

QB Time Computer & App

quickbooks turbotax

Check your phone



Enter the verification code we sent you to verify your identity.

We sent a code to: [Call me instead](#)

(248) 730-8180

Enter the 6-digit code

Continue

[Didn't receive a code](#)

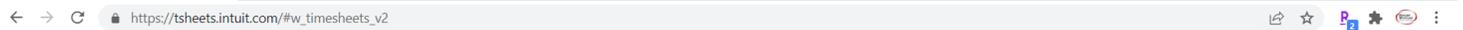
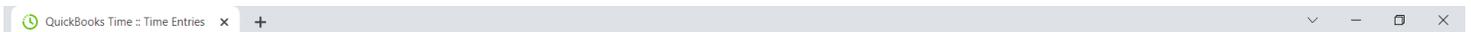
[Skip](#)

After login, you may need to verify through a 2-step verification with your phone and a code.

Anytime you login after the initial time, you may use your password or enter a 6-digit code from your phone.

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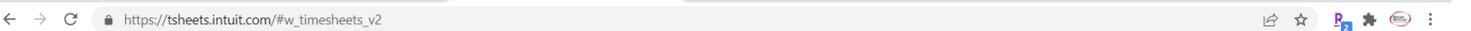
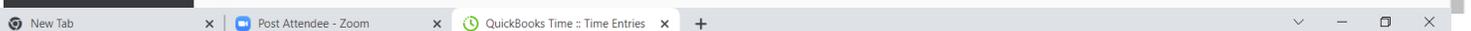
qb Time

- Time Clock
- Schedule
- Who's Working
- Time Entries
- Time Off
- Reports

PM 2:21 :20

Patrick Duby
Western Oakland Transportation Authority

Select Time Entries



qb Time

- Time Clock
- Schedule
- Who's Working
- Time Entries
- Time Off
- Reports

PM 2:10 :58

Patrick Duby
Western Oakland Transportation Authority

Time Entries

Timesheets Manual Time Card Time Slider

+ Add Time Actions

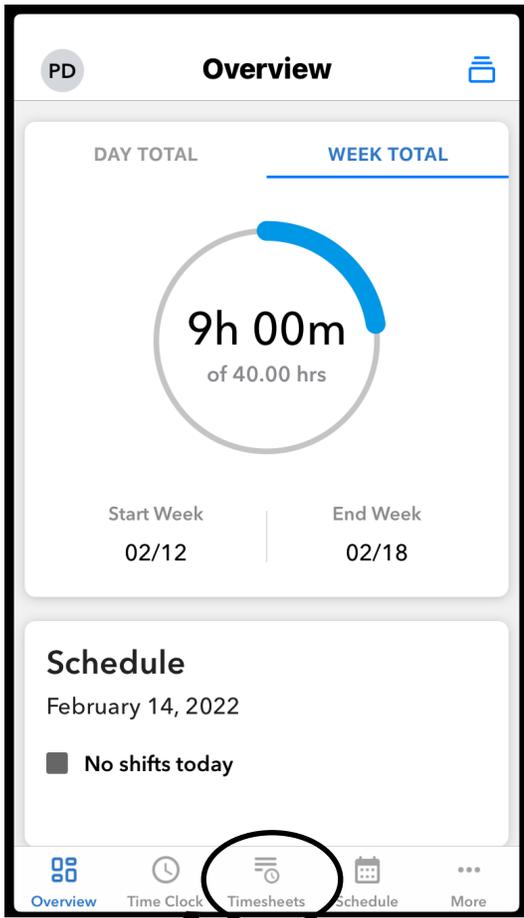
Today Feb 12 - 18, 2022 User: Patrick Duby

Customer	Sat, 2/12	Sun, 2/13	Mon, 2/14	Tue, 2/15	Wed, 2/16	Thu, 2/17	Fri, 2/18	Customer Totals
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
(no customer)								0:00
Totals:	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

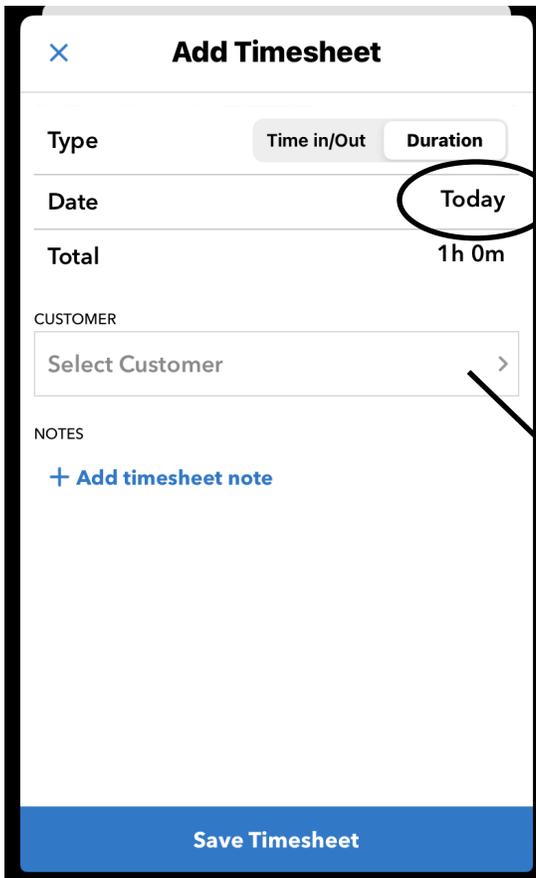
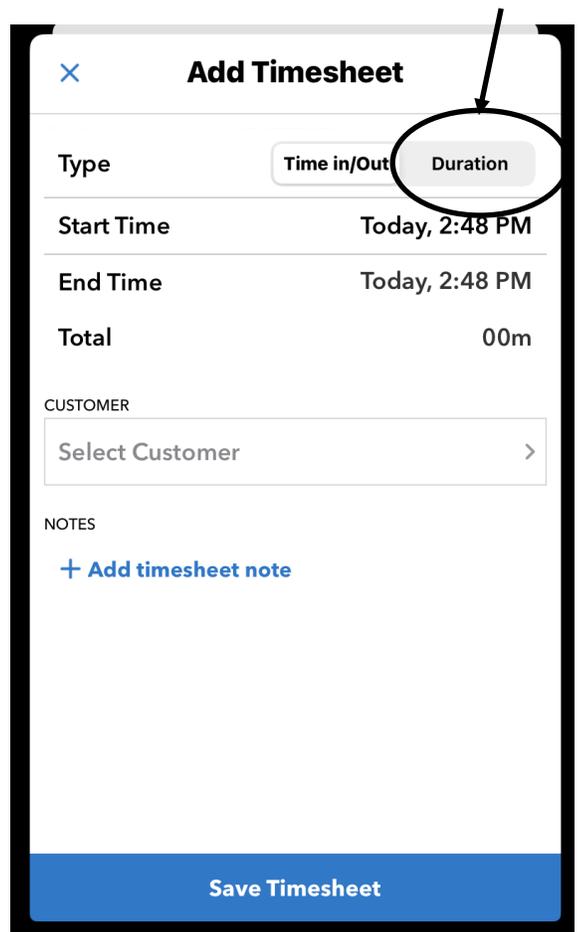
Notes:

Reset Save

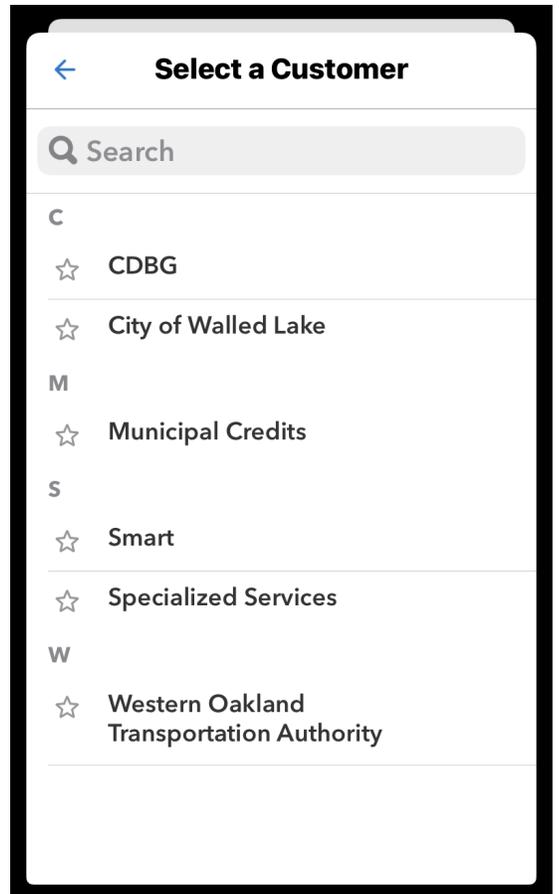
This screen will appear—make sure you have selected Manual Time Card
Then add hours to the day(s) you work.
Then press SAVE
(always important)



Login
 Select Timesheets
 Select Duration



Select the Date
 Select Customer—
 use the Western
 Oakland
 Transportation
 Authority option



Add Timesheet

Type Time in/Out Duration

Date Today

Total 1h 0m

00

01 hour **00 min**

02 01

03 02

CUSTOMER

Western Oakland Transportation Authority

NOTES

+ Add timesheet note

Save Timesheet

Select the hours and minutes worked, and then select **Save Timesheet**. VERY IMPORTANT! It will pop back to the first screen and will have the number of hours worked for the week.

Overview

DAY TOTAL WEEK TOTAL

9h 00m
of 40.00 hrs

Start Week 02/12 | End Week 02/18

Schedule
February 14, 2022

No shifts today

Overview Time Clock Timesheets Schedule More

After entering your time, please sign out of the app. Select the icon in the top left corner with your initials. Your profile will appear. At the bottom on the profile is an option to Sign Out—select this option and then sign out.

Profile

pat@ridewota.org

Account info

Email pat@ridewota.org

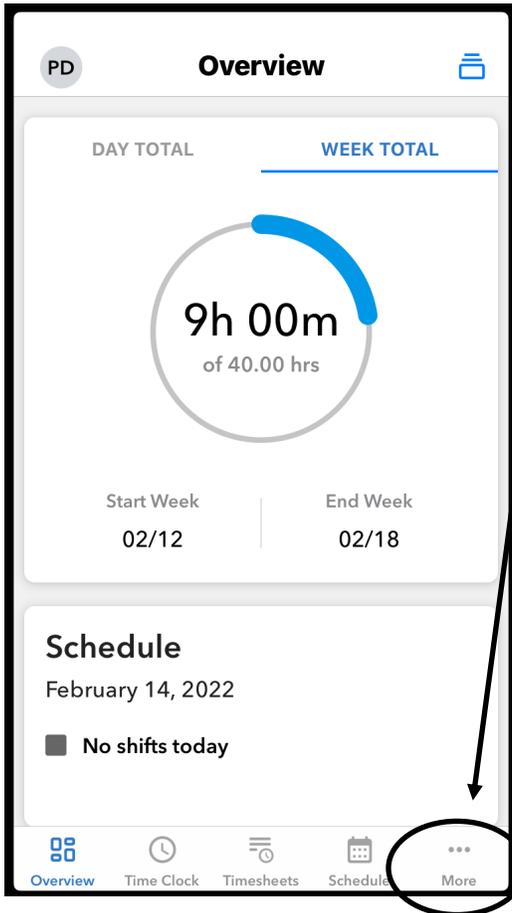
Group Member

pat@ridewota.org

[Manage your Intuit Account](#)

Sign out

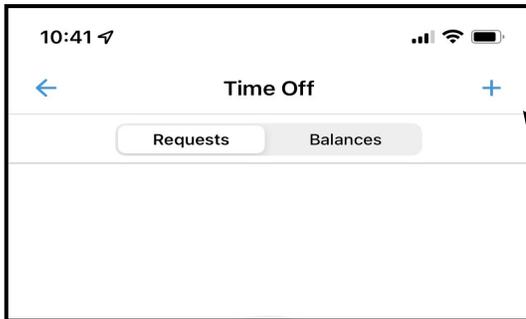
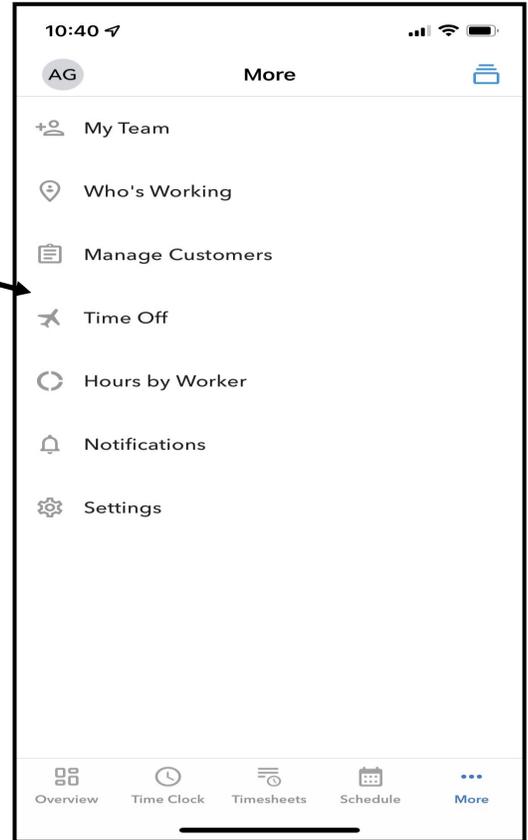
1



Login

Select "More"

Select Time Off



Select the +

Select Holiday

Add # of hours

Add Day

Then save

