## Adobe Workflow for Hourly Time Submission

Once you have selected the appropriate time sheet and initiated the Adobe workflow, you will want to log into Adobe Sign using your Cal Poly Humboldt email address.

|  | Sign in                             |
|--|-------------------------------------|
|  | New user? Create an account         |
| NG ANG ANG ANG ANG ANG ANG ANG ANG ANG A | Email address<br>ael22@humboldt.edu |
|  | Continue                            |
| 👃 Adobe Sign                             | Or                                  |
|  | G Continue with Google              |
| AND AND AND                              | Continue with Facebook              |
|  | Continue with Apple                 |
|  |                                     |
|  |                                     |
|  |                                     |

Once the workflow opens, you have the option to send the document to an *authorized signer* or send it to yourself if you are the signer and the timekeeper. (For questions on whom is authorized to approve time, contact Procurement at procure@humboldt.edu.) Make sure to include any special instructions before clicking on Send.

## Payroll - Federal Work Study Student Assistant Timesheet

How this workflow works?

If you are the Authorized Department Signer, fill out your email address in the appropriate field using the abc123@humboldLedu format. If you are filling out the form for the Authorized Department Signer, fill his/her email in the same format.

| m   | ore V  |
|---|--------|
| Signer *  | 53     |
| roldtedu 🖂 🗸 Email  |        |
|   |        |
| boldt.edu 🖂 🗸 Email   |        |
|   |        |
| ant Assistant Timesheet Options   | 0      |
| 🗆 Set Reminder  |        |
|   |        |
|   |        |
|   |        |
| / T Payroll - Federal Work Study TI<br>t* mesheet                               |        |
|   |        |
|   |        |
| Clicking "Send" allows<br>you to open and begin<br>filling out the<br>document. | s<br>n |
| you to open and l<br>filling out the<br>document.                               | begii  |

| ACCOUNT         | FUND                          | DEPT ID # | PROGRAM | CLASS  | PROJECT        |                | 1      |
|-----------------|-------------------------------|-----------|---------|--------|----------------|----------------|--------|
| 6013C3          | *                             | *         |         |        |                |                |        |
|                 |                               |           |         |        | PAY<br>PERIOD  | *              |        |
| DEPARTMENT NAME |                               |           |         |        |                |                |        |
|                 |                               |           |         | 1      |                | 2 B            |        |
| HSU ID NUMBER   | INITIALS<br>First &<br>Middle | LAST NAME | CLASS   | SERIAL | TOTAL<br>HOURS | SALARY<br>RATE | GROSS  |
|                 | *                             | */        | 1150    |        | *              | *              | \$0.00 |
|                 |                               |           | 1150    |        |                |                | \$0.00 |
|                 |                               |           | 1150    |        |                | 1/             | \$0.00 |
|                 |                               |           | 1150    |        |                |                | \$0.00 |
|                 |                               |           | 1150    |        |                |                | \$0.00 |
|                 |                               | -         | 1150    |        | 21             |                | \$0.00 |
|                 |                               |           | 1150    |        |                |                | \$0.00 |
|                 |                               |           | 1150    |        |                |                | \$0.00 |
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|                 |                               |           | 1150    | 81     | 8              | 8              | \$0.00 |
|                 |                               |           | 1150    |        |                | )<br>)         | \$0.00 |
| otals           |                               |           |         |        | 0              | 0              | \$0.00 |

## HUMBOLDT Instructional Student Assistant Timesheet

Attendance Clerk's Name

Email Address

For time sheets such as Federal Work Study that require you to submit weekly totals, there will be a second page to the workflow that will automatically carry any ID Numbers and Names to the second page. You will only have to select the month you are submitting time for and the workflow will auto-fill the corresponding weeks that should be included in that month. Remember to fill in all fields that have an asterisk.



For weeks that fall outside the pay period you will need to put a zero in order to move the document along.

As a document approver you do have a few options before signing the document. If there is a need to reject the document, a pop-up will appear for you to explain your reason.



| ACCOU<br>6013C3<br>DEPARTMEN<br>HSU ID NU<br>* * 1150 * * 50.00 | ACCOU<br>6013C3<br>DEPARTMEN<br>HSU ID NU<br>K<br>K<br>K<br>K<br>K<br>K<br>K<br>K<br>K<br>K<br>K<br>K<br>K | Pl              | ease provide a i | reason for declining this | s agreement. |        |         |         |
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|   | 1150 \$0.00  | HSU ID NU       | 5.03             | 55                        |              | Cancer | Decine. | GROSS   |

Once the document has been signed, all parties will receive an e-mail that the document has been submitted.