



Steve Nathan <fromstevesiphone@gmail.com>

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## Welcome to MyTimesheets. How to use the App, Access your timesheet data + more

1 message

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

Thu, Jun 1, 2023 at 3:31 PM

To: savemetime@timehub.co.nz

Hi Beverley,

Your employer TimeHub (Demo Acct) is using MyTimesheets to manage employee time and attendance. 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 the MyTimesheets App.

There are several options for how and what data will be recorded when it comes to using the MyTimesheets App. Your manager will advise you which ones they would like you to use.

Before you start the process of using the MyTimesheets App we suggest you watch this quick video:

- [How to Clock In/Out using MyTimesheets on a shared Tablet or Smartphone.](#)

Using MyTimesheets is fast and easy. When Clocking In/Out via a Shared Tablet or Smartphone you will use a Fast PIN.

**Your Fast Pin is : 23**

### The MyTimesheets - Employee Self-Service App

We believe it is important that you have access to your MyTimesheets Data. The MyTimesheets "Employee Self-Service App" allows you to easily access your timesheet data on your Smartphone (or PC).

You can use it to review your timesheet data and send messages to a manager via the MyTimesheets Messaging tool. Note: There are other options which may be enabled.

Accessing and using the MyTimesheets - Employee Self-Service App is also super easy. This quick video covers everything you need to know.

- [How to Install and use the MyTimesheets Employee Self-Service App](#)

When you are ready, visit <https://mytimesheets.co/ess> via your smartphone browser or on your PC and log in. Your "User Login" details are noted below.

### The User Login Codes you need to access and install MyTimesheets Self-Service App:

**User name :** [savemetime@timehub.co.nz](mailto:savemetime@timehub.co.nz)

**Password :** bev12345

**Company Code** : 1004

You can install the MyTimesheets Employee Self-Service App on the home screen of your smartphone for easy access (this is covered in the video above). You can also change your password to something you can easily remember by using the Forgot Password button on the Login Screen.

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](https://mytimesheets.co.nz)