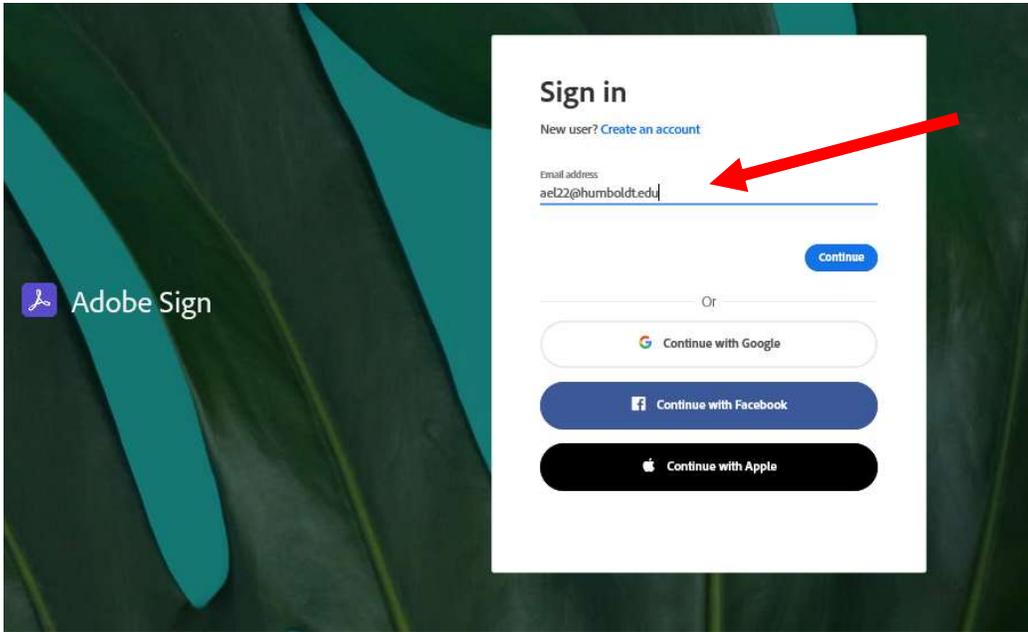


## Adobe Workflow for Hourly Time Submission

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



Once the workflow opens, you have the option to send the document to an *authorized signer* or send it to yourself if you are the signer and the timekeeper. (For questions on whom is authorized to approve time, contact Procurement at [procure@humboldt.edu](mailto:procure@humboldt.edu).) Make sure to include any special instructions before clicking on Send.

### Payroll - Federal Work Study Student Assistant Timesheet

How this workflow works?

If you are the Authorized Department Signer, fill out your email address in the appropriate field using the abc123@humboldt.edu format. If you are filling out the form for the Authorized Department Signer, fill his/her email in the same format.

more ▾

#### Recipients

Authorized Department Signer \*

✉ Email

Payroll \*

✉ Email

#### Document Name \*

#### Options

Set Reminder

#### Message \*

#### Files

Federal Work Study Timesheet \*  Payroll - Federal Work Study Timesheet

*Clicking "Send" allows you to open and begin filling out the document.*



