Adobe Workflow for Overtime & Call Back Submission

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

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S Ne	ign in w user? Create an account	
Ema ael	ail address 122@humboldt.edu	
	Or G Continue with Google	
	Continue with Facebook	
	Continue with Apple	

When the workflow opens, you have the option to send the document to yourself as the employee, or if you are the department time keeper you can direct it to the employee and then finally to the appropriate supervisor. Make sure to include any special instructions prior to clicking send.

Payroll - Overtime and Call Back Hours Rep	ort		
How this workflow works? Enter the employee's email address using the abc123@humboldt.edu format in the Emplo	yee email field	La.	
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Recipients			?
Employee*			
🔗 Enter recipient email		🖂 🗸 Email	
Employee's Supervisor*			
🔗 Enter recipient email		🖂 🗸 Email	
Payroll*			
payroll@humboldt.edu		🖂 🗸 Email	
*			
Overtime and Call Back Hours Report			0
over unite and call back from report		Options	Ø
Message *		Set Reminder	
Please Sign.			
Back Hours Report * k Hours Report			
Send			
	Clic	king "Send" allows	
	you	fillina out the	
		document.	
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All require Make sure	ed fields ar e to select Overtime is on Sunday employee's	the appr the appr ALP s defined as a and ends 12 and ends 12	d with a oprite <i>D</i> OLY authorized ti :00 midnigh:	red aster epartme HUP me worked it the followin bours work	risk * nt ID, Pa MBO	y Period LDT (40) hours in Hours work	and Tim OVER	e Bas	SC. AND CALL ek. The work wee) shall be comper polovee's straight	BACK HO	DURS RI	Select. 0/122 (1/1-1/3 02/22 (2/1-3/ 03/22 (3/2-3) 04/22 (3/1-4) 05/22 (3/1-5) 06/22 (6/1-6) 07/22 (7-1-8) 09/22 (9/1-9) 10/22 (10/1-10) 11/22 (11/1-11) 12/22 (12/1-12) EPORT	1) 31) 30) 30) 30) (31) 30) (31) 30) (33) (33) (33) (33) (34) (34) (35) (35) (36) (37) (3	1
	EMPLOYEE NAME				EMPLOYEE ID NUMBER			DEPT ID		PAY PERIOD		BASE		
*			MODIFED	*			*		* Select	* Select 🔻		Ŧ		
	DATE	FROM	E WORKED	OVERTIME HOURS	HOURS	HOURS FOR CTO	CALL BACK	ACC			PRGM	CLASS		
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*Click	here to sig	gn	Feb 2		I INDICAT									
EMPLO	YEE'S SIGNA	TURE	DATE	SUPERVIS	OR'S SIGN	ATURE	DATE							

The days and hours recorded on this form are those worked outside and/or after you have completed your normally scheduled hours for the week. Make sure to indicate whether you want the hours paid or booked as CTO.

Additionally, if you were called in/back to work unexpectedy, please indicted this by marking the *Call Back* box. For information on what constitutes "Call Back," please reference your Collective Bargaining Agreement.

https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx

EMPLOYEE NAME			EMPLOYEE ID NUMBER			DEP	T ID PAY PERIOD			TIME BASE	
Test E	imployee			12345678		D3	0007	02/22 (2/1-3/	1) 🔻	Select	
OVERTIME WORKE		WORKED	OVERTIME	HOURS	HOURS	CALL	ALTERNATE CHAF			Full Time Part Time	
DATE	FROM	TO	HOURS	FOR PAY	FOR CTO	BACK	ACCT	FUND	DEPT	Intermittent	
02/01/22	05:15	06:15	1	1				HM580	D30002		

Once you are done filling the form out you will be instructed to sign or send it for signature.