

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



**SANTA ROSA
JUNIOR COLLEGE**

PAF # 20-9999

**FACULTY
PERSONNEL
ACTION FORM**

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 Adjunct Faculty CLASS: A STEP: 1 DURATION: 5/22/2020 BUDGET CODE : 10-00-00-0000-0420-1430.00 100 % 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 LAST MO/YR. WORKED _____ | DEPARTMENT English | DEPARTMENT English |
| <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 | CLASSIFICATION Administrative Assistant II | CLASSIFICATION Administrative Assistant II |
| <input checked="" type="checkbox"/> CHANGE OF STATUS <input type="checkbox"/> CHANGE OF HRS/MOS. <input type="checkbox"/> TEMPORARY INCREASE/___DECREASE <input type="checkbox"/> TRANSFER <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION <input type="checkbox"/> LEAVE OF ABSENCE TYPE OF LEAVE _____ | GRADE/RANGE <u>K</u> STEP <u>3</u> LONGEVITY _____ SHIFT DIFFERENTIAL _____ BILINGUAL STIPEND _____ OTHER <u>0</u> BUDGET CODE : 10-00-00-1234-4567-0000 _____ % _____ % _____ % PERCENT WORKED <u>100</u> % | GRADE/RANGE <u>K</u> STEP <u>3</u> LONGEVITY _____ SHIFT DIFFERENTIAL _____ BILINGUAL STIPEND _____ OTHER <u>5% WOOC at Range N/3</u> BUDGET CODE : 10-00-00-1234-4567-0000 _____ % 10-00-00-8910-4567-0000-01 _____ % _____ % PERCENT WORKED <u>100</u> % |
| <input type="checkbox"/> SUSPENSION <input checked="" type="checkbox"/> OTHER Working Out of Class <input type="checkbox"/> LONGEVITY <input type="checkbox"/> SHIFT DIFFERENTIAL | PAY RATE \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO SALARY SCHEDULE: <u>20XX/XX</u> HRS/WK <u>40</u> HRS/DAY _____ MONTHS <u>12</u> HOURS OF WORK _____ | PAY RATE \$ _____ <input type="checkbox"/> HR <input type="checkbox"/> MO SALARY SCHEDULE: <u>20XX/XX</u> HRS/WK <u>40</u> HRS/DAY _____ MONTHS <u>12</u> HOURS OF WORK _____ |

FOR HR USE ONLY

HR will complete/confirm Pay Rate(s)

PROBATIONARY PERIOD - EXPIRES: _____ STEP INCREASE DUE: _____

REMARKS:
Working Out of Class to cover Executive Assistant, position currently vacant. Request for Out-of-Classification Compensation form attached.

Reason is required

PAF ORIGINATOR: Linda Jay, HR **PAYROLL DATE:** _____

Approvals - PLEASE DO NOT SIGN IN BLACK INK

| | | | |
|-----------------------------|------|-----------------|------|
| DEPARTMENT CHAIR/SUPERVISOR | DATE | VICE PRESIDENT | DATE |
| DEAN/DIRECTOR | DATE | PRESIDENT | DATE |
| DEAN | DATE | BUDGET | DATE |
| VICE PRESIDENT | DATE | HUMAN RESOURCES | DATE |

BOARD DATE: _____

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

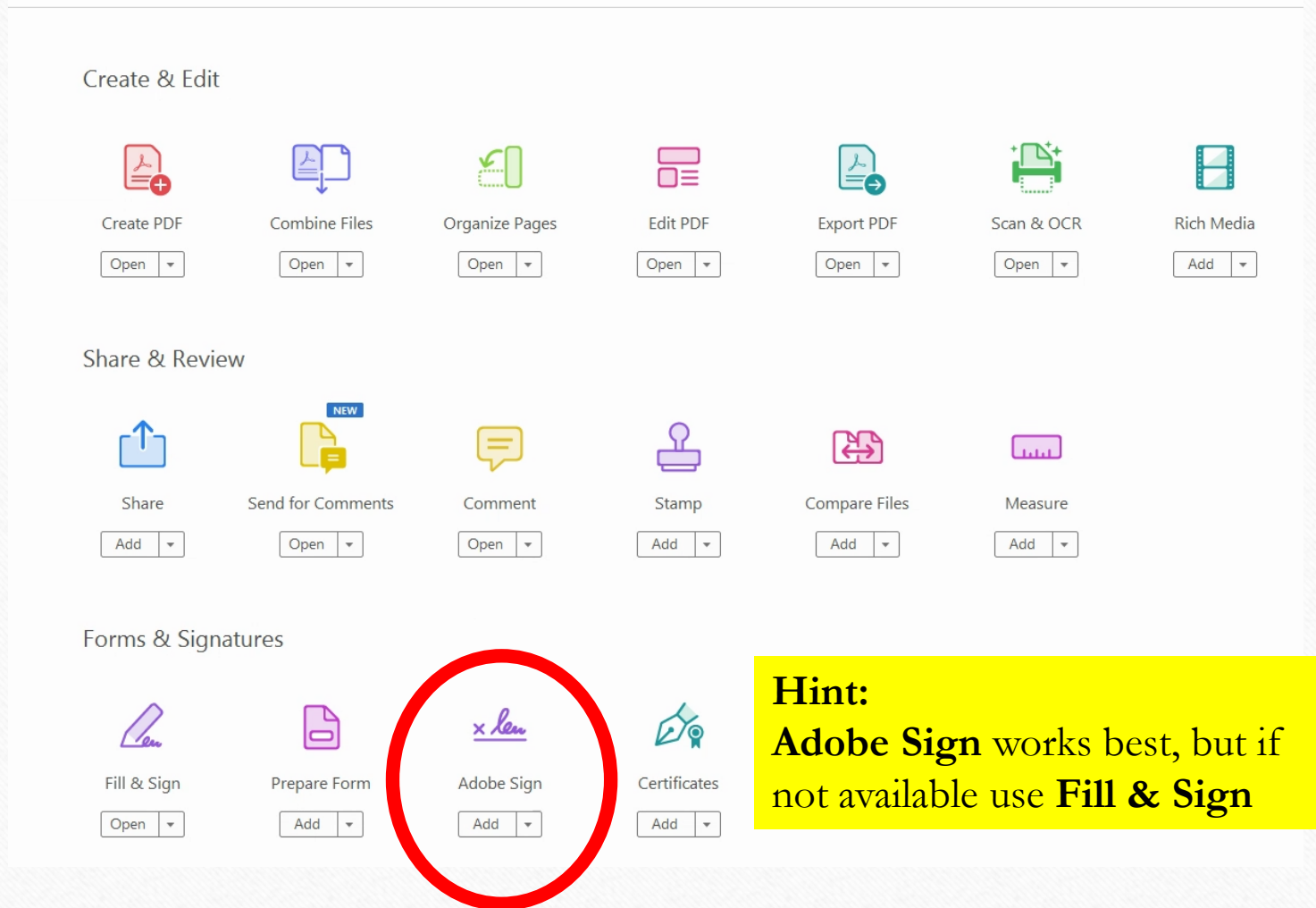
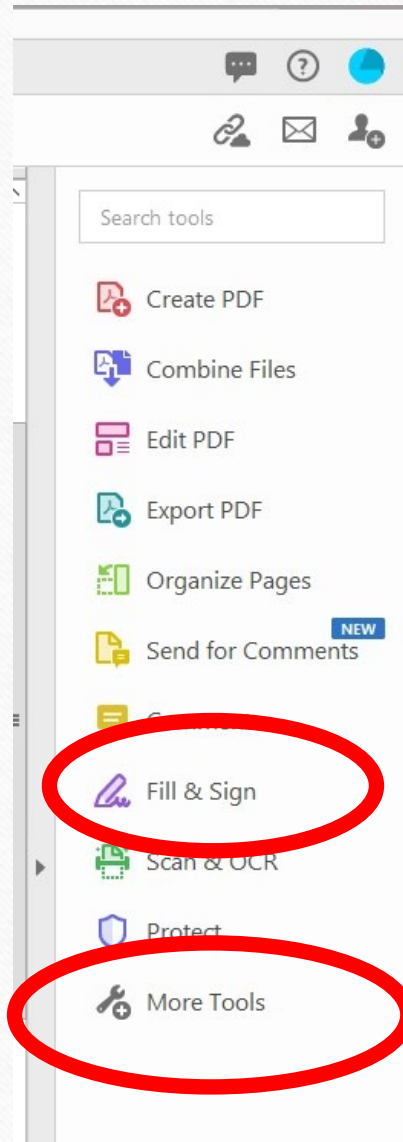
Add paf number

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**

Select more
options

Add signersSpecify where to fill and signSend 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 ⓘ

Add recipient emails...

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


Enter SRJC email
address for
approvers.

(See next slide for
details)

Progress: 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

Home Send Manage Reports Group

- 1) gwaggoner@santarosa.edu
- 2) lclose@santarosa.edu **or**
sdirks@santarosa.edu (Categorical)
- 3) Dept chair/Director email
- 4) Dean email
- 5) lsaldana-Talley@santarosa.edu
- 6) shopkins@santarosa.edu

CC:

knazario@santarosa.edu

















(For Academic Affairs pafs)

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 |  lclose@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

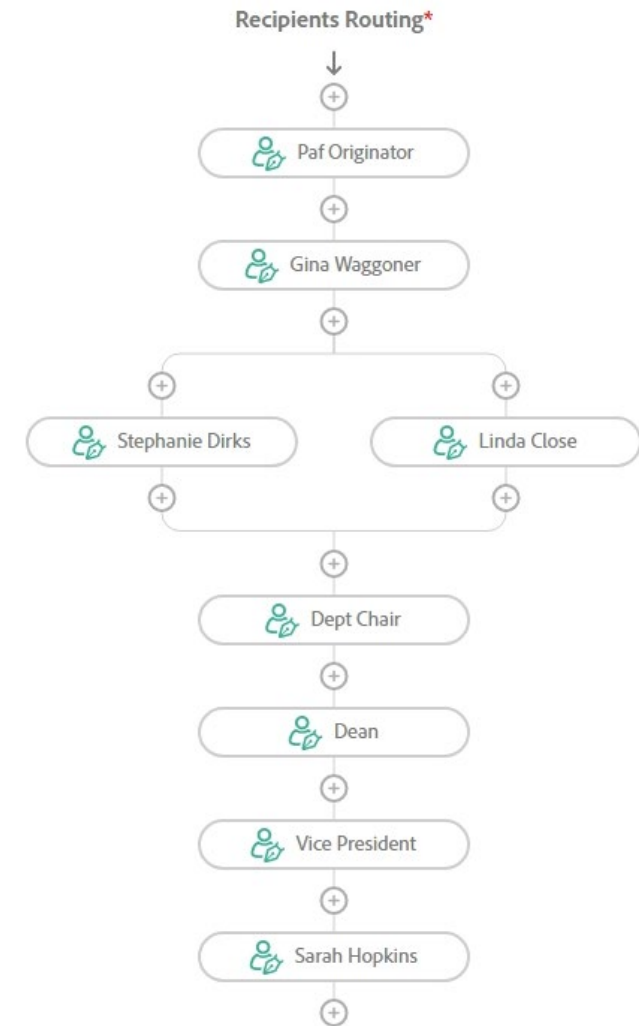
Sample routing path FOR INSTRUCTOR & MANAGEMENT PAFS

- PAF ORIGINATOR (Administrative Assistant/Dept)
- HUMAN RESOURCES (**Gina Waggoner** for accuracy check)
- BUDGET (Linda Close or Stephanie Dirks-Categorical)
- DEPARTMENT CHAIR/DIRECTOR
- DEAN
- VICE PRESIDENT
- HUMAN RESOURCES FINAL (Sarah Hopkins)

CC:

Academic Affairs Pafs (Karolina)

Employee for final copy at end (Optional)



Sample routing path FOR CLASSIFIED PAFS

- **CLASSIFIED PAFS**
- PAF ORIGINATOR (Administrative Assistant/Dept)
- HUMAN RESOURCES (**Danielle Donica** for accuracy check)
- BUDGET (Linda Close or Stephanie Dirks-Categorical)
- DEPARTMENT CHAIR/SUPERVISOR
- DEAN/DIRECTOR
- VICE PRESIDENT
- HUMAN RESOURCES FINAL (Sarah Hopkins)

CC:

Linda Jay, HR



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

Progress bar: 1. Specify where to fill and sign 2. Send and track progress

Close

DEPARTMENT: College Skills

CLASSIFICATION: Adjunct Faculty

CLASS: C STEP: 9

DURATION: 5.22.20

BUDGET CODE :

PERCENT WORKED :

PAY RATE \$: HR MO YR

SALARY SCHEDULE : 19/20

EC:\$ 137... LAB:\$ 102... NC:\$ 94.03... H:\$ 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

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

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

Assign next signature

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

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

3) Repeat until
all signatures
placed

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

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

*
Signature

DEAN

DATE

PRESIDENT

DATE

HUMAN RESOURCES

DATE

BUDGET

DATE

BOARD DATE: 6/9/20

Assign remaining signatures & send

RECIPIENTS

 Sarah Hopkins (shopki...
(Signer)

Signature Fields

Signature

Initials

Signature Block

Stamp

Signer Info Fields

Data Fields

More Fields

Transaction Fields

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 giv

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: LAST _____ FIRST _____ MI _____ SUFFIX _____

PAF # _____ FACULTY ID _____ EFFECTIVE DATE: _____

TYPE OF ACTION

☐ **EMPLOYMENT**

☐ NEW HIRE
☐ RE-HIRE
☐ LAST WORK WORKED
☐ RETURN FROM LEAVE

☐ **TERMINATION**

☐ RESIGNATION
☐ RETIREMENT
☐ DEBARMENT
☐ DISMISSAL
☐ LAYOFF
☐ END OF ASSIGNMENT
☐ DEATH
☐ OTHER

☐ **CHANGE OF STATUS**

☐ REASSIGNMENT
☐ LEAVE OF ABSENCE
EFFECTIVE: _____
TO: _____
TYPE OF LEAVE: _____

☐ SABBATICAL
EFFECTIVE: _____
TO: _____
☐ OTHER: _____

FROM: DEPARTMENT: _____ CLASSIFICATION: _____ CLASS: _____ STEP: _____ DURATION: _____ BUDGET CODE: _____ PAY RATE: \$ _____ PERCENT WORKED: _____
TO: DEPARTMENT: _____ CLASSIFICATION: _____ CLASS: _____ STEP: _____ DURATION: _____ BUDGET CODE: _____ PAY RATE: \$ _____ PERCENT WORKED: _____

REMARKS: _____

PAF ORIGINATOR: _____ PAYROLL DATE: _____
Approve - 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: _____

© 2016 Executive Leadership on Innovation - Faculty PAF Form 5.1.16.001

"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

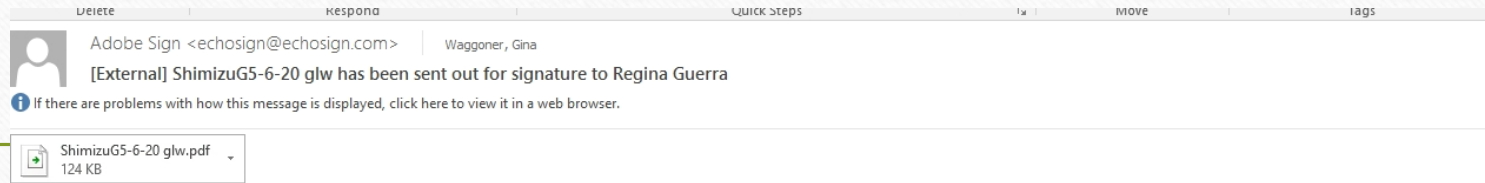
You will be alerted if:

- 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.

**This is a sample of the Confirmation email you will receive
when document starts routing**



POWERED BY
Adobe Sign

[illegible]

Your Agreement Has Been
Sent for Signature!

- Adobe Sign has sent ShimizuG5-6-20 glw to Regina Guerra for signature.
- A copy (cc) has also been sent to Karolina Nazario and mtaylor3@santarosa.edu.
- When all participants have completed ShimizuG5-6-20 glw all parties (including a cc to Karolina Nazario and mtaylor3@santarosa.edu) will receive a final PDF copy by email.

[Click here](#) to view this document online in your Adobe Sign account.

You can always [Login to Adobe Sign](#) to:

- Check the status of this document
- Set up a reminder informing another party that you are waiting for their signature
- Share your agreements with a colleague

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.




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

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.

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.

Signed & Filed!
Routing is now complete

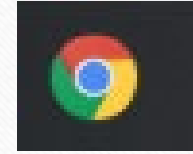
Deeper Dive into Adobe Sign



Tracking pafs and sending reminders using Adobe dashboard



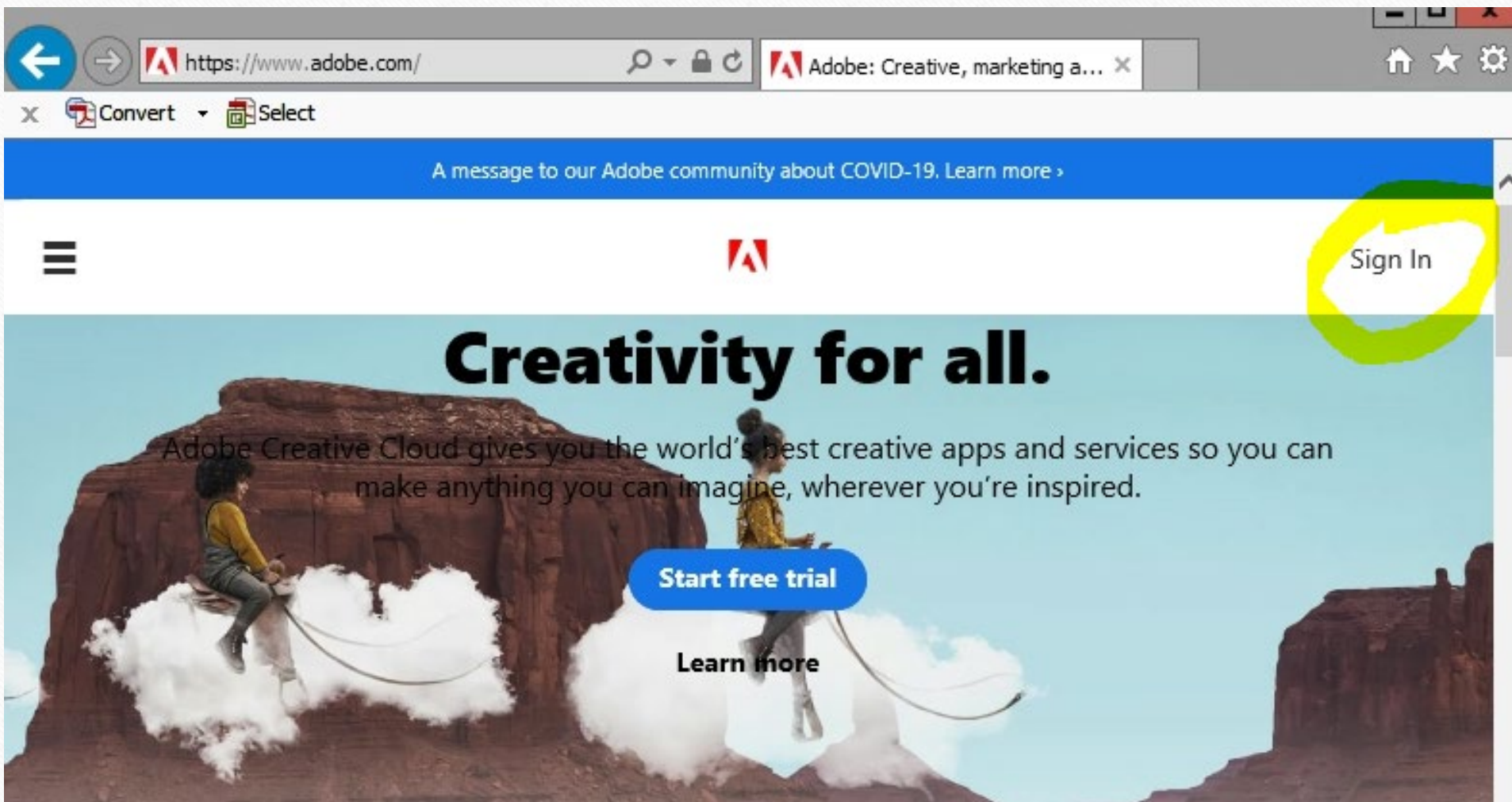
**For the best user experience in Horizon
please use Chrome Browser**



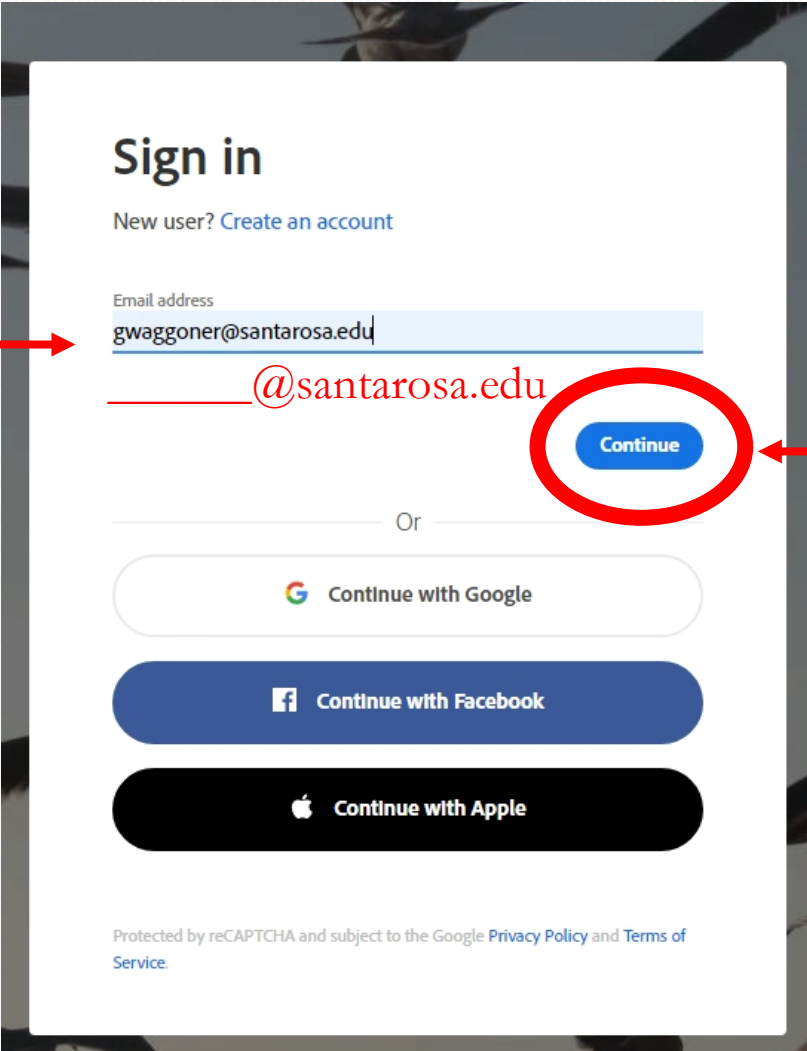
To access your Adobe dashboard go to:

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

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



1) Enter in
your entire
SRJC email
address



The image shows a Google sign-in interface. At the top, it says "Sign in" and "New user? [Create an account](#)". Below this is an "Email address" input field containing "gwaggoner@santarosa.edu". A red arrow points from the text "1) Enter in your entire SRJC email address" to this field. Below the input field, the text "@santarosa.edu" is written in red, with a red line extending from the input field to it. To the right of this, a blue "Continue" button is circled in red. A red arrow points from the text "2) Select continue" to this button. Below the "Continue" button, there is a horizontal line with "Or" in the center. Underneath are three large buttons: "Continue with Google" (white with a Google logo), "Continue with Facebook" (blue with a Facebook logo), and "Continue with Apple" (black with an Apple logo). At the bottom, there is a small line of text: "Protected by reCAPTCHA and subject to the Google [Privacy Policy](#) and [Terms of Service](#)."

2) Select continue

Select Company
or School
Account



Select an account

Email address
gwaggoner@santarosa.edu



Personal Account



Company or School Account



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

Type in
your SRJC
user name

Example:
gwaggoner →

Type in your
SRJC Network →
Password



The screenshot shows a web browser window with the URL <https://idp.santarosa.edu/jsp/auth/PC/login.aspx?ReturnUrl=/>. The browser's address bar and tabs are visible at the top. The main content area features a large background image of a green lawn and trees, with a large stone sign in the foreground that reads "SANTA ROSA JUNIOR COLLEGE". Overlaid on this image is a white login form with a red header bar that says "SRJC PASSWORD PORTAL". The form contains two input fields: "Username" and "Password". To the right of the "Username" field is the Santa Rosa Junior College logo, which consists of a red diamond shape containing a white stylized rose, followed by the text "SANTA ROSA JUNIOR COLLEGE". Below the input fields are three dark blue buttons: "Login", "Set Password", and "Forgot Password?".



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)

SANTA ROSA JUNIOR COLLEGE | POWERED BY Adobe Sign

Home Send **Manage** Reports Group Gina

Your agreements [Switch to Classic Experience](#)

Filters Search for agreements and users...

STATUS

In Progress (8)

Waiting for You (0)

Completed

Canceled

Expired

| RECIPIENTS | TITLE | STATUS | MODIFIED |
|--|----------------------|-------------------|-----------|
| 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

[See 4 more](#)

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 hoover 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.

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 Technicians
Linda Jay (707) 527-4817
ljay@santarosa.edu

Danielle Donica (707) 527-4785
ddonica@santarosa.edu

Adobe Sign, an Adobe Document C x +

gn.com/public/esign?aid=CBJCHBCAABAA0IEWpxRqWdtZ1ZCY3eLLoWg2850rgFTJ&pid=CBJCHBCAABAAIU8ZDzDKX-nfK1Se_vOq6uw3rqG4RRmy&locale=en_US&client_id=CBJCHBCAABA

AG SUM 15.2020

Start

SANTA ROSA JUNIOR COLLEGE

PAF # 21 FACULTY PERSONNEL ACTION FORM

NAME LAST FIRST M.I. (Employee ID) EID

EFFECTIVE DATE: 5/23/2020

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

1 / 1

⊖ ⊕

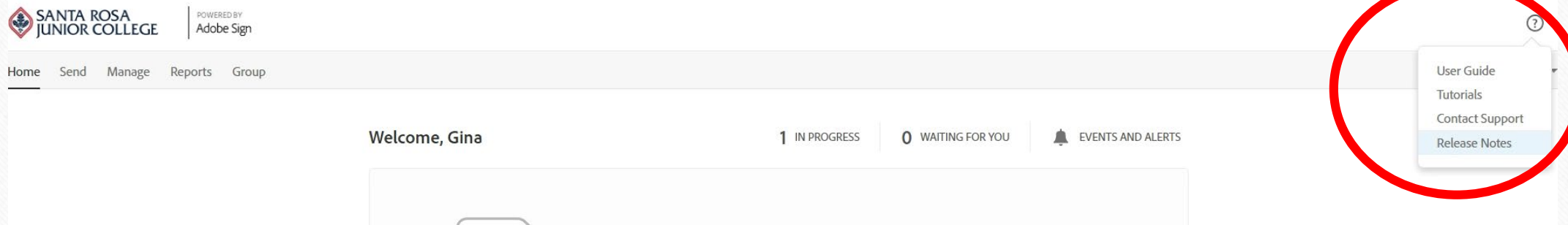
Resize your pdf
By using the +/-
buttons circled in
red.

This button
allows you to
download the
document

If Adobe is crashing, please contact Bill Wagy in IT to have your Adobe license updated.
His email is wwagy@santarosa.edu



For additional resources please check out Adobe help section



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

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