

Chico State Enterprises Announcements

Friday, March 20, 2020

Revised on Thursday, March 25, 2020 – see ** for revision at the end of the announcement

Temporary Use of Digital Signatures for CSE Timesheets and PAFs

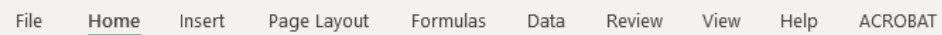
As part of our transition to online operations and services in response to the COVID-19 situation, the CSE HR/Payroll team has implemented a temporary digital signature policy for all timesheets and PAFs. In an effort to process payroll in a timely and efficient manner while also limiting physical contact, please begin switching to digital signatures effective for the pay period beginning March 16th, 2020 by following the instructions that have been provided below.

Timesheets and any payroll-related questions need to be submitted to csepayroll@csuchico.edu. PAFs and any HR-related questions need to be sent to csehr@csuchico.edu. Any timesheets and PAFs sent via a different method may not be processed as we cannot guarantee they will be received in a timely manner by the HR/Payroll office.

- **Timesheets and other Excel documents**

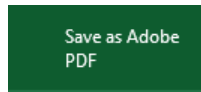
1. Once the timesheet is complete, follow the steps below:

(a) Click on “File”



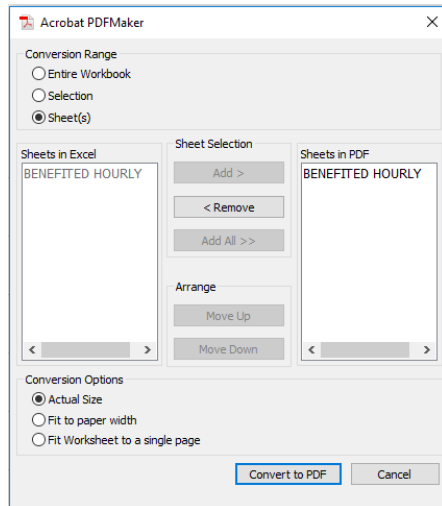
(i)

(b) Click on “Save as Adobe PDF”



(i)

(c) Click on “Convert to PDF”

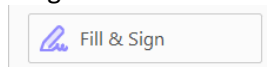


(i)

(d) Save the document

(e) Adobe will open

(f) Fill & Sign

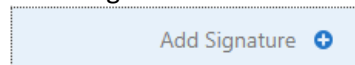


(i)

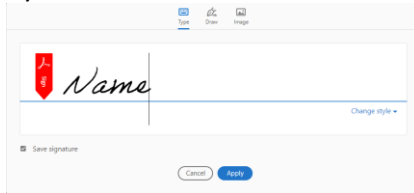
(g) Click “Sign”



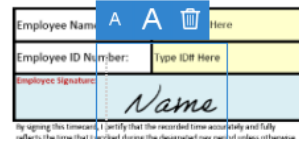
- (i)
- (h) Click "Add Signature"



- (i)
- (i) Type your name



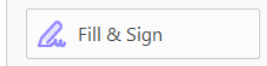
- (i)
- (ii) Click "Apply"
- (j) Move your name to the section that applies



- (i)

- **PAFs and other Adobe documents**

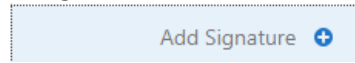
1. Open your Adobe document
2. Fill & Sign



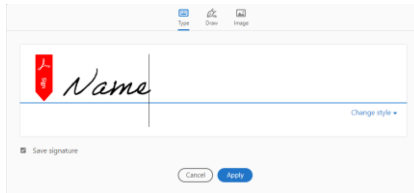
- i.
- 3. Click "Sign"



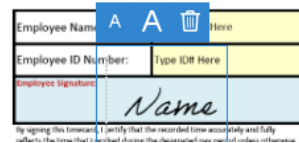
- i.
- 4. Click "Add Signature"



- i.
- 5. Type your name



- i.
- ii. Click "Apply"
- 6. Move your name to the section that applies



- i.

7. ****Don't click "Next". Save the document so more than one person can sign the document.**