App is not used.

The User Access Codes you need to access and install MyTimesheets:

User name : myvisitorlog@timehub.co.nz

Password : Steve123!

Company Code : 1004

Fast Pin : 7

Your manager will guide you regarding when the timesheets need to be completed by. There is also a simple

Messaging function in the MyTimesheets browser version which you can use to communicate with your manager.

Once you have logged in to the browser version, you can change your password to something you can easily remember by using the Profile menu at the top of the screen. And don't worry if you forget it there is a *Forgot Password* button.

We hope you enjoy using MyTimesheets and find it a fast and simple way to capture, process and deliver your timesheets every week.

If you have any questions remember to speak with your manager or Steve Admin.

Regards,

MyTimesheets Customer Success Team

mytimesheets.co.nz