



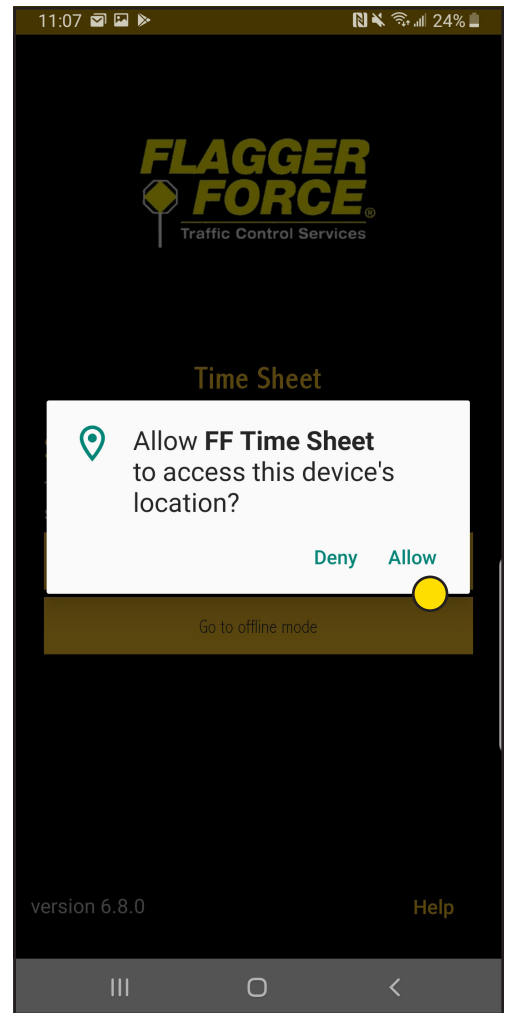
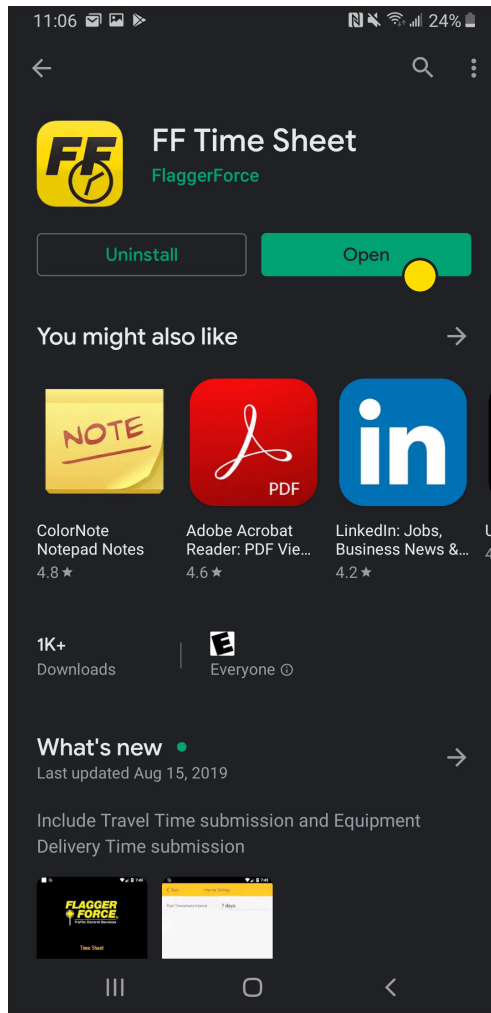
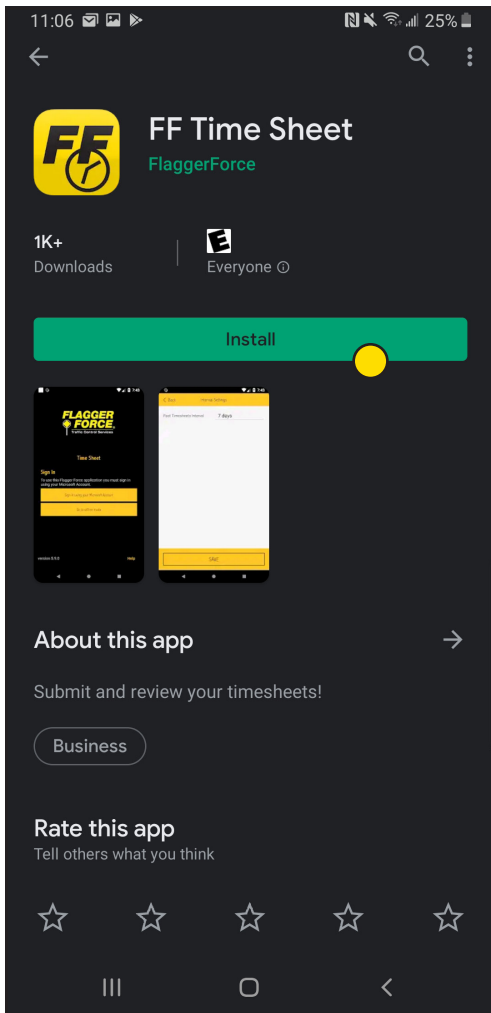
Time Sheet is a mandatory app for field employees. Based on your position, you can use Time Sheet to track and submit your time worked on the job, travel time, and equipment delivery time.

Follow the directions below to download and install the Time Sheet app for **Android** devices. Contact employee services with any questions—717.461.7650 and press option 6 for technology.

**1** Search for “FF Time Sheet” in the Google Play store and install the app

**2** Open the app

**3** Allow FF Time Sheet to access your location



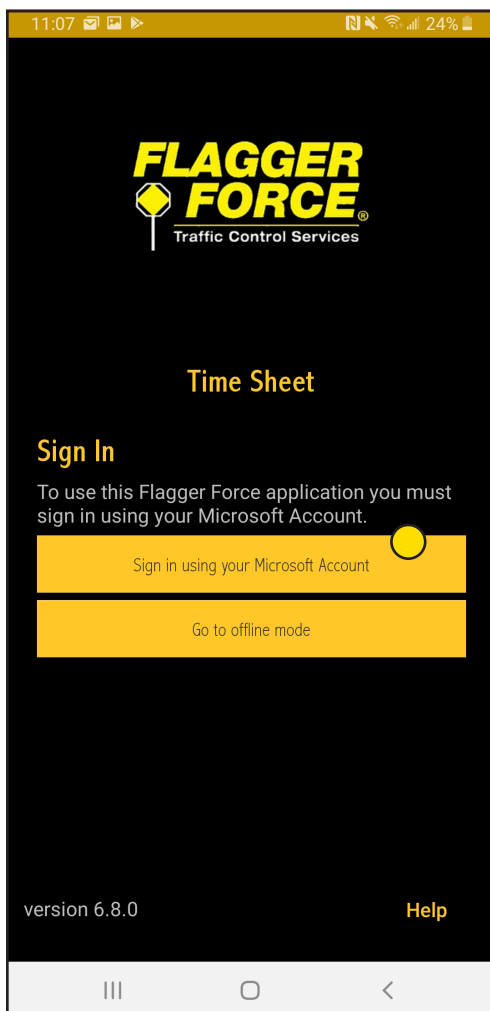


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4

Sign in using your Azure ID login information.  
Your Azure ID is:  
Firstname.Lastname@FlaggerForce.net



*Please contact employee services to get your Azure ID login information.*

## DOWNLOAD & INSTALL COMPLETE!



Contact employee services with any questions  
—717.461.7650 and press **option 6** for technology.