

# Trying to fax your timesheet and having issues?

Is it too far to drive to a fax machine?  
Does it cost money for you to fax your timesheet?

**If so....**

Here is what you can do if you have the ability to take a picture with your cell phone...

- Take a picture of your completed timesheet with supervisor signatures on it, make sure the ENTIRE timesheet is being photo'd (see picture to the right)
- Email your pic/photo to [timesheets@epeopleamerica.com](mailto:timesheets@epeopleamerica.com)
- Do not email to a personal ePeople email address

**TIMESHEETS ARE DUE ON MONDAYS.  
TIMESHEETS RECEIVED ON TUESDAYS  
WILL BE CONSIDERED LATE AND MAY  
EFFECT PAYROLL PROCESSING.**

You will receive an email back verifying the receipt of your timesheet...

**IT'S THAT EASY!!!**

If you have any questions, you can call the office at 412-324-1025.

Thank you from the Payroll Department of ePeople Healthcare.