



Time Sheet Images

ALLIANCE SERVICES, INC

Please make sure you are taking a **clear and readable photo** using the **regular camera** on your cell phone (**NOT a scanner app**). The photo should include **“edge to edge”** and **“top to bottom”** of the time sheet. Review and check your image before uploading to **be sure it can be easily read**. Below are some examples of acceptable and unacceptable images.

REMINDER: Separate time sheets for each facility / Separate time sheets for each pay week (Pay week starts Sunday and ends Sat)

Acceptable Image:

- Use a black or dark blue pen
- All information can be easily read
- Photo shows the entire time sheet

Also, all required information is completed:

- Name of Employee
- Name of facility
- Accurate start and end time
- Length of meal break included
- Signed by facility, including printed name & title

ALLIANCE SERVICES, INC
24/7 On Call Phone Number: 262-677-2180
Fax to: 262-677-3822 / Email: staff@asi-wi.com

EMPLOYEE NAME (PLEASE PRINT): Jane Doe
FACILITY NAME (PLEASE PRINT): General Hospital

Assigned to: (check one)
ER Tele Med Surg L&D Mom/Baby
ICU Intermediate Correctional Hospice
LTC Assisted Living
RN Jail Supervisor (*Facility signature not required for Supervisor only)

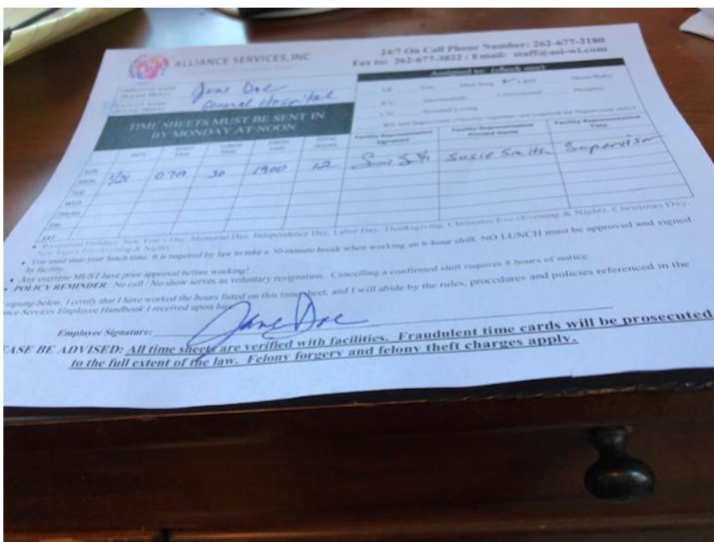
TIME SHEETS MUST BE SENT IN BY MONDAY AT NOON

	DATE	START TIME	LUNCH TIME	FINISH TIME	TOTAL HOURS	Facility Representative Signature	Facility Representative Printed Name	Facility Representative Title
SUN								
MON	1/21	0700	30	1900	12	Susie Smith	Susie Smith	Supervisor
TUE								
WED								
THURS								
FRI								
SAT								

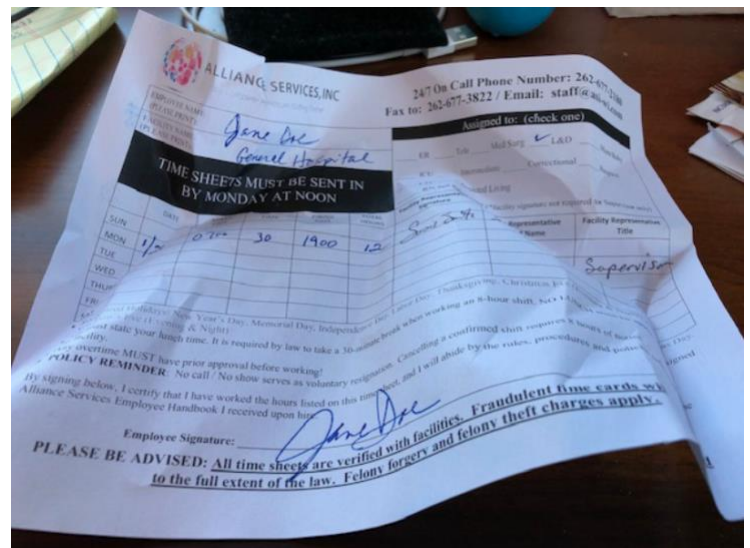
Employee Signature: Jane Doe

PLEASE BE ADVISED: All time sheets are verified with facilities. Fraudulent time cards will be prosecuted to the full extent of the law. Felony forgery and felony theft charges apply.

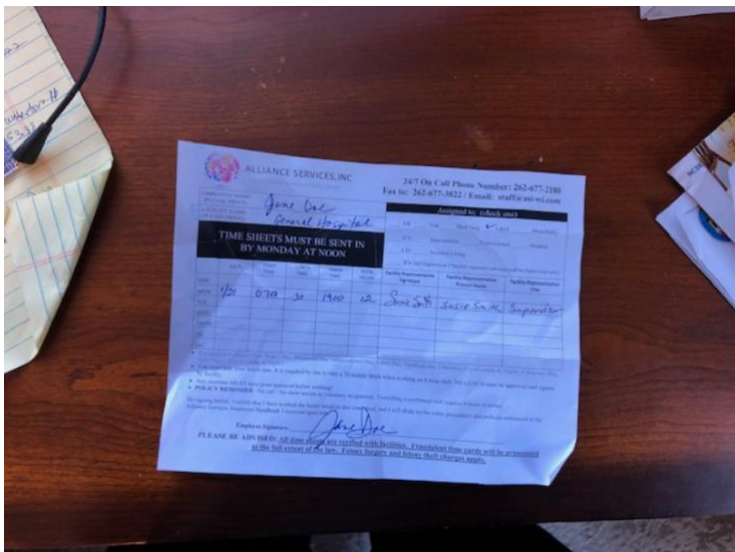
Unacceptable Images:



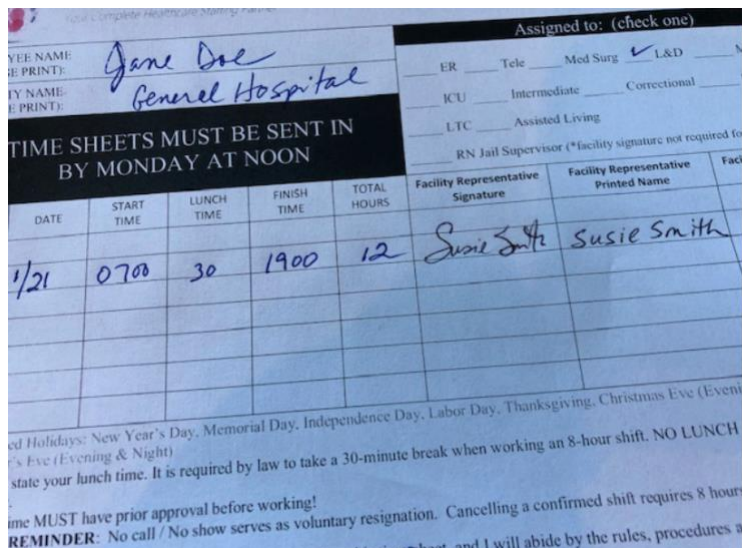
Bad Angle
(Take the photo from above)



Crumpled, unreadable
(Take a moment, smooth out your time sheet, be sure all information is readable)



**Photo taken from too far
(Unreadable)**



**Photo taken too close
(Photo doesn't include "edge to edge"
and "top to bottom")**



**Please only include the
time sheet in your photo**

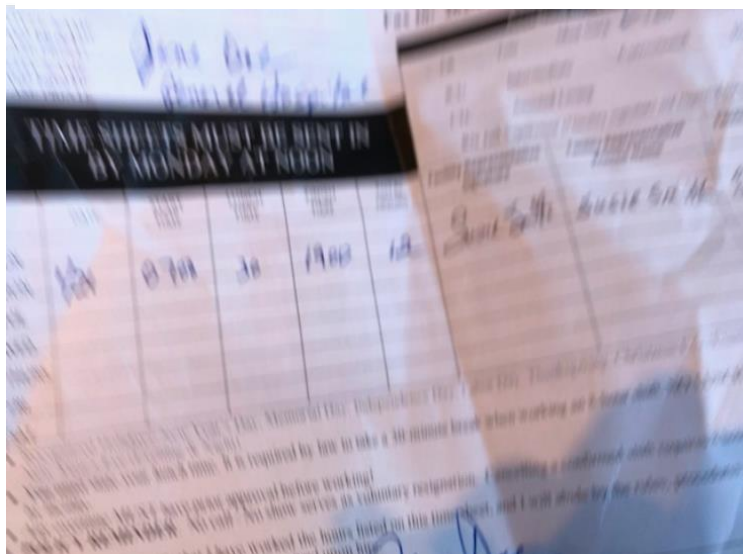


Photo is blurry and unreadable

**Please take a
HORIZONTAL photo,
not vertical**

