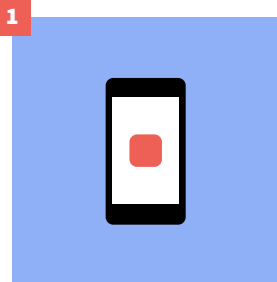
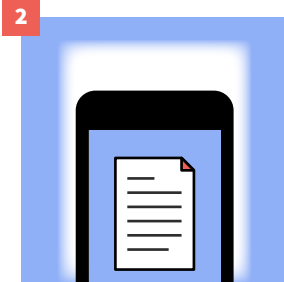


Scanning Timesheets



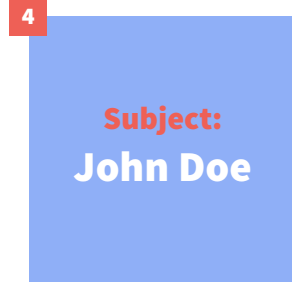
1 Download the app in the Apple Appstore or Google Playstore.



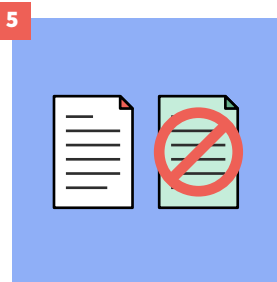
2 When using Tiny PDF Scanner please note that you have to hold your smartphone in place a few seconds after scan appears to have been taken to ensure high quality.



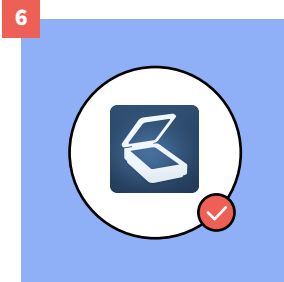
3 The free version allows you to take only two scans but you can always clear these down to create space for new timesheets.



4 Please include your First Name and Surname in the Subject of the email.



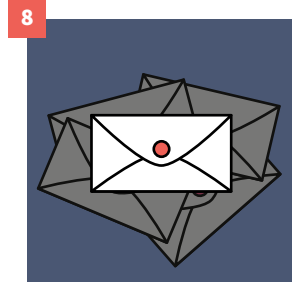
5 Please scan the white copy only.



6 Please only use Tiny Scanner if using a mobile scanner. The contrast is better for our payroll system to read.



7 Please only send PDFs, our payroll system will not recognise pictures.



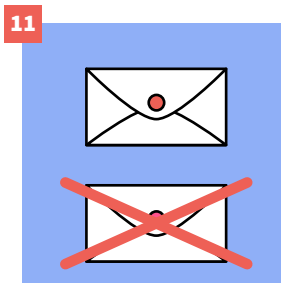
8 Only send your email once, you now have this automated response to verify receipt.



9 Only send one image per attachment.



10 Include any receipts on the same page that relate to the shift, including your payroll number and date of the shift that the receipt(s) relate to.



11 If you have emailed your timesheets, please do not also post a copy.



12 Once you have taken the Scan please send timesheets to timesheets@mayday.co.uk.



Download

Search for Tinscanner in the apple app store or Android google play store.