

# How to Digitally Sign & Submit Your Timesheet

## 1. Export your finished timesheet as a pdf

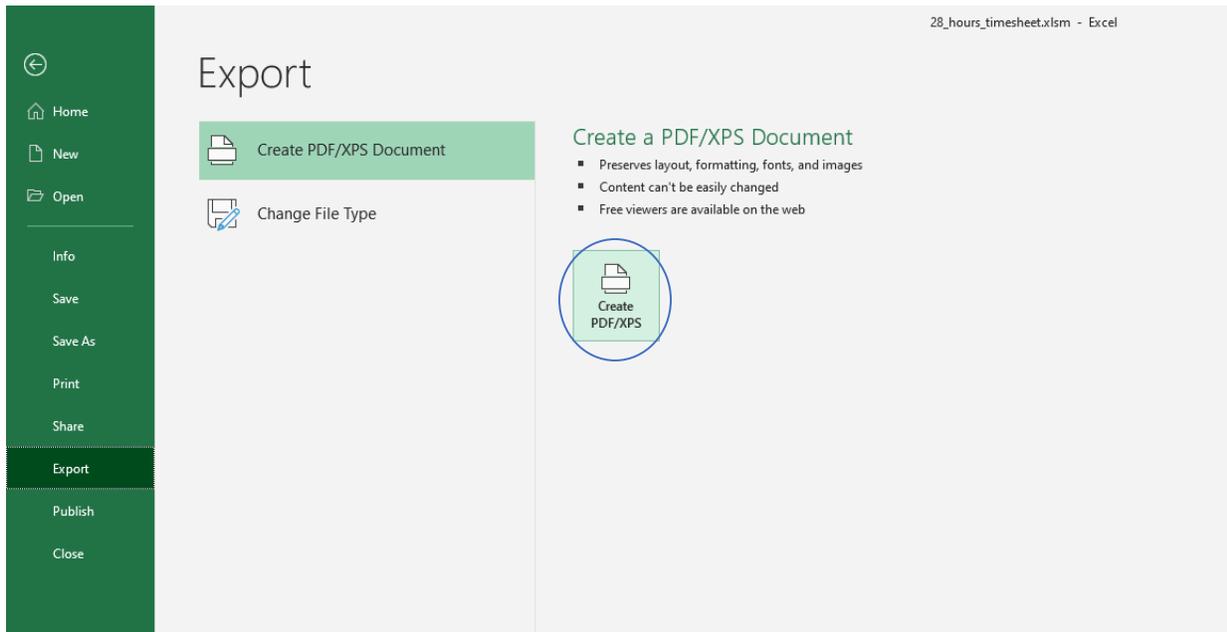
-Open your finished timesheet and click on "File"

The screenshot shows the Microsoft Excel interface with the 'File' menu highlighted. A red warning banner spans across the top of the spreadsheet, stating: "You entered less than 28 hours for the first week. Please, enter additional Office hours if needed -- 28 hours". Below the warning, the spreadsheet data is visible, including a 'Time Entry' table with columns for Date, IN, OUT, Shift, and various time categories like In/Out Calc, Regular, Overtime, Annual Leave, Sick Leave, Compl Time Earn @1.5, Paid Leave, Compl Time Take, Unpaid leave, Total Hours, and Labor Override.

-Go to "Export"

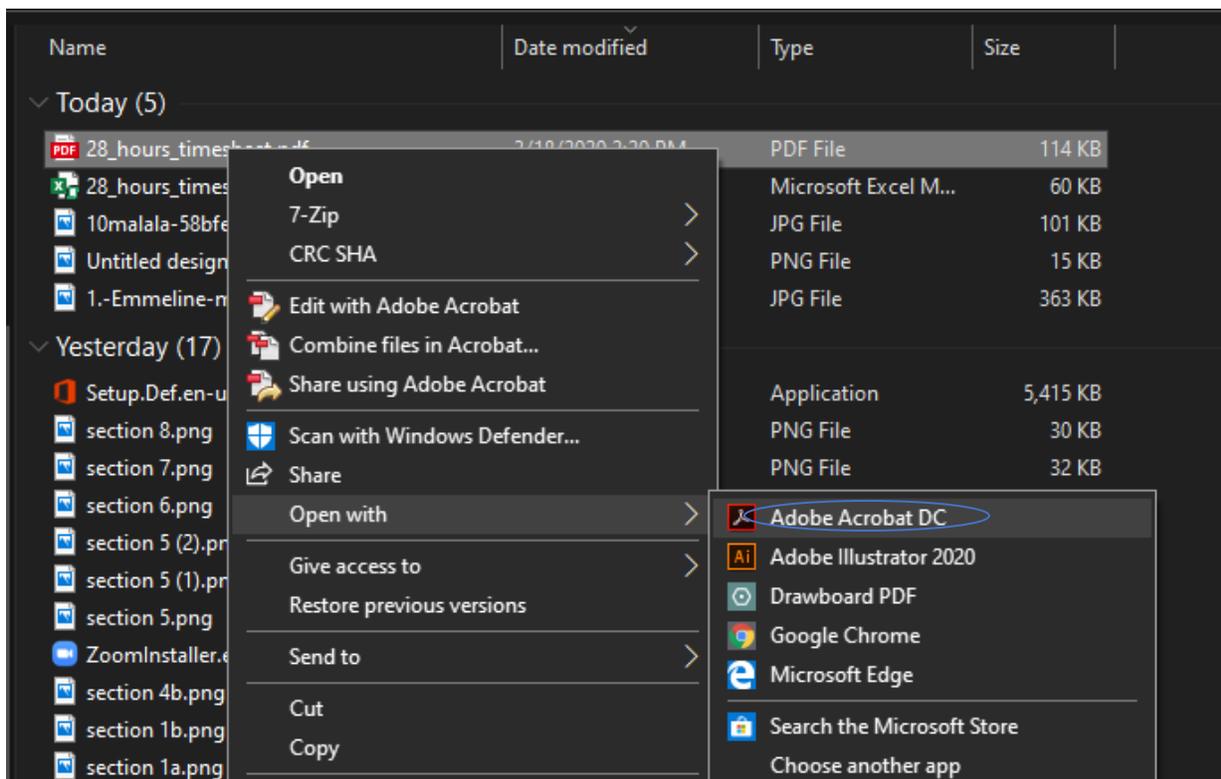
The screenshot shows the Microsoft Excel 'File' menu with the 'Export' option highlighted. The 'Recent' section displays a list of files, including '28\_hours\_timesheet.xlsx' (Downloads), 'telecommuting-log.xlsx' (Downloads), and 'CS1.xlsx' (F:\DND).

-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

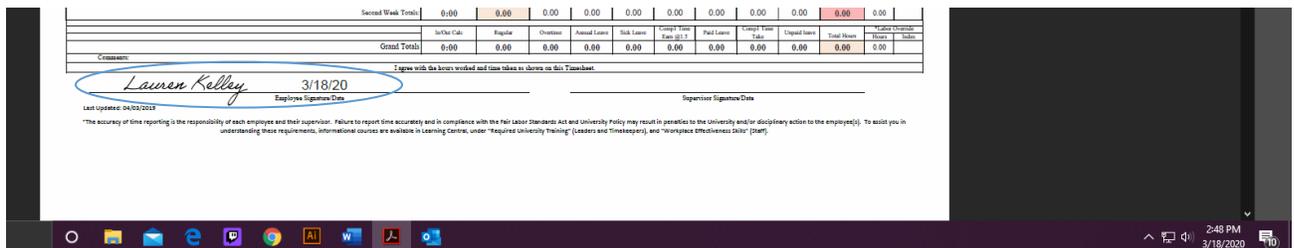




-Either type your name or click “Draw” and write your name with your cursor. Once you’re done, click “Apply”



-Place your signature where you would normally sign, then type in the date. Save the PDF.



### 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)