



Office Lens

Microsoft Corporation • Productivity

★★★★★ 461 Share

Office Lens trims, enhances, and makes pictures of whiteboards and docs readable. You can use Office Lens to convert images to PDF, Word and PowerPoint files, and you can even save images to OneNote or

[More](#)



EVERYONE

Free



Wish list

See System Requirements

Good News Evins Personnel Consultants Employees!

We are introducing a user-friendly way to capture and send your timesheet to our Payroll Department. For easy processing of your weekly Approved timecards, just download the Office Lens App on your phone and you are ready to snap and send your first timecard!

The Office Lens App is available for FREE download on Android, iPhone, and iPad users!

Send your APPROVED time card, clearly legible, and signed, **by 5:00 PM on Monday** to:
evinspayroll@HRnetConnection.com

Sample Timesheet provided below:

Check only if changing address

Must be filled out completely

Supervisor initials

Round to the nearest quarter hour:
15 minutes = .25
30 minutes = .50
45 minutes = .75

Total hours

You must sign and date here

Clinic / business name here

Supervisor must sign and date here

EVINS TEMPORARIES TIMEL CARD		Payroll Fax #: 512 483 9191 Payroll Phone #: 512 454 9561	
Out of Area:	512 512 4839 (cell use Sat)	Name:	
Payroll Mail:	2511 West Anderson Loop Austin, Texas 78755	Address:	
Pay by 5:00 PM each Monday to Evins Personnel Consultants Payroll Dept.			
PLEASE CHECK ONE AND DO NOT CHECK OTHERS			
<input type="checkbox"/> I am not the same named Evins Personnel Consultant for as is established by or is establishing 2012 or earlier time card information and a new card is required through the use of the Evins Personnel Consultants app or system for all employees with the Evins Personnel Consultants mobile app or Evins Personnel Consultants for			
<input type="checkbox"/> I am changing my address and am not reporting my current address on my previous time card and I am reporting my current address on this time card.			
<input type="checkbox"/> I am reporting my current address on my previous time card and I am reporting my current address on this time card.			
<input type="checkbox"/> I am reporting my current address on my previous time card and I am reporting my current address on this time card.			
<input type="checkbox"/> I am reporting my current address on my previous time card and I am reporting my current address on this time card.			
<input type="checkbox"/> I am reporting my current address on my previous time card and I am reporting my current address on this time card.			
<input type="checkbox"/> I am reporting my current address on my previous time card and I am reporting my current address on this time card.			

Start	End	Day	Rate	Time	Rate	Rate	Rate	Rate	Rate

Total hours

You must sign and date here

For other inquiries please call (512) 454-9561 or visit www.evinspersonnelconsultants.com