# How to Digitally Sign & Submit Your Timesheet

## 1. Export your finished timesheet as a pdf

-Open your finished timesheet and click on "File"

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-Click "Create PDF/XPS" and save it to your preferred location on your computer

### 2. Sign and date the PDF in Adobe Acrobat DC

-First, make sure you have Adobe Acrobat DC installed on your computer. Then, open your file explorer and go to the saved PDF. Right click it, hover over "Open with" then choose Adobe Acrobat DC

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#### 3. Send to your supervisor for their signature

-Open Outlook, create a new message, attach the signed pdf and send to your supervisor for them to sign



Hi Ryan,

Here's my timesheet for the past two weeks. Please sign it then send it to the Human Resources Generalist (Tony) and the Resource Center Coordinator (Gracie).

Thank you! Lauren

4. Your supervisor will sign it, then send it to the Human Resources Generalist (Tony) and the Resource Center Coordinator (Gracie)