

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		12/26	12/27	12/28	12/29	12/30	12/31			
Select... ▼								0.00								0.00	0.00
Select... ▼								0.00								0.00	0.00
Select... ▼								0.00								0.00	0.00
Select... ▼								0.00								0.00	0.00
Select... ▼								0.00								0.00	0.00
Select... ▼								0.00								0.00	0.00
Select... ▼								0.00								0.00	0.00
Select... ▼								0.00								0.00	0.00

3. The employee will then sign at the bottom. The signature date will auto populate.

Employee Signature: * Click here to sign


Date: 08/23/2021 _____

- 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.

Assign the next participants ✕

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

*** Participant 2 *** ⬆

First name	Last name	Email address
<input type="text" value="Enter first name"/> 	<input type="text" value="Enter last name"/>	<input type="text" value="Enter email address"/>

[+ Add Message](#)

Cancel Next

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


Enter Your Information ✕

Please enter your email and then click to sign this document.

Cancel Back Click to sign

- 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.

Please confirm your signature on Bi-Weekly Staff Timesheet External Inbox x

 **Adobe Sign** <adobesign@adobesign.com>
to me ▾

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.



The image shows a Bates Bi-Weekly Staff Timesheet form. At the top, it says "Bates Bi-Weekly Staff Timesheet" and "Payroll Period: 08/14/2021". Below that, it lists "Employee Name: Scot Testing" and "Director of Payroll". The form contains a grid for recording time worked, with columns for dates from 08/16 to 08/22 and rows for different time periods. The grid is mostly empty, with some "8" characters in the first row. At the bottom, there are fields for "Supervisor Signature" and "Supervisor Name".

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.