

## Steps for the Adobe Sign Timesheet

1. The Adobe Sign timesheet is located on the SEO website under “Quick Links for Employers” on the “Home” page. Complete all the fields in the top section of the form:
  - a. Student Name
  - b. Bates ID Number
  - c. Position #
  - d. Position Title
  - e. Pay Period End Date – All the dates will be auto filled once the correct pay period end date is entered

# Bates

## Student Employment Timesheet

Student Name:  \*      Bates ID:  \*

Position #:  \*      Job Title:  \*

Pay Period End Date:  \*

Note: Pay periods start on Sunday and end on Saturday. The payroll calendar can be found on the Payroll website:  
<https://www.bates.edu/payroll/calendars-2/>

2. Enter in the appropriate number of hours worked in the corresponding date box. The “Total Hours” boxes calculate automatically.

| Week 1                            | Sunday                                    | Monday                                    | Tuesday                                   | Wednesday                                 | Thursday                                  | Friday                                    | Saturday                                  | Total Hours Week 1 |
|-----------------------------------|---|---|---|---|---|---|---|--------------------|
| Date                              | 12/19/...                                 | 12/20/...                                 | 12/21/...                                 | 12/22/1969                                | 12/23/1...                                | 12/24/...                                 | 12/25/1...                                | 0.00               |
| Hours Worked                      | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |                    |
| Week 2                            | Sunday                                    | Monday                                    | Tuesday                                   | Wednesday                                 | Thursday                                  | Friday                                    | Saturday                                  | Total Hours Week 2 |
| Date                              | 12/26/...                                 | 12/27/...                                 | 12/28/...                                 | 12/29/1969                                | 12/30/1...                                | 12/31/...                                 |   | 0.00               |
| Hours Worked                      | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> | <input style="width: 40px;" type="text"/> |                    |
| <b>Total Hours in Pay Period:</b> |   |   |   |   |   | 0.00                                      |   |                    |

3. The student will then sign at the bottom.

Student Signature:  \* Click here to sign

4. If the student’s timesheet is not available on their Garnet Gateway due to their position not being set up in time, then they will click on the “Check” box.

Please check this box if your timesheet ***is not*** listed on Garnet Gateway:

5. If the student's timesheet is available on Garnet Gateway and they did not submit the timesheet on time, then they will then need to say why they are submitting an Adobe Sign timesheet in the comments box.

a. They will then need to say why they are submitting an Adobe Sign timesheet

If your job is listed on Garnet Gateway please explain why you are submitting an Adobe Sign Timesheet:

\*

6. Once all the required fields are complete, the student must enter in their supervisor's (or supervisors') first and last name, as well as their email address(es).

### 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



[+ Add Message](#)

Cancel

Next

7. The student will then provide their email so that they 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 student 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 Adobe Sign Student Timesheet External Inbox x



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

8:13 AM (0 minutes ago)

# Bates

**Bates**  
Student Employment Timesheet

Student Name: **Sylvia Batye** ID: **001117094**

Position: **S9857C** Job Title: **PAY: SEO Coordinator**

Pay Period End: **08/14/2021**

| Week 1                            | Schedule | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Hours |
|-----------------------------------|----------|--------|---------|-----------|----------|--------|----------|-------------|
| 1                                 |          |        |         |           |          |        |          | 1.00        |
| Week 2                            | Schedule | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Hours |
| 1                                 |          |        |         |           |          |        |          | 1.00        |
| <b>Total Hours in Pay Period:</b> |          |        |         |           |          |        |          | <b>2.00</b> |

Student Signature: *Sylvia Batye* Date: **07/29/2021**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All students are required to use their Bates ID on their Bates ID card. The Bates ID card is required for all students to be able to access the building and library.

If you have any questions, please contact the Student Employment Office at [seoffice@bates.edu](mailto:seoffice@bates.edu).

Please check this box if your timesheet was submitted on your behalf:

If you are a student and you are not a Bates ID card holder, please contact the Student Employment Office at [seoffice@bates.edu](mailto:seoffice@bates.edu).

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Thank you for signing Adobe Sign Student 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 Adobe Sign Student Timesheet as a PDF.

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