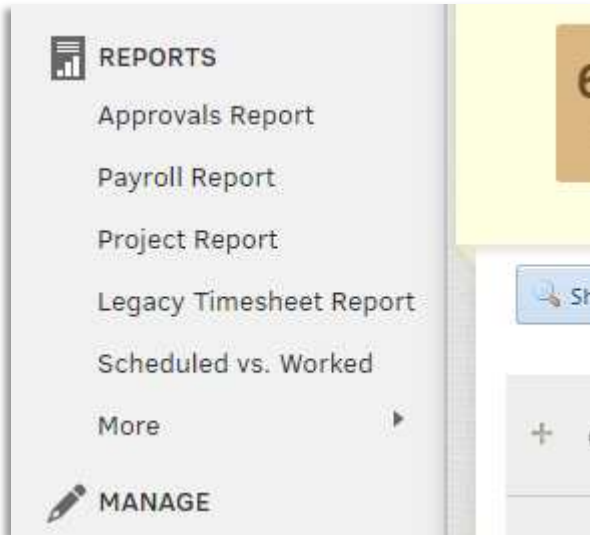


TSheets Backup Calendar

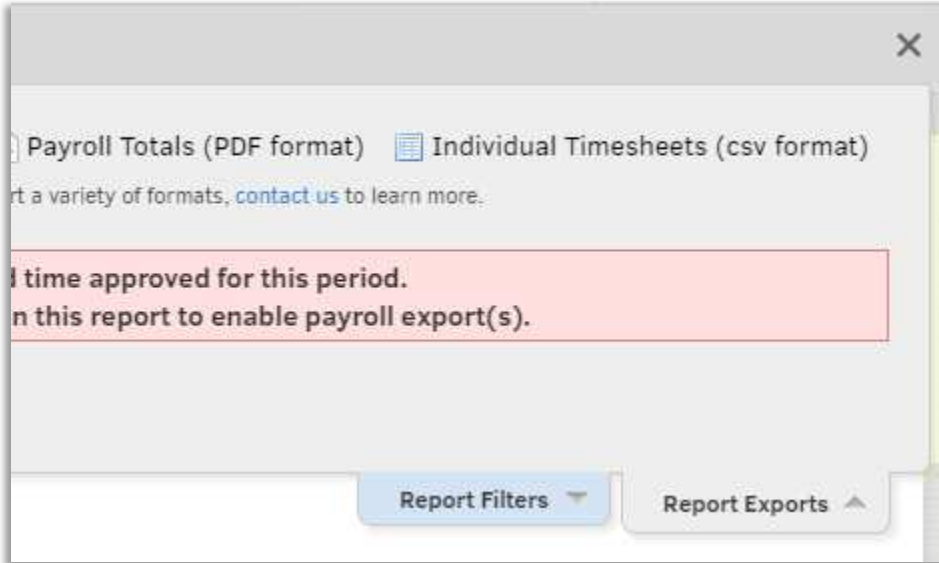
1. In TSheets, click [Payroll Report](#) on the left-hand menu, underneath **REPORTS**



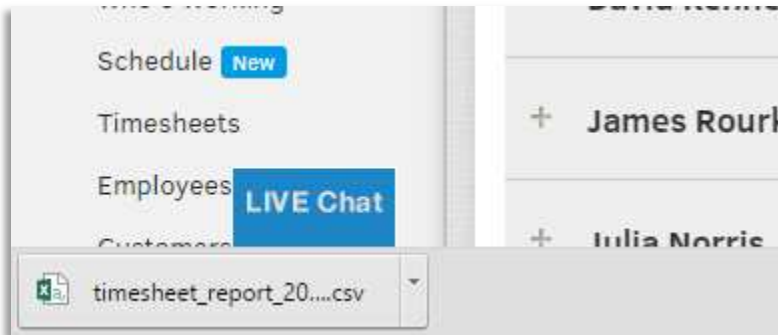
2. In the [Report Dates](#) box, select [Custom Date Range](#), and select your desired date range (e.g. 8/16/2016 – 8/16/2016 for all jobs yesterday). Then click [Run Report](#) at the bottom of the window.

A screenshot of the TSheets 'Report Dates' configuration window. The 'Report Dates' field is set to 'Custom date range' with a dropdown arrow. The date range is '08/15/2016' to '08/15/2016', with calendar icons for each date. Below this is an empty 'Employee' text box. The 'Groups/Employees' field is set to 'all employees'. The 'Show hour totals in' field has three radio button options: 'Decimal (4.75)' (selected), 'HH:MM (4:45)', and 'HH:MM:SS (4:45:32)'. The 'Sort employees by' field has two radio button options: 'First Name' (selected) and 'Last Name'. There is a checked checkbox for 'Hide employees with zero hours'. At the bottom center is a blue 'Run Report' button.

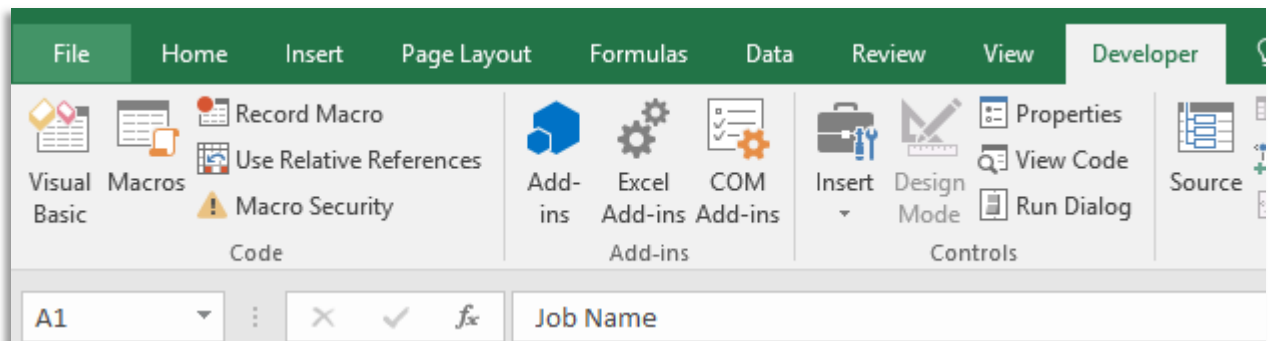
3. Once the report runs, click the **Report Exports** tab in the top-right of the window. Then click **Individual Timesheets (csv format)**.



4. Once the file is generated, open the file in **Excel**.

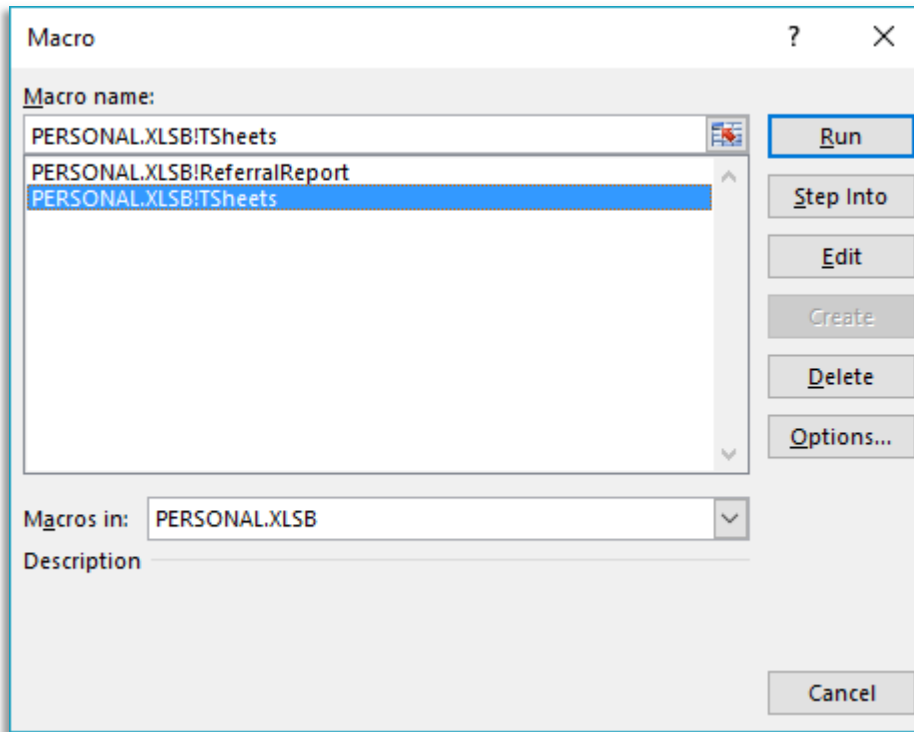


5. In **Excel**, click on the **Developer** tab. Once there, click the **Marcos** button.
Note – Apple version of Excel appears slightly different, but all functionality listed is the same.



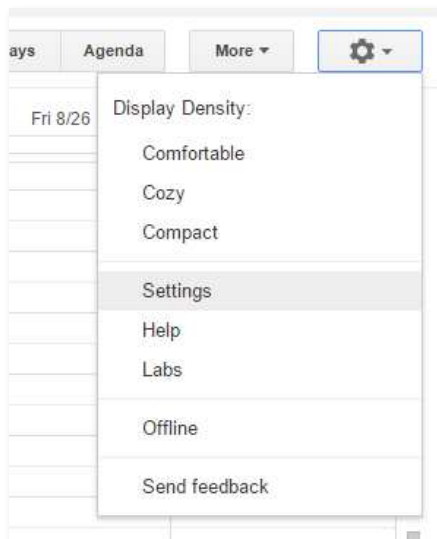
6. Select the TSheets macro, and click Run

- If you are unable to find the macro, try selecting 'PERSONAL.XLSB' in the Macros in: field.
- If you are still unable to find the macro, click 'Excel' at the top left of the screen and quit the program. Then, reopen the file downloaded from Step 3.

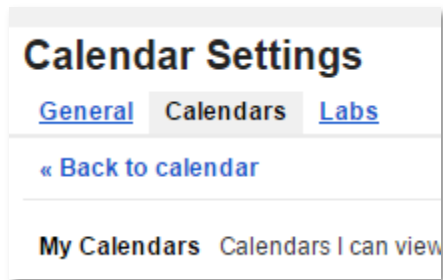


7. Click Save.

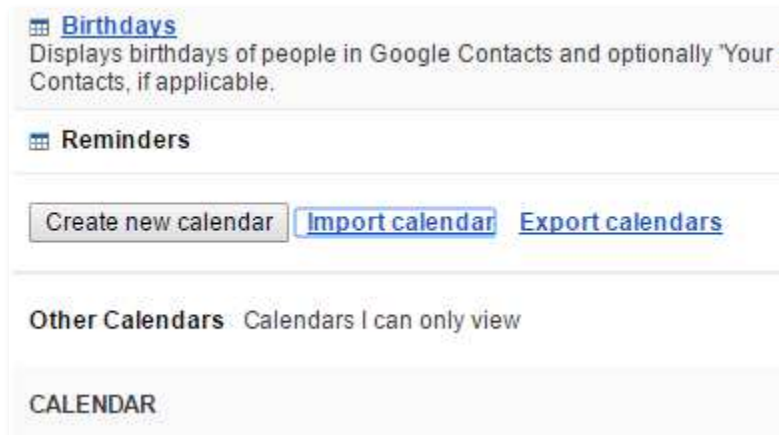
8. In Google Calendar, select the gear icon at the top right of the screen, then click Settings.



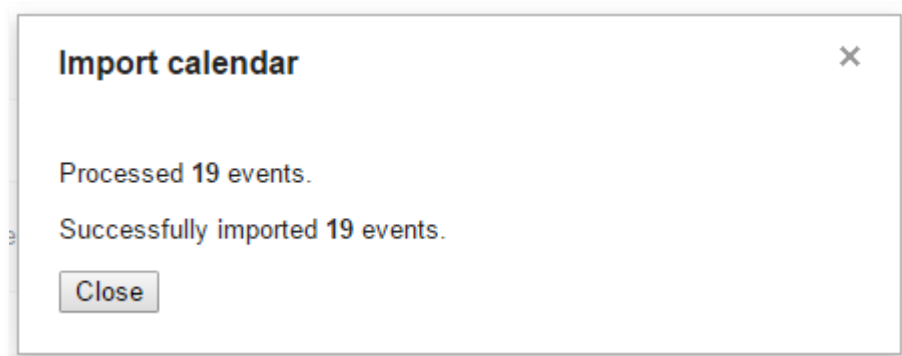
9. At the top, click the [Calendars](#) link



10. In the middle of the screen, click [Import calendar](#)



11. Choose the file you downloaded in Step 3, and then click [Import](#).



If you encounter an error on import...

Check the .CSV file (after the macro has run), and see if there are any additional 'empty rows' like the [screenshot below](#). If so, simply delete these rows, re-save the file, and re-import.



QUICK REFERENCE GUIDE

17	Wright-1-I	8/19/2016	7:58	8/19/2016	9:17	William Wright//WAREHOUSE/
18	Wright-W	8/19/2016	9:17	8/19/2016	11:19	William Wright//WTR-MON//Jc
19	Wright-Hc	8/19/2016	11:19	8/19/2016	13:47	William Wright//WTR-MON//Jc
20	Wright-VA	8/19/2016	13:47	8/19/2016	15:31	William Wright//VEHICLE/EQUI
21	--					////Job Code 1-//Job Code 2-//
22	--					////Job Code 1-//Job Code 2-//
23	--					////Job Code 1-//Job Code 2-//
24	--					////Job Code 1-//Job Code 2-//
25	--					////Job Code 1-//Job Code 2-//
26	--					////Job Code 1-//Job Code 2-//
27	--					////Job Code 1-//Job Code 2-//
28	--					////Job Code 1-//Job Code 2-//