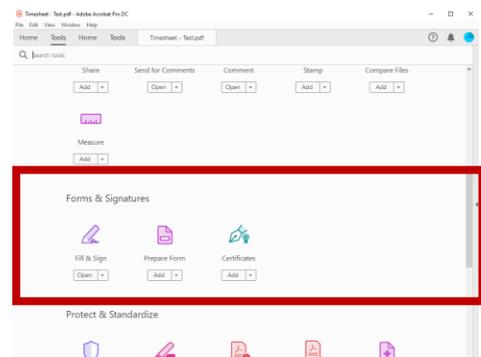
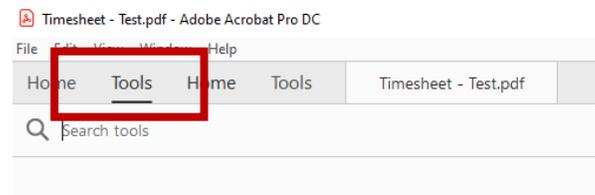
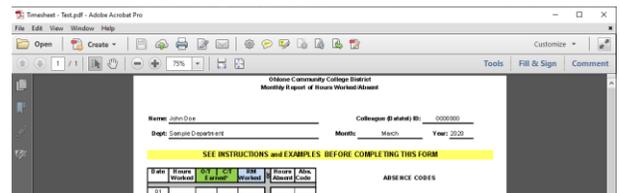
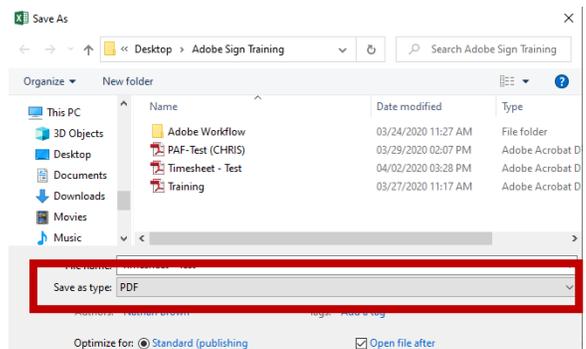
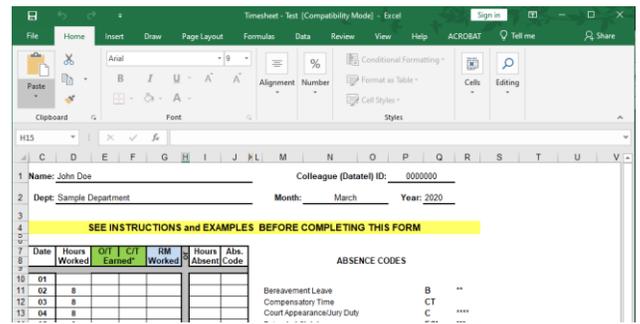


SIGNING TIMESHEETS ELECTRONICALLY – USING ADOBE SIGN

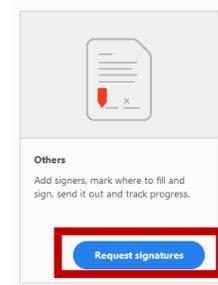
STEPS

1. Fill out the timesheet using Microsoft Excel.
2. Save a copy of the timesheet.
3. Save another copy using the PDF format of the timesheet.
4. Open the PDF version of the timesheet using **Adobe Acrobat DC**. If you do not have Adobe Acrobat DC, contact Technology Services for help.
5. To start the signature process with the employee and the supervisor, click on **Tools** on the right top part of the screen.
6. Scroll down to the Forms and Signatures section. Click on the **Fill & Sign** icon.

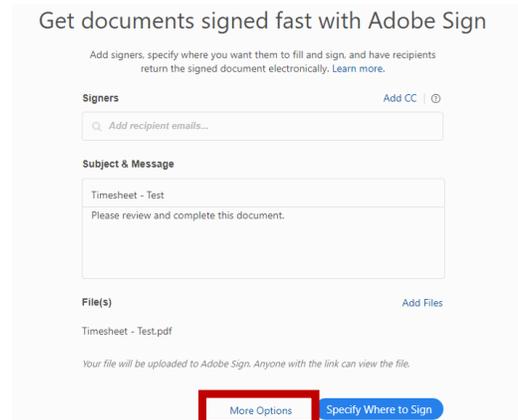
DIAGRAM



7. Click on **Request Signatures**.



8. Click on **More Options** found at the bottom of the screen next to the Specify Where to Sign button.



9. Adobe Acrobat is now preparing the document for electronic signatures.

10. As the initiator that needs to sign the document before sending to the supervisor. Click on the **Add Me** link and Myself will be added automatically on the first recipient row. Conversely, add your email address on the first recipient.

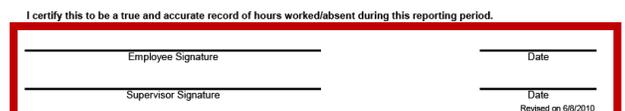


11. On the second recipient line, add the email address of your supervisor.



12. Verify that everything looks good. Then, click **Next**.

13. The next step, is the signing page. Scroll down to the area where you want to set the signature and date sections for the initiator and the supervisor.



14. On the right panel, choose the name of the initiator. The emails are listed based on the first and second to sign.

In this example, cdeklarosa@ohlone.edu will sign the timesheet and submit to lperez16@ohlone.edu for approval.

15. Make sure to click on the **Switch to Advance Mode** at the bottom of the right pane.

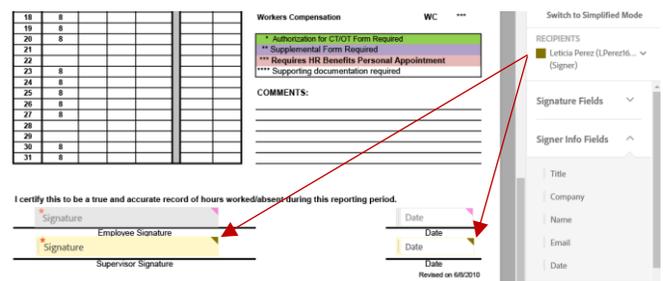
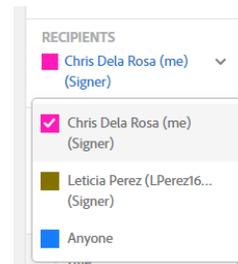
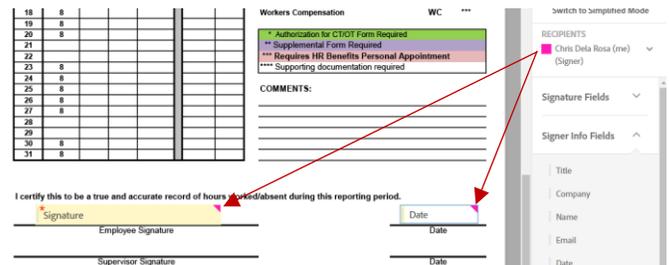
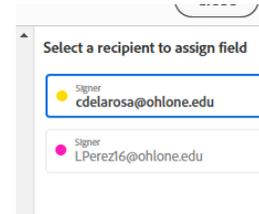
16. To start specifying the area you want the recipients to sign electronically, expand the **Signature Fields**. Then, drag the **Signature field** to the area you want to have the initiator sign. Do the same for the **Date** field found on the **Signer Info Fields**.

Notice that the color of the field (top right) matches the color of the recipient.

The field box size is also adjustable. It can be expanded if need be.

17. The next step is to assign an area to the next recipient (supervisor). On the RECIPIENT section, choose the next person to sign.

18. Repeat Step #16.

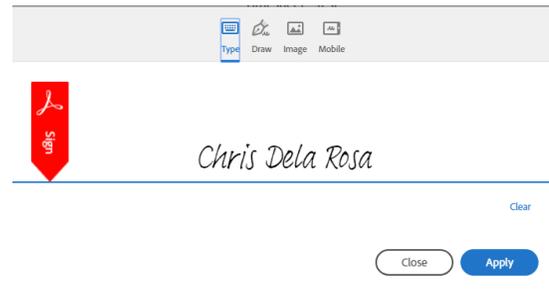


19. When you are done, click on **Sign, then Send**.



20. The document is ready to sign. Follow the tabs for signing. The **Date** field will automatically be filled based on your device's date settings.

21. To sign for the first time, a window will pop up to enter the electronic signature. The choices are type signature, draw, image, or mobile. For simple signatures, use **Type**. Then, click **Apply**.



22. When done, click on the **Click to Sign** button.

23. The document will now be routed to the next recipient.

24. Once all the recipients complete signing the document, the initiator will get an email with the document completely signed with the audit report attached.

It is important to keep the audit report. This provides the document the historical tracking.