

Adobe Sign Step by Step Guide

How to route pafs for signatures electronically

What is adobe sign?

Adobe Sign, an **Adobe** Document Cloud solution **is** a cloud-based, enterprise-class e-signature service that lets you replace paper and ink signature processes with fully automated electronic signature workflows. With it, you **can** easily send, **sign**, track, and manage signature processes using a browser or mobile device.

Please watch this tutorial video for an overview

<https://www.youtube.com/watch?v=va1o7mSrZLs&t=91s>

Faculty Pafs

1) Create a paf

2) All information in yellow must be complete

3) Pafs must include a valid budget code

4) Hourly pafs must include total hours and total dollars

NAME	Green-Test	Rachel-Test	T	EID	1234
	LAST	FIRST	M.I.	(Employee ID)	
				EFFECTIVE DATE:	1/13/2020

TYPE OF ACTION	FROM	TO
<input checked="" type="checkbox"/> EMPLOYMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE LAST MO/YR. WORKED _____ <input type="checkbox"/> RETURN FROM LEAVE <input type="checkbox"/> TERMINATION <input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> SEPARATION <input type="checkbox"/> DISMISSAL <input type="checkbox"/> LAYOFF <input type="checkbox"/> END OF ASSIGNMENT <input type="checkbox"/> DEATH <input type="checkbox"/> OTHER <input type="checkbox"/> CHANGE OF STATUS <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> LEAVE OF ABSENCE EFFECTIVE _____ to _____ TYPE OF LEAVE _____ <input type="checkbox"/> SABBATICAL EFFECTIVE _____ to _____ <input checked="" type="checkbox"/> OTHER Additional Hours	<input type="checkbox"/> CONTRACT <input type="checkbox"/> SUBSTITUTE <input type="checkbox"/> ADJUNCT FACULTY <input type="checkbox"/> TEMPORARY CONTRACT DEPARTMENT _____ CLASSIFICATION _____ CLASS: _____ STEP: _____ DURATION: _____ BUDGET CODE : _____ % _____ % _____ % PERCENT WORKED _____ % PAY RATE \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO <input type="checkbox"/> YR SALARY SCHEDULE _____	<input type="checkbox"/> CONTRACT <input type="checkbox"/> SUBSTITUTE <input checked="" type="checkbox"/> ADJUNCT FACULTY <input type="checkbox"/> TEMPORARY CONTRACT DEPARTMENT Counseling CLASSIFICATION Associate Faculty CLASS: A STEP: 1 DURATION: 5/22/2020 BUDGET CODE : 10-00-00-0000-8420-1430.00 100 % _____ % _____ % PERCENT WORKED _____ % PAY RATE \$ 48.10 BH <input type="checkbox"/> HR <input type="checkbox"/> MO <input type="checkbox"/> YR SALARY SCHEDULE 19/20
	LEC:\$ LAB:\$ NC:\$ BH:\$ CDCP:\$	
	STEP INCREASE DUE: _____	

REMARKS: Super Saturday drop in Counseling hours.
 30 maximum hours X \$48.10 Bh=\$1,443.00 maximum dollars

PAF ORIGINATOR: Gina Waggoner PAYROLL DATE: _____

Approvals - PLEASE DO NOT SIGN IN BLACK INK

DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE	DATE	VICE PRESIDENT	DATE
DEAN	DATE	PRESIDENT	DATE
DEAN	DATE	HUMAN RESOURCES	DATE
BUDGET	DATE	BOARD DATE:	_____

Add paf number

Add Class & Step

Add Pay rate

Search tools

- Create PDF
- Combine Files
- Edit PDF
- Export PDF
- Organize Pages
- Send for Comments NEW
- Comment
- Fill & Sign
- Scan & OCR
- Protect
- More Tools

Classified & Management Pafs

- 1) Create a paf
- 2) All information in yellow must be complete
- 3) Pafs must include a valid budget code

SANTA ROSA JUNIOR COLLEGE Contact Danielle Donica or Linda Jay for PAF #

PAF # 20-9876 **CLASSIFIED** / **MANAGEMENT**
PERSONNEL ACTION FORM

NAME Rhee Glenn R EID 002196
LAST FIRST M.I. (Employee ID)

START DATE: 7.1.20XX END DATE: 12.31.20XX

TYPE OF ACTION	FROM	TO
<input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <small>LAST MO/YR. WORKED _____</small> <input type="checkbox"/> TERMINATION <input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> DISMISSAL <input type="checkbox"/> LAYOFF <input type="checkbox"/> DEATH <input type="checkbox"/> RELEASE DURING PROBATION <input checked="" type="checkbox"/> CHANGE OF STATUS <input type="checkbox"/> CHANGE OF HRS/MOS. <input type="checkbox"/> TEMPORARY <small>INCREASE/___DECREASE</small> <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION <input type="checkbox"/> LEAVE OF ABSENCE <small>TYPE OF LEAVE _____</small> <input type="checkbox"/> SUSPENSION <input checked="" type="checkbox"/> OTHER _Working Out of Class_ <input type="checkbox"/> LONGEVITY <input type="checkbox"/> SHIFT DIFFERENTIAL	DEPARTMENT English CLASSIFICATION Administrative Assistant II GRADE/RANGE <u> </u> K <u> </u> STEP <u> </u> 3 LONGEVITY _____ SHIFT DIFFERENTIAL _____ BILINGUAL STIPEND _____ OTHER <u> </u> 0 BUDGET CODE : 10-00-00-1234-4567-0000 _____ _100_% _____ _____ % PERCENT WORKED <u> </u> 100 _____ % PAY RATE \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO SALARY SCHEDULE: <u> </u> 20XX/XX HRS/WK <u> </u> 40 HRS/DAY _____ MONTHS <u> </u> 12 HOURS OF WORK _____	DEPARTMENT English CLASSIFICATION Administrative Assistant II GRADE/RANGE <u> </u> K <u> </u> STEP <u> </u> 3 LONGEVITY _____ SHIFT DIFFERENTIAL _____ BILINGUAL STIPEND _____ OTHER <u> </u> 5% WOOC at Range N/3 BUDGET CODE : _10-00-00-1234-4567-0000 _____ _50_% _10-00-00-8910-4567-0000-01 _____ _50_% PERCENT WORKED <u> </u> 100 _____ % PAY RATE \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO SALARY SCHEDULE: <u> </u> 20XX/XX HRS/WK <u> </u> 40 HRS/DAY _____ MONTHS <u> </u> 12 HOURS OF WORK _____
FOR HR USE ONLY	<div style="border: 1px solid black; padding: 5px; display: inline-block;">HR will complete/confirm Pay Rate(s)</div>	
REMARKS:	Working Out of Class to cover Executive Assistant, position currently vacant. Request for Out-of-Classification Compensation form attached. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 100px;">Reason is required</div>	
PAF ORIGINATOR: Linda Jay, HR	PAYROLL DATE:	
Approvals - <i>PLEASE DO NOT SIGN IN BLACK INK</i>		
DEPARTMENT CHAIR/SUPERVISOR	DATE	VICE PRESIDENT
DEAN/DIRECTOR	DATE	PRESIDENT
DEAN	DATE	BUDGET
VICE PRESIDENT	DATE	HUMAN RESOURCES
		BOARD DATE: _____

S:\HR Executive Assistant\Forms on Website\PAF Classified & Management 7.1.16.doc

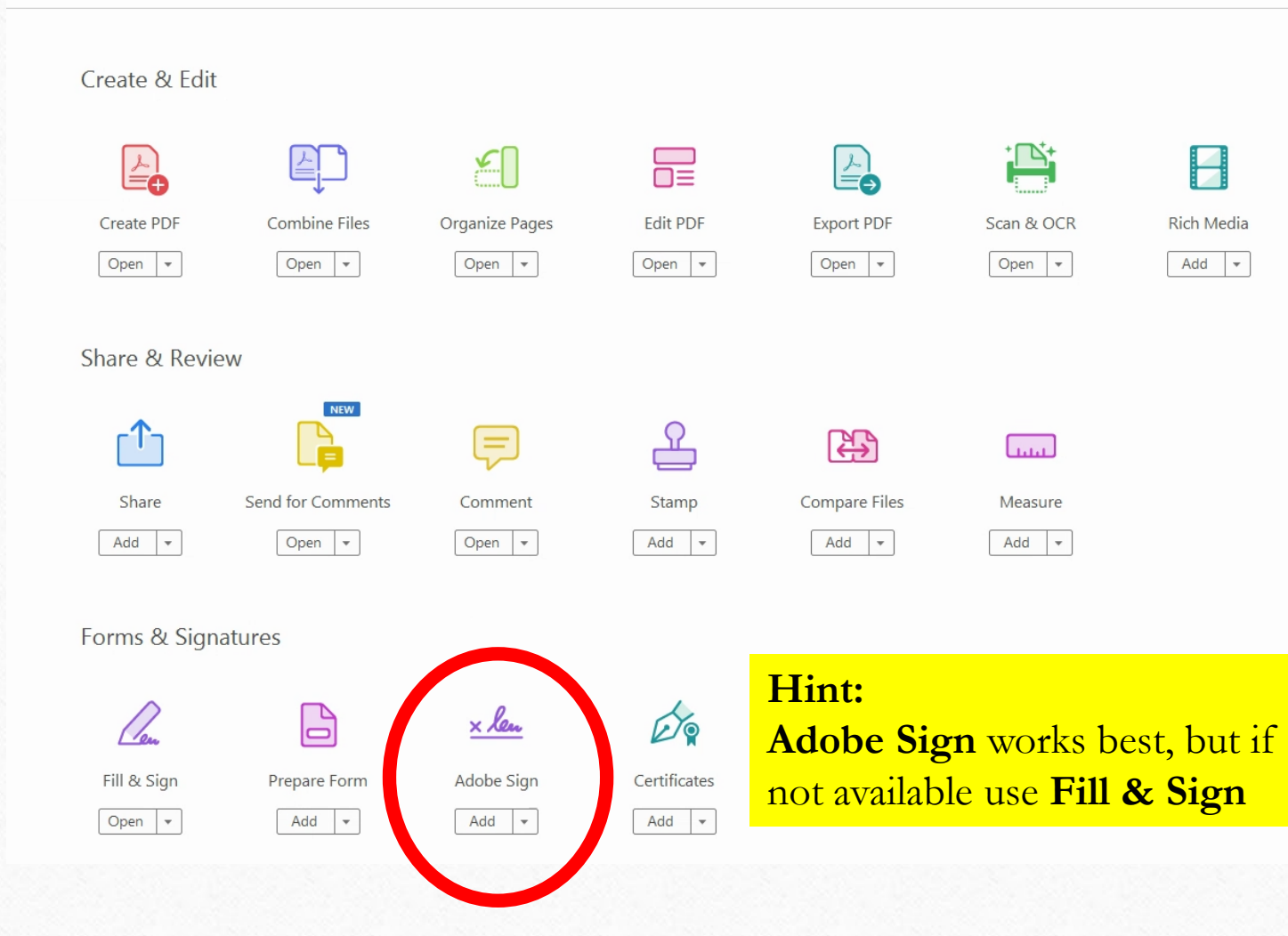
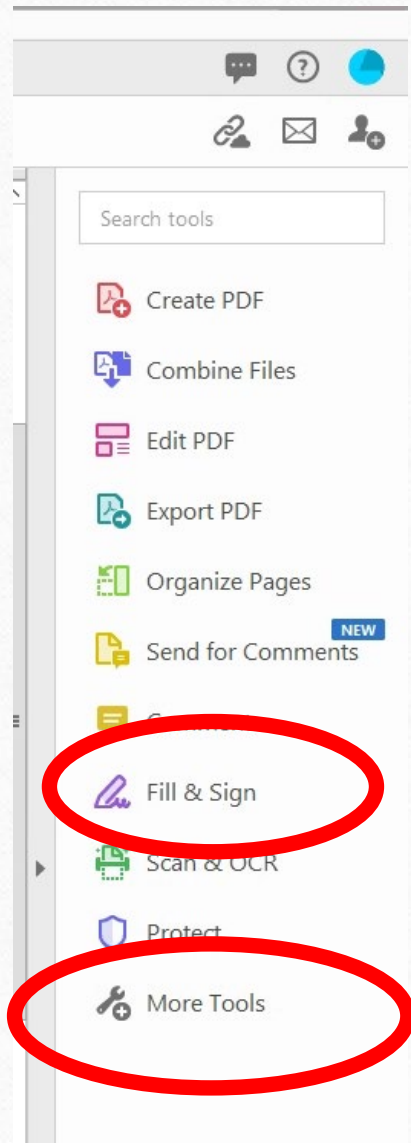
Add paf number

Search tools

- Create PDF
- Combine Files
- Edit PDF
- Export PDF
- Organize Pages
- Send for Comments NEW
- Comment
- Fill & Sign
- Scan & OCR
- Protect
- More Tools

In your adobe document this menu is available on the right side.

Select more tools & **Adobe sign** or **Fill & Sign**



Hint:
Adobe Sign works best, but if not available use **Fill & Sign**

File naming for easy searching in adobe

- When you create an individual paf the file name should include the employee last name, first name, date started and paf number.

- Example:

- SmithVeronica7-26-24(24-3241)

- Group Paf number file name should include:

Department name, date started, paf number

- Example:

- Health Sciences7-26-24(24G-1234)

Add signers Specify where to fill and sign Send and track progress

Get documents signed fast with Adobe Sign

Add signers, specify where you want them to fill and sign, and have recipients return the signed document electronically. [Learn more.](#)

Signers Add CC | ?

Subject & Message

ShimizuG5-6-20 glw

Please review and complete this document.

File(s) Add Files

ShimizuG5-6-20 glw.pdf

Your file will be uploaded to Adobe Sign. Anyone with the link can view the file.

[More Options](#) [Specify Where to Sign](#)

Select more options


Enter SRJC email address for approvers.

(See next slide for details)

Add signers Specify where to fill and sign Send and track progress

Recipients

Complete in Order Complete in Any Order [Add Me](#) | [Add Recipient Group](#) ?

1  Enter recipient email


[Show CC](#)

Message

Sample paf for adobe|

Please review and complete this document.

Files [Add Files](#)

 Sample paf for Adobe.pdf ×

Drag More Files Here

Preview & Add Signature Fields

[Next](#)

Options ?

Password Protect

Recipients' Language

English: US ▾

This is the routing order for Instructor & Management pafs only (Academic Affairs)

Home Send Manage Reports Group

- 1) gwaggoner@santarosa.edu
- 2) wschultz@santarosa.edu **and*/or** sdirks@santarosa.edu (Categorical)
- 3) Dept chair/Director email
- 4) Dean email
- 5) rholcomb@santarosa.edu
- 6) trichmond@santarosa.edu

CC:

Kransbottom@santarosa.edu
(For Academic Affairs pafs)

***If Budget on paf includes categorical and general funds the paf must be sent to both Stephanie Dirks AND Whitney Schultz**

Tip: Email addresses are case sensitive, so always use lowercase letters for email

Recipients

Complete in Order Complete in Any Order

Add Me Add Recipient Group ?

1		gwaggoner@santarosa.edu	Email	
2		wschultz@santarosa.edu and/or sdirks@santarosa.edu	Email	
3		mferguson@santarosa.edu	Email	
4		vtam@santarosa.edu	Email	
5		lsaldana-talley@santarosa.edu	Email	
6		shopkins@santarosa.edu		

CC

knazario@santarosa.edu ×

Message

Test Paf

Please review and complete Test Paf.

Files

Add Files

Drag & Drop Files Here

Options

Password Protect

Recipients' Language

English: US

This is the routing order for Instructor & Management pafs only (Student Services)

Home Send Manage Reports Group

- 1) gwaggoner@santarosa.edu
- 2) wschultz@santarosa.edu **and*/or** sdirks@santarosa.edu (Categorical)
- 3) Dept chair/Director email
- 4) msenecal@santarosa.edu
- 5) angelicagarcia@santarosa.edu
- 6) trichmond@santarosa.edu

CC:

Originator

jbarrett@santarosa.edu

















*If Budget on paf includes categorical and general funds the paf must be sent to both Stephanie Dirks **AND** Whitney Schultz

Tip: Email addresses are case sensitive, so always use lowercase letters for email

Recipients

Complete in Order Complete in Any Order

Add Me Add Recipient Group ?

1	 gwaggoner@santarosa.edu	 Email	
2	 wschultz@santarosa.edu and/or sdirks@santarosa.edu	 Email	
3	 mferguson@santarosa.edu	 Email	
4	 vtam@santarosa.edu	 Email	
5	 lsaldana-talley@santarosa.edu	 Email	
6	 shopkins@santarosa.edu		

CC Hide

knazario@santarosa.edu ×

Message

Test Paf

Please review and complete Test Paf.

Files

Add Files

Drag & Drop Files Here

Options

Password Protect

Recipients' Language

English: US

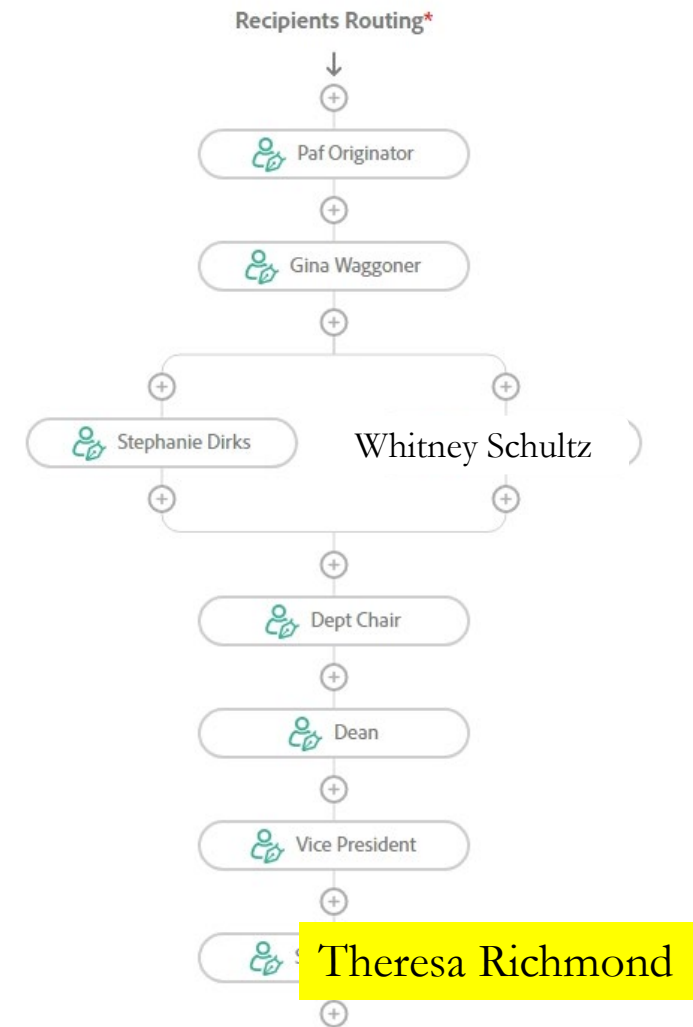
Sample routing path FOR INSTRUCTOR & MANAGEMENT PAFS

- #1 HUMAN RESOURCES (**Gina Waggoner** for accuracy check)
- #2 BUDGET (Whitney Schultz and/or Stephanie Dirks-Categorical)
- #3 DEPARTMENT CHAIR/DIRECTOR
- # 4 DEAN
- #5 VICE PRESIDENT
- # 6 HUMAN RESOURCES FINAL (**Theresa Richmond**)

CC: Academic Affairs Pafs (Kelly Ransbottom)

OR

Student Services Pafs (Jenna Barrett)



Sample routing path FOR CLASSIFIED PAFS


- **CLASSIFIED PAFS**
- PAF ORIGINATOR (Administrative Assistant/Dept)
- HUMAN RESOURCES (**Jenne Arden** for accuracy check)
- BUDGET (Whitney Schultz or/and Stephanie Dirks-Categorical)
- DEPARTMENT CHAIR/SUPERVISOR
- DEAN/DIRECTOR
- VICE PRESIDENT
- HUMAN RESOURCES FINAL (Theresa Richmond)

Test Paf

Please review and complete Test Paf.

Files

Add Files

 Testing paf-signatures3-31-20.pdf

Drag More Files Here

Options

Password Protect

Recipients' Language

English: US

Preview & Add Signature Fields

Next

iners Specify where to fill and sign Send and track progress Close

0...

DEPARTMENT	DEPARTMENT College Skills	
CLASSIFICATION	CLASSIFICATION Adjunct Faculty	
CLASS: [] STEP: []	CLASS: C STEP: 9	
DURATION: []	DURATION: 5.22.20	
BUDGET CODE :	BUDGET CODE :	
PERCENT WORKED []%	PERCENT WORKED []%	
PAY RATE \$ []	PAY RATE \$ []	
[] HR [] MO [] YR	[] HR [] MO [] YR	
SALARY SCHEDULE []	SALARY SCHEDULE 19/20	
EC:\$ 137... LAB:\$ 102... NC:\$ 94.03	SH:\$ 68.14 CDCP:\$ 105...	
STEP INCREASE DUE: []		
PN) Leave, utilizing paid time		
	PAYROLL DATE: 5/6/20 glw	
BLACK INK		
DATE	VICE PRESIDENT	DATE
DATE	PRESIDENT	DATE
DATE	HUMAN RESOURCES	DATE
DATE	BOARD DATE: 6/9/20	

/PAF Faculty 9.1.16.doc

1 / 1

RECIPIENTS

- Regina Guerra (rguerra... (Signer)
- Gina Waggoner (me) (Prefill)
- Regina Guerra (rguerra@santarosa.edu) (Signer)
- rholcomb@santarosa.edu (Signer)
- Isaldana-talley@santarosa.edu (Signer)
- Sarah Hopkins (shopkins@santarosa.edu) (Signer)
- Anyone

Data Fields

More Fields

Transaction Fields

Save to document library

Send

Reset Fields



List of email recipients are in the drop down on right side.

Select name

Assign first signature

PAF ORIGINATOR: * Linda Jay, HR

PAYROLL DATE: 5/6/20 glw

Approvals - PLEASE DO NOT SIGN IN BLACK INK

* Signature

DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE	DATE	VICE PRESIDENT	DATE
DEAN	DATE	PRESIDENT	DATE
DEAN	DATE	HUMAN RESOURCES	DATE
BUDGET	DATE	BOARD DATE:	6/9/20

S:\HR Executive Assistant\Forms on Website\PAF - Faculty\PAF Faculty 9.1.16.doc

RECIPIENTS

Regina Guerra (rguerra...
(Signer)

Signature Fields

Signature

Initials

Signature Block

Stamp

Signer Info Fields

Data Fields

More Fields

Transaction Fields

Save to document library

Send

Reset Fields

1) Select name
(drop down)

2) Select **signature**
& drag & drop on
field on paf

3) Repeat until all
signatures placed

Assign next signature

PAF ORIGINATOR: * Linda Jay, HR

PAYROLL DATE: 5/6/20 glw

Approvals - PLEASE DO NOT SIGN IN BLACK INK

* Signature	DATE	VICE PRESIDENT	DATE
DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE			
* Signature	DATE	PRESIDENT	DATE
DEAN		HUMAN RESOURCES	
BUDGET	DATE	BOARD DATE:	6/9/20

S:\HR Executive Assistant\Forms on Website\PAF - Faculty\PAF Faculty 9.1.16.doc

RECIPIENTS
rholcomb@santarosa.e...
(Signer)

Signature Fields

Signature

Initials

Signature Block

Stamp

Signer Info Fields

Data Fields

More Fields

Transaction Fields

Save to document library

Send

Reset Fields

1) Select **next** name
(drop down)

2) Select **next**
signature
& drag & drop on
field on paf

3) Repeat until
all signatures
placed

Assign remaining signatures & send

RECIPIENTS
Sarah Hopkins (shopki...
(Signer)

Signature Fields ^

- Signature
- Initials
- Signature Block
- Stamp

Signer Info Fields v

Data Fields v

More Fields v

Transaction Fields v

1) Select name
(drop down)

2) Select signature
& drag & drop on
field on paf

3) Repeat until all
signatures placed

4) When all
signatures
assigned, select
send

PAF ORIGINATOR: Linda Jay, HR PATROLL DATE: 5/10/20 giw

Approvals - PLEASE DO NOT SIGN IN BLACK INK

* Signature		* Signature	
DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE	DATE	VICE PRESIDENT	DATE
DEAN	DATE	PRESIDENT	DATE
* Signature		* Signature	
DEAN	DATE	HUMAN RESOURCES	DATE
* Signature			
BUDGET	DATE	BOARD DATE:	6/9/20

Save to document library

Send

Reset Fields



Add signers

Specify where to fill and sign

Send and track progress

Once submitted, this is an example of what you will appear on your screen

SANTA ROSA JUNIOR COLLEGE PAF # _____ FACULTY PERSONNEL ACTION FORM

NAME: _____ ID: _____

LAST: _____ FIRST: _____ MI: _____ (Initials) _____

EFFECTIVE DATE: _____

TYPE OF ACTION <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE <input type="checkbox"/> LAST WORK WORKED <input type="checkbox"/> RETURN FROM LEAVE <input type="checkbox"/> TERMINATION <input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> SEPARATION <input type="checkbox"/> DISMISSAL <input type="checkbox"/> LAYOFF <input type="checkbox"/> END OF ASSIGNMENT <input type="checkbox"/> DEATH <input type="checkbox"/> OTHER <input type="checkbox"/> CHANGE OF STATUS <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> LEAVE OF ABSENCE EFFECTIVE DATE: _____ TO: _____ TYPE OF LEAVE: _____ <input type="checkbox"/> SABBATICAL EFFECTIVE DATE: _____ <input type="checkbox"/> OTHER: _____	FROM DEPARTMENT: _____ CLASSIFICATION: _____ CLASS: _____ STEP: _____ DURATION: _____ BUDGET CODE: _____ PERCENT WORKED: _____% PAY RATE: \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO <input type="checkbox"/> HR SALARY SCHEDULE: _____ LEO'S _____ LAB'S _____ NC'S _____ BH'S _____ COOP'S _____ STEP INCREASE DUE: _____	TO DEPARTMENT: _____ CLASSIFICATION: _____ CLASS: _____ STEP: _____ DURATION: _____ BUDGET CODE: _____ PERCENT WORKED: _____% PAY RATE: \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO <input type="checkbox"/> HR SALARY SCHEDULE: _____ LEO'S _____ LAB'S _____ NC'S _____ BH'S _____ COOP'S _____ STEP INCREASE DUE: _____
	REMARKS: _____	

PAF ORIGINATOR: _____ PAYROLL DATE: _____

Approvals - PLEASE DO NOT SIGN IN BLACK INK

DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE	DATE	VICE PRESIDENT	DATE
DEAN	DATE	PRESIDENT	DATE
DEAN	DATE	HUMAN RESOURCES	DATE
BUDGET	DATE	BOARD DATE:	_____

© 2018 Santa Rosa Junior College. All rights reserved. Faculty Personnel Action Form 5.1.18.001

"ShimizuG5-6-20 glw" has been successfully sent for signature

A copy has also been sent to you at gwaggoner@santarosa.edu for your records. "ShimizuG5-6-20 glw" was sent for signature to Regina Guerra (rguerra@santarosa.edu), rholcomb@santarosa.edu, lsaldana-talley@santarosa.edu, and Sarah Hopkins (shopkins@santarosa.edu). They will complete "ShimizuG5-6-20 glw" in order, one after the other. As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders

Reminders sent until completion: Every day

You will be alerted if:

- The document you sent has **not been viewed by today at 11:27 PM.**
- The document you sent has **not been signed by May 7 at 3:27 PM.**

[Change alert settings](#)

All agreements that are not completed within 365 days will be automatically expired.



Adobe Sign <echosign@echosign.com>

Saldana-Talley, Jane; Hopkins, Sarah; + 2

1

4/11/20

[External] AFA pafs between FCCC - Santa Rosa Junior College (Sonoma), L. Jane Saldana-Talley, Li...

If there are problems with how this message is displayed, click here to view it in a web browser.



AFA pafs - signed.pdf
3 MB

File name changed to-signed (Final signed copy emailed to you)



Adobe Sign

AFA pafs between FCCC -
Santa Rosa Junior College
(Sonoma), L. Jane Saldana-
Talley, Linda Close, and 1
more is Signed and Filed!

To: L. Jane Saldana-Talley, Sarah Hopkins, Linda Close,
and Gina Waggoner

Attached is a final copy of AFA pafs.

Copies have been automatically sent to all parties to
the agreement.

You can view [the document](#) in your Adobe Sign
account.

Why use Adobe Sign:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.

This is the email you
receive at the end of
processing.

The file name will change
to “signed” and all parties
that signed document or
were CC on the routing
will receive a final copy of
the signed paf.

Signed & Filed!
Routing is now
complete

Deeper Dive into Adobe Sign



Tracking pafs and sending reminders using Adobe dashboard



**For the best user experience in Horizon
please use Chrome Browser**



To access your Adobe dashboard go to:

<https://santarosajc.na1.documents.adobe.com>

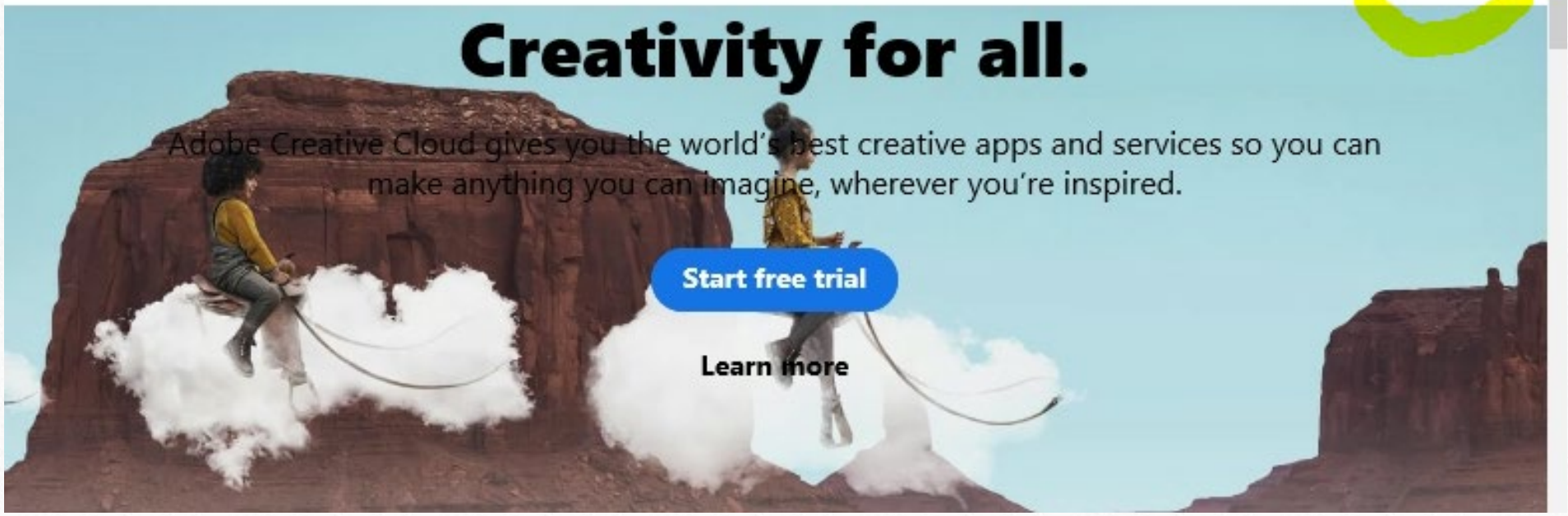
<https://www.adobe.com/>

Creativity for all.

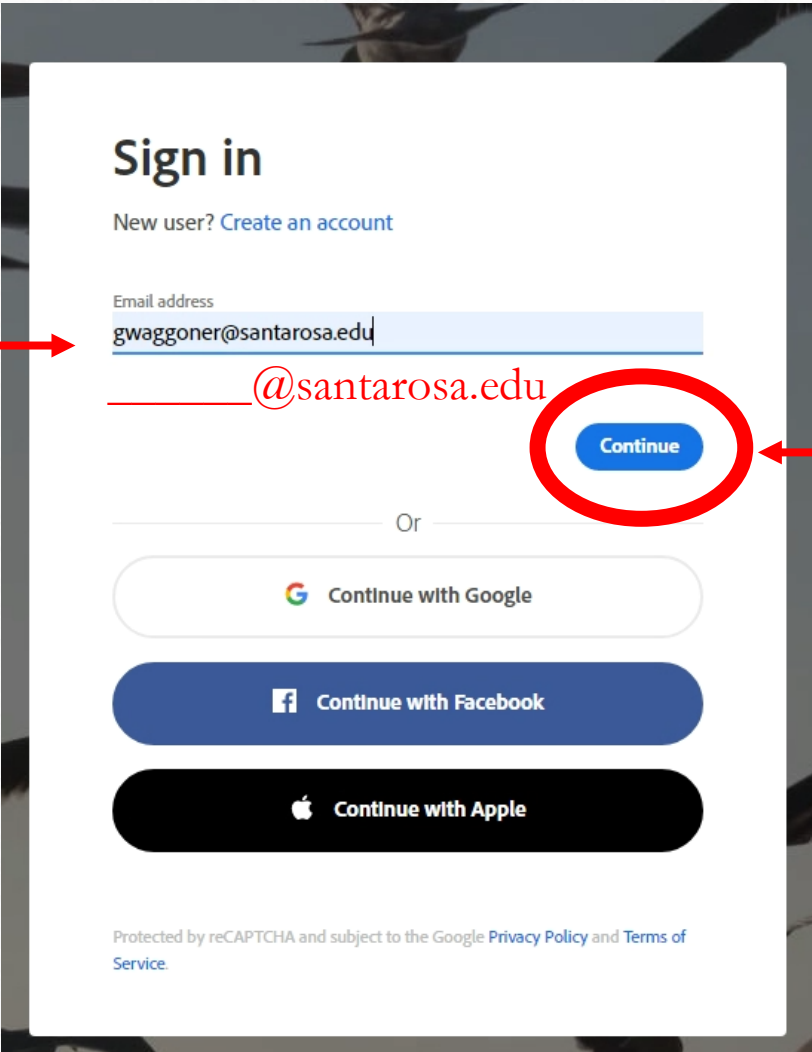
Adobe Creative Cloud gives you the world's best creative apps and services so you can make anything you can imagine, wherever you're inspired.

[Start free trial](#)

[Learn more](#)



1) Enter in
your entire
SRJC email
address



The image shows a sign-in page with the following elements:

- Sign in** header
- Link: [New user? Create an account](#)
- Text: Email address
- Input field: gwaggoner@santarosa.edu
- Red annotation: A red line underlines the email address, and a red circle highlights the **Continue** button.
- Text: Or
- Buttons: Continue with Google, Continue with Facebook, Continue with Apple
- Footer: Protected by reCAPTCHA and subject to the Google [Privacy Policy](#) and [Terms of Service](#).

2) Select continue

Select an account

Email address
gwaggoner@santarosa.edu



Personal Account

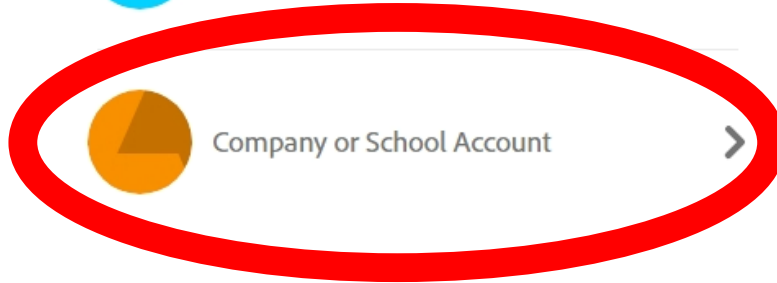
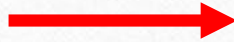


Company or School Account



[Sign in with a different email address](#)

Select Company
or School
Account



Type in
your SRJC
user name

Example:
gwaggoner

Type in your
SRJC Network
Password



The image shows a web browser window displaying the SRJC Password Portal. The browser's address bar shows the URL: https://idp.santarosa.edu/_layouts/PG/login.aspx?ReturnUrl=/. The page features a dark red header with the text "SRJC PASSWORD PORTAL". Below the header, there is a white login form with two input fields: "Username" and "Password". To the right of the input fields is the Santa Rosa Junior College logo, which consists of a red diamond shape containing a white tree and the text "SANTA ROSA JUNIOR COLLEGE". At the bottom of the form, there are three dark blue buttons: "Login", "Set Password", and "Forgot Password?". The background of the page is a photograph of a large tree and a sign that reads "SANTA ROSA JUNIOR COLLEGE".



Creativity & Design ▾

Marketing & Commerce ▾

PDF & E-signatures ▾

Business Solutions ▾

Support ▾



Welcome back,
Gina
[Manage your account](#)

Your Services



Creative Cloud

Apps, creative work,
and learning resources.

Open



Document Cloud

Do more with your
PDFs online.

Open Acrobat online

Select Document Cloud

Welcome to Acrobat, Gina

Your [Adobe Acrobat DC](#) subscription includes unlimited use of our online tools.

Take the tour

Export PDF

Convert a PDF to Microsoft Office or other formats

Select a file

Recommended tools

All tools



Export PDF

Convert a PDF to Microsoft Office or other formats

Drag and drop, or [select a file](#)



Request Signatures

Send a document to others for signing

Go to Adobe Sign



Edit PDF

Edit text and images in your PDF using Adobe Acrobat DC desktop

Use on desktop



Organize Pages

Move, delete, insert, or rotate pages

Drag and drop, or [select a file](#)



Share

Send a file to others for commenting or viewing

Drag and drop, or [select a file](#)

Go to Adobe Sign

This is the main startup menu on the Adobe Dashboard

Home Send **Manage** Reports Group



Welcome, Gina

2 IN PROGRESS

0 WAITING FOR YOU

 EVENTS AND ALERTS



Send a document for signature

Request signatures on a new agreement, or start from your library of templates and workflows.

[Request signatures](#)

[Start from library](#)

Do more with Adobe Sign



Fill and sign a document



Publish a web form



Send in bulk with
Mega Sign



Create a reusable
template



Manage and track all
agreements



Enhance your account

From the **Manage** screen in Adobe Dashboard you can track the status of your pafs & send reminders

Home Send **Manage** Reports Group Gina ▾

Your agreements Filters

STATUS

- In Progress (3)**
- Waiting for You (0)
- Completed
- Canceled
- Expired
- Archived

In Progress

RECIPIENTS	TITLE	STATUS	MODIFIED
Regina Guerra 0 of 4 completed	ShimizuG5-6-20 glw	Out for Signature	5/6/2020
Sarah Hopkins 3 of 4 completed	DPS-3215E (Batch) glw	Out for Signature	5/6/2020
Robert Ethington 1 of 5 completed	EpsteinB05-06-20 glw (Revised)	Out for Signature	5/6/2020

How to Cancel a paf (During Routing)

The screenshot shows the Adobe Sign dashboard for Santa Rosa Junior College. The main area displays a table of agreements under the 'In Progress' status. A yellow circle highlights the 'Open' and 'Remind' buttons that appear when hovering over a document. The right sidebar shows the document details for 'TuttleN5-11-20 glw', including its status 'Out for Signature' and a list of actions. The 'Cancel' action is highlighted in yellow, and a red arrow points from the 'Open' button in the table to the 'Cancel' action in the sidebar.

STATUS	RECIPIENTS	TITLE	STATUS	MODIFIED
In Progress (8)				
Waiting for You (0)				
Completed				
Canceled				
Expired				
	Sarah Hopkins 4 of 5 completed	TuttleN5-11-20 glw	Out for Signature	5/11/2020
	Sarah Hopkins 4 of 5 completed	TamayoJ05-11-20 glw	Out for Signature	5/11/2020
	rholcomb@santarosa.edu 1 of 5 completed	MartinezFS-11-20 glw	Out for Signature	5/11/2020

Actions

- Reminders (1)
- Cancel**
- Download PDF
- Download Audit Report
- Hide Agreement

5 Recipients (4 Completed)

1. Group (2) Signer ✓
2. Catherine Prince Signed on May 11, 2020 ✓
3. L Jane Saldana-Talley Signed on May 11, 2020 ✓
4. Linda Close Signed on May 11, 2020 ✓

As a paf originator you cancel the paf **before** it is fully signed off. In the adobe sign dashboard hover your mouse two options where the yellow circle is on my document Open and Remind appear.

If you select **Open** this menu opens on the right side of your pdf. Select cancel.

How to share view access

The screenshot shows the Adobe Acrobat Sign interface for Santa Rosa Junior College. The main content area is titled "Share My Account" and contains a search bar and a table of users. A user profile dropdown menu is open, showing the user's name, email, language, and a "Profile Settings" option highlighted in yellow. Red arrows and labels #1 and #2 indicate the steps to access profile settings.

Powered by Adobe Acrobat Sign

Home Send Manage Workflows Reports Group

Search

Personal Preferences

- My Profile
- Access Tokens
- Auto Delegation
- My Notifications
- Shared Notifications
- My Signature
- Language Preferences
- View Other Accounts
- Share My Account

Share My Account

Search

Name	Email
Linda Jay	ljay@santarosa.edu
Sarah Hopkins	shopkins@santarosa.edu
Jenne Arden	jarden@santarosa.edu

Gina Waggoner
gwaggoner@santarosa.edu

Language
English: US

Profile Settings

Sign Out

#1

#2

1) Go to main access button

2) Select profile settings

Steps:

- 1) Select Personal preferences
- 2) Share my account,
- 3) Select the + key,
- 4) Enter email address of those you wish to share with and save

Search

Personal Preferences ^

My Profile

Access Tokens

Auto Delegation

My Notifications

Shared Notifications

My Signature

Language Preferences

View Other Accounts

Share My Account

Share My Account

Share My Account

Email Address:

Cancel

Save

rosa.edu

santarosa.edu

ntarosa.edu



FOR ASSISTANCE, QUESTIONS, OR TRACKING:

(Full-Time Faculty, Adjuncts or Management Pafs)

Contact: Gina Waggoner
HR Specialist- Systems & Compensation
Direct: (707) 527-4786
gwaggoner@santarosa.edu

(Classified, Professional Experts or STNC Pafs)

Contact: Human Resources Technician
Jenne Arden(707) 527-4785
jarden@santarosa.edu

AG SUM 1 5.2020

Start



PAF # 21

FACULTY PERSONNEL ACTION FORM

NAME			EID
LAST	FIRST	M.I.	(Employee ID)
EFFECTIVE DATE:			5/23/2020

TYPE OF ACTION	FROM	TO
<input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> NEW HIRE <input type="checkbox"/> RE-HIRE LAST MO/YR. WORKED _____ <input type="checkbox"/> RETURN FROM LEAVE	<input type="checkbox"/> CONTRACT <input type="checkbox"/> SUBSTITUTE <input type="checkbox"/> ADJUNCT FACULTY <input type="checkbox"/> TEMPORARY CONTRACT	<input type="checkbox"/> CONTRACT <input type="checkbox"/> SUBSTITUTE <input checked="" type="checkbox"/> ADJUNCT FACULTY <input type="checkbox"/> TEMPORARY CONTRACT
<input type="checkbox"/> TERMINATION <input type="checkbox"/> RESIGNATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> SEPARATION <input type="checkbox"/> DISMISSAL <input type="checkbox"/> LAYOFF <input type="checkbox"/> END OF ASSIGNMENT <input type="checkbox"/> DEATH <input type="checkbox"/> OTHER	DEPARTMENT	DEPARTMENT COUNSELING & SUPPORT SERVICES
<input type="checkbox"/> CHANGE OF STATUS <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> LEAVE OF ABSENCE EFFECTIVE _____ to _____ TYPE OF LEAVE _____ <input type="checkbox"/> SABBATICAL EFFECTIVE _____ to _____	CLASSIFICATION	CLASSIFICATION COUNSELOR
<input checked="" type="checkbox"/> OTHER SUMMER DEPARTMENT CHAIR	CLASS: _____ STEP: _____ DURATION: _____ BUDGET CODE : _____ % PERCENT WORKED _____ % PAY RATE \$ _____ HR MO YR	CLASS: C STEP: 7 DURATION: 6/30/2020 BUDGET CODE : SEE BELOW PLEASE 100 % PERCENT WORKED _____ % PAY RATE \$ 64.61 HR MO YR
	SALARY SCHEDULE _____	SALARY SCHEDULE _____
	LEC.\$ LAB.\$ NC.\$ BH.\$ CDCP.\$	
	STEP INCREASE DUE:	

Resize your pdf
By using the +/-
buttons circled in
red.

This button
allows you to
download the
document



If Adobe is crashing, please contact SRJC Help Desk to have your Adobe license updated.



For additional resources please check out Adobe help section

SANTA ROSA JUNIOR COLLEGE | POWERED BY Adobe Sign

Home Send Manage Reports Group

Welcome, Gina

1 IN PROGRESS | 0 WAITING FOR YOU | EVENTS AND ALERTS

- User Guide
- Tutorials
- Contact Support
- Release Notes

<https://helpx.adobe.com/sign/user-guide.html>

<https://helpx.adobe.com/sign/tutorials.html>