



### TAKE THE PHOTO IN A WELL-LIT AREA

Be sure your photo is not too dark to read. Also, refrain from using your flash as it could "white-out" important information. You should be in a room with plenty of light that does not require a flash. Also, try to avoid shadows covering the sheet.



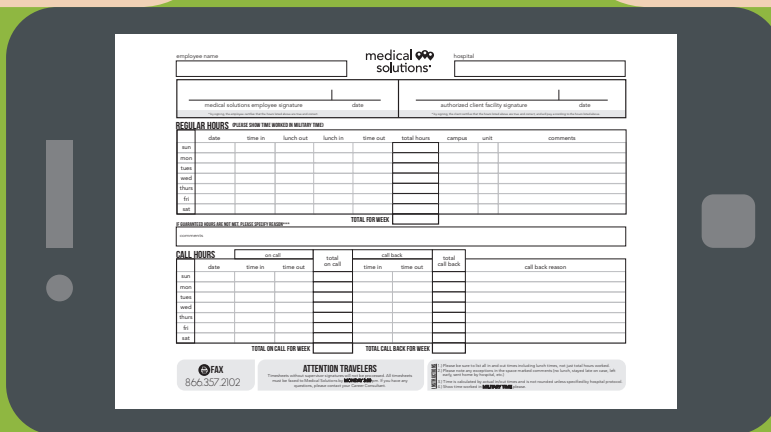
### INCLUDE ALL INFORMATION ON THE SCREEN

Hover your phone over the timesheet so that it's parallel to the paper. Bring your phone down close enough to the paper that all information is showing on your screen. Try not to take the photo too far away, as it might be too hard to read. Also, do not zoom in too close that you might cut out information.



### LAY THE TIMESHEET ON A FLAT SURFACE

The best way to take a photo of your timesheet is to first, lay it on a table or flat surface.



### KEEP THE PHOTO IN FOCUS

You may need to spend a few seconds ensuring the photo is in focus. Cameras on phones differ, but usually if you move around just a bit, the camera will auto-adjust itself to focus. You don't want to send in a blurry photo that cannot be read.



### TEXT OR EMAIL PHOTO TO YOUR CAREER CONSULTANT

Be sure to have your Career Consultant's contact information handy. Text or email the photo to them by Monday 3pm.



### ZOOM IN AND REVIEW THE PHOTO

After you snapped the pic, zoom in and review your timesheet. Please be sure all times, names and signatures are showing clearly or this may delay your pay.

# TIPS FOR TAKING A PHOTO OF YOUR TIMESHEET



Follow these quick tips on taking a photo of your timesheet with your smart phone to ensure you are paid correctly and on time.