Steps for the Adobe Sign Timesheet

- 1. The Adobe Sign timesheet is located on the Payroll website on the "Forms" page. Complete all the fields in the top section of the form:
 - a. Bates ID
 - b. Position
 - c. Employee Name
 - d. Pay Period End Date All the dates will be auto filled once the correct pay period end date is entered

Bates

Bi-Weekly Staff Timesheet

Bates ID:	Position:
Employee Name:	Pay Period End Date:

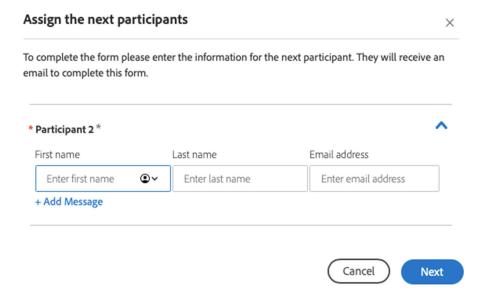
2. Choose the appropriate earn code from the drop-down box on the left side of the page under the "Earn Code" heading and enter the hours worked in the corresponding date box. Repeat for additional earn codes. The totals boxes will calculate automatically.

Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Week 2	Pay Period Total
Date:	12/19	12/20	12/21	12/22	12/23	12/24	12/25	WEEKI	12/26	12/27	12/28	12/29	12/30	12/31		Week 2	Total
Select ▼								0.00								0.00	0.00
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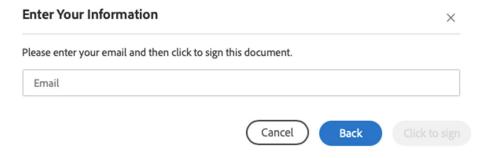
3. The employee will then sign at the bottom. The signature date will auto populate.

Employee Signature:	* Click here to sign
Date:	

4. Once all the required fields are complete, and the employee has signed the timesheet, a pop-up will open and the employee must enter their supervisor's first and last name, as well as their email address.



5. The employee will then provide their own email in a subsequent pop-up so Adobe Sign can verify their email address.



6. A confirmation email will be sent to the employee to finalize submitting their timesheet. They must click on the link embedded in the email to complete the last step of submitting the Adobe Sign timesheet.



Bates



Thank you for signing Bi-Weekly Staff Timesheet. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

Confirm my email address

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of Bi-Weekly Staff Timesheet as a PDF.

CONFIDENTIALITY NOTICE: This Adobe Sign message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and sensitive information or otherwise protected by law. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender or the Bates College IT Help Desk at helpdesk@bates.edu, (207) 786-8222, and destroying all copies of the original message.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

- 7. Once the employee has confirmed their email address, the timesheet will be routed to the indicated supervisor for review and approval.
- 8. When the supervisor reviews and signs the timesheet, it will be routed to Payroll for processing.