INTRUCTIONS ON SUBMITTING TIMECARD

1. Print timecard as usual, make sure it’s a continuation of the previous timecards and not a brand new one. Complete up to 3/29
2. Make sure you sign it as well as get it signed by your supervisor
3. Scan the document after is signed, do not take a picture. When you take a picture it comes out distorted when I try to print it.
4. If you don’t have a scanner there are free scanner apps that you can download from the apple store or adroid. Scan it and it automatically converts the file to a PDF file. Then email it back to me