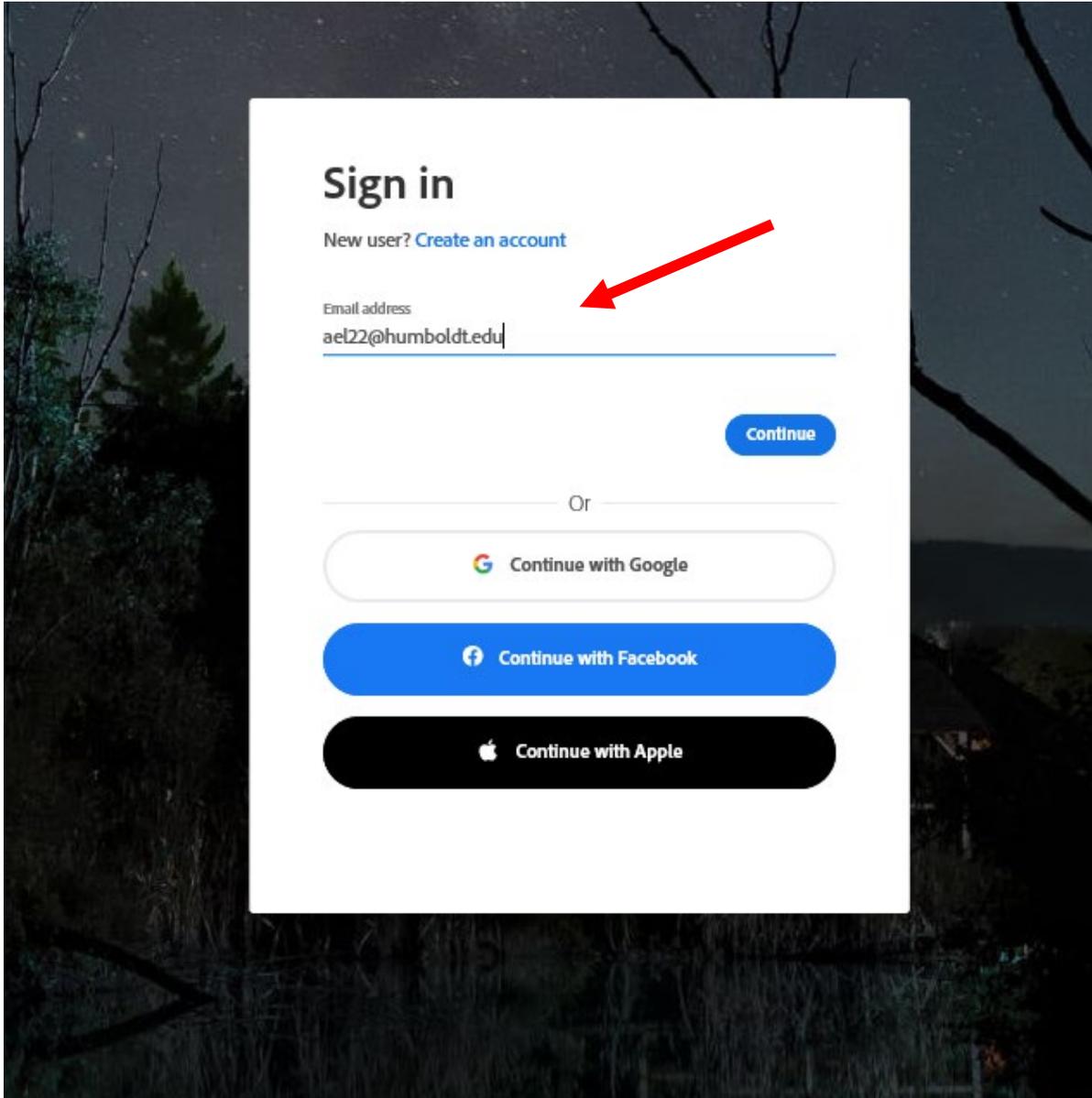


Adobe Workflow for Overtime & Call Back Submission

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



When the workflow opens, you have the option to send the document to yourself as the employee, or if you are the department time keeper you can direct it to the employee and then finally to the appropriate supervisor. Make sure to include any special instructions prior to clicking send.

Payroll - Overtime and Call Back Hours Report

How this workflow works?

Enter the employee's email address using the abc123@humboldt.edu format in the Employee email field.

Recipients more ▾ 

Employee*

 Enter recipient email ✉ ▾ Email

Employee's Supervisor*

 Enter recipient email ✉ ▾ Email

Payroll*

 payroll@humboldt.edu ✉ ▾ Email

Document Name*

Overtime and Call Back Hours Report

Options ?

Set Reminder

Message*

Please Sign. 

Files

Overtime and Call Back Hours Report*  Payroll - Overtime and Call Back Hours Report

Send 

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

