Steps for the Adobe Sign Monthly Staff 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 Begin Date – All the dates will be auto filled once the correct pay period begin date is entered. For example, if entering time worked or leave taken in the month of October 2021, enter 10/01/2021.

Bates

Monthly Staff Timesheet

Bates ID: _____   Position: _____

Employee Name: _____   Pay Period Begin Date: _____

2. Choose the appropriate earn code from the drop-down box in the first column on the left. Enter the hours worked or leave time taken for that earnings type in the corresponding date box for that column. You will notice that the earn code will duplicate on the right side of the screen. Use the left side of the screen to enter hours for the 1st. – 16th of the month and the right side for the 17th – the end of the month. Repeat for additional earn codes. The totals boxes on the bottom right will calculate automatically.

Date	Vacation	Sick	Select	Select	Select
10/01/2021					
10/02/2021	8				
10/03/2021					
10/04/2021					
10/05/2021					
10/06/2021					
10/07/2021					
10/08/2021					
10/09/2021					
10/10/2021					
10/11/2021					
10/12/2021					
10/13/2021					
10/14/2021					
10/15/2021					
10/16/2021					

Date	Vacation	Sick	Select	Select	Select
10/17/2021	8				
10/18/2021					
10/19/2021					
10/20/2021		8			
10/21/2021					
10/22/2021					
10/23/2021					
10/24/2021					
10/25/2021					
10/26/2021					
10/27/2021					
10/28/2021					
10/29/2021					
10/30/2021					
10/31/2021					
Month Total	16.00	8.00	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 ___   **Supervisor Name:** _____

Date: ___ 10/20/2021 _____   **Supervisor Signature:** _____   **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.

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

Enter first name ⊙⌄   Enter last name   Enter email address

+ Add Message

(Cancel)   (**Next**)

5. 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.

Email

(Cancel)   (**Back**)   (Click to sign)

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.

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.