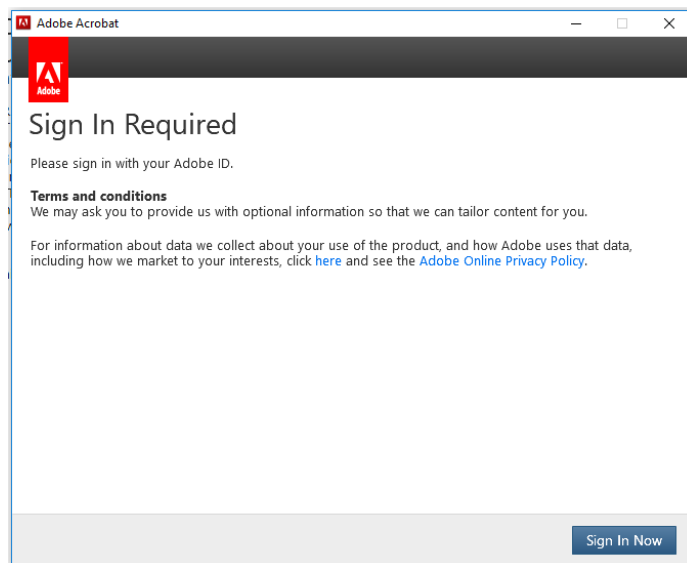
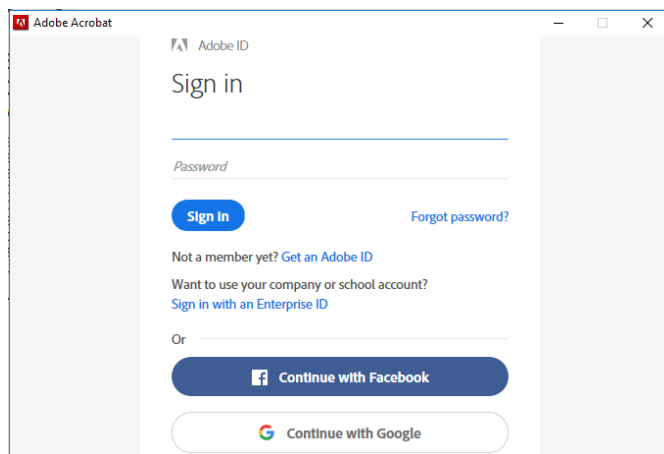


## Classified/Confidential Full-Time Employee Electronic Timesheet Instructions

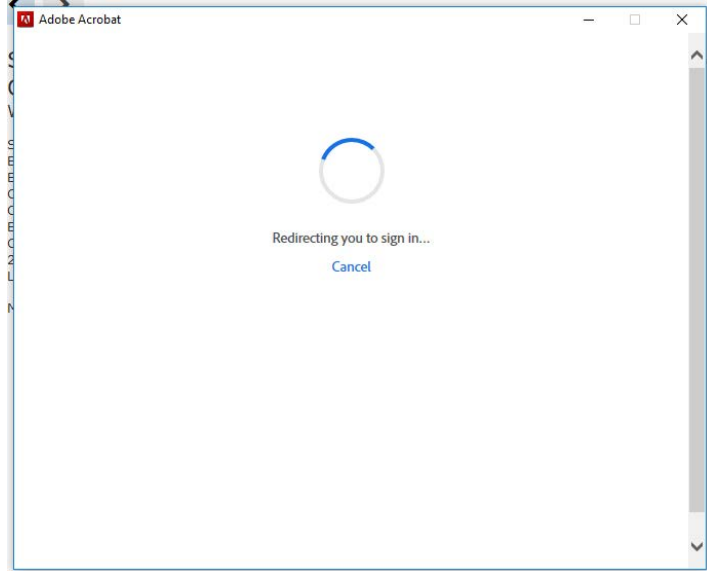
1. Locate and download the timesheet on either:
  - a. The intranet:  
<https://intranet.canyons.edu/offices/BusinessServices/PayrollServices/PayrollServicesForms.asp>
  - b. The internet:  
[https://www.canyons.edu/administration/businessservices/payroll\\_services.php](https://www.canyons.edu/administration/businessservices/payroll_services.php)
  - c. Or in your email
2. Save the file as “[Month] [Last name-First name]” (e.g., for April, you would save as “April Schmoe-Joe”)
3. Open the file in Adobe Acrobat.



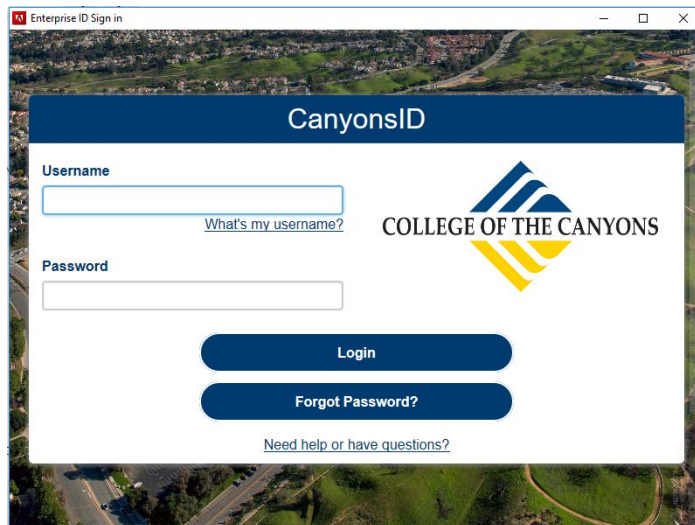
- a. Make sure you sign in Adobe under your COC email address (you do not need to enter your password here).



b. You will be directed...



To...

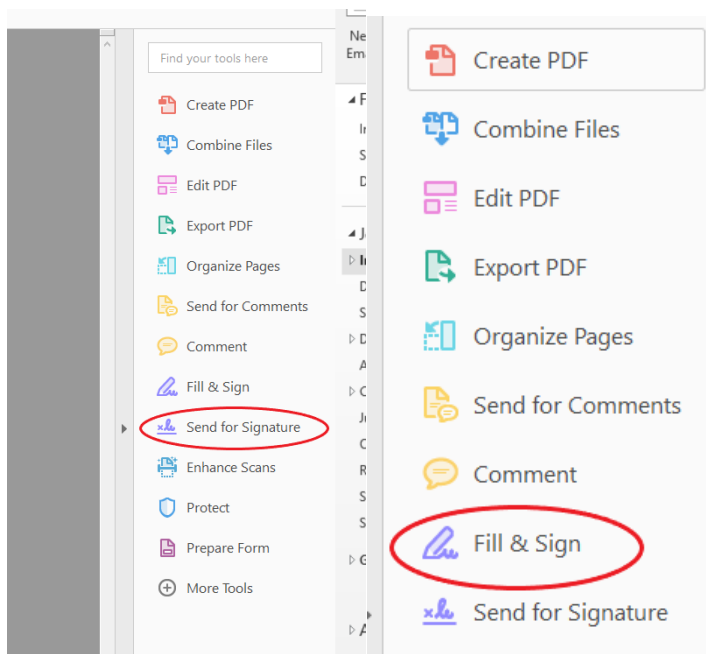


- c. In the above screenshot, enter your COC staff ID and password. (For staff ID enter "staff\" then your ID). You should now be signed in.
4. Fill out the timesheet as you normally would, with the following exceptions:
- Enter your legal name (last name, first name)
  - Enter your Employee ID numbers (EID), which can be found on your paystub or through your supervisor. (e.g., AX1234567 – 9 total digits: 2 alpha and 7 numeric)
  - Add your supervisor's name in the "Supervisor" field.

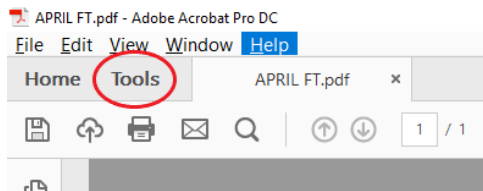
- d. Any required service (RS) performed for required work on campus should be logged under the “Other Code” column with the numbers of hours worked as RS (e.g., for four hours of required work on campus, you would write “4 RS”).

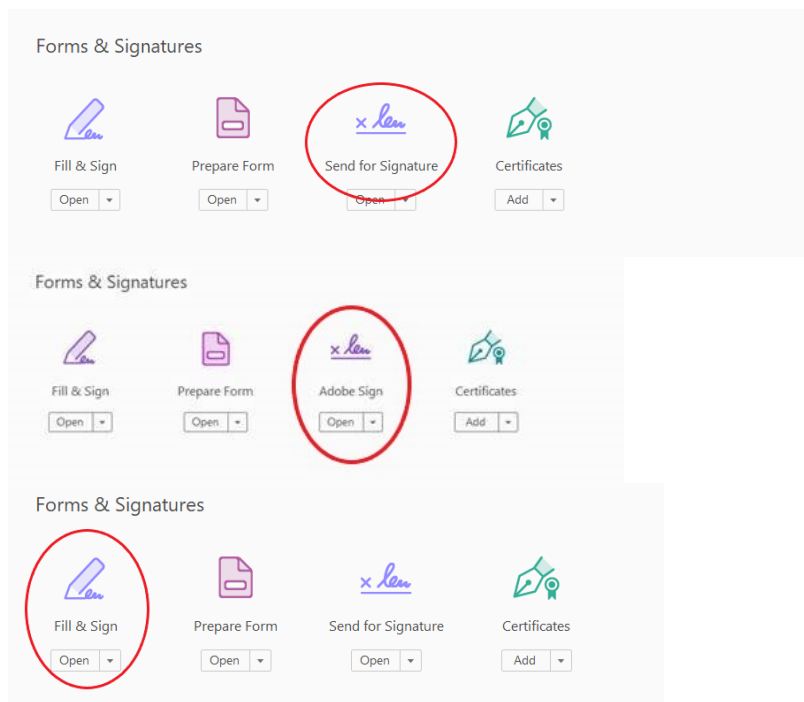
Day of the Month	Total Hours Worked	Hours Absent (indicate code above)	Overtime Worked** (X 1.00)	Pre-approved Comp Time Earned (X 1.50)	Comp Time Taken	Other Code
01	8					4 RS

- e. Total your overtime, comp time, and RS time in the “Total” row (if any).
5. After your time sheet has been filled out, in Adobe Acrobat – select “Send for Signatures” (which can be found on the right hand side of the screen... (“Send for Signatures” could also be labeled “Adobe Sign.” You can also use “Fill & Sign”).

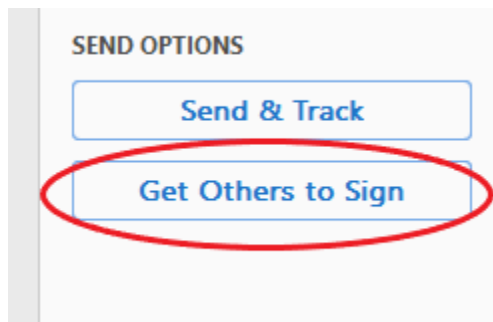


or under “Tools”).

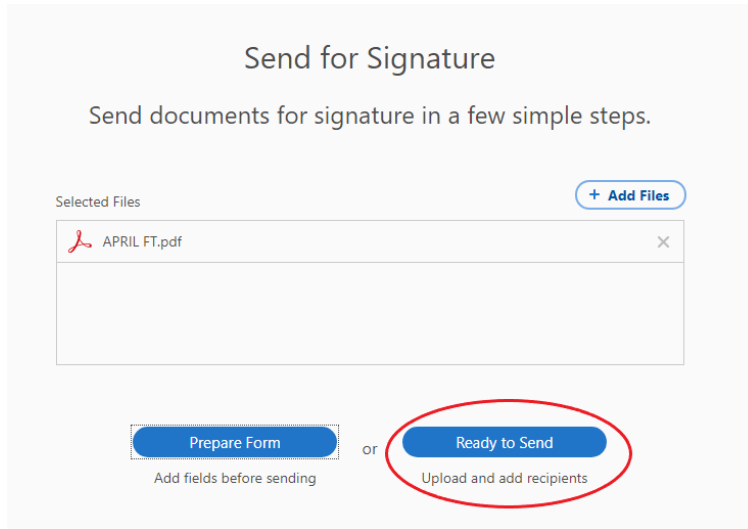




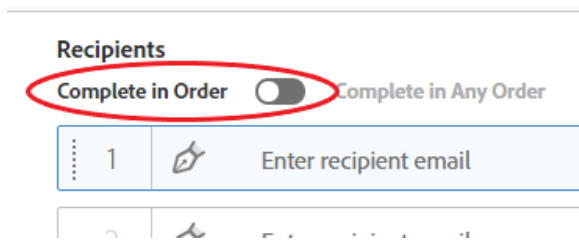
If getting an error through "Adobe Sign," please use "Fill & Sign." After clicking on "Fill & Sign," click "Get Others to Sign."



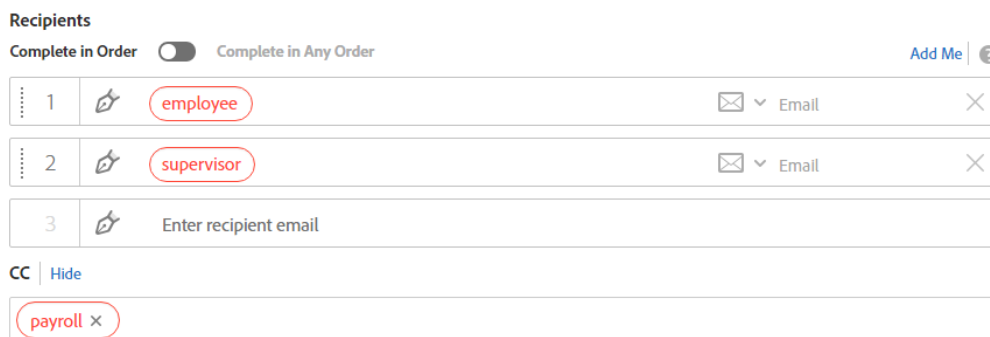
6. Click on "Ready to Send"



7. Be sure "Complete in Order" is selected (if navigating through "Adobe Sign" you may need to click on "Advanced" to get to the below screen; if navigating through "Fill & Sign" you may need to enter the appropriate email addresses and click on "More Options" to get to the below screen)



8. Enter email addresses as follows:
  - a. Your email address first,
  - b. Then your supervisor's email address,
  - c. Then any subsequent email addresses on the approval tree (if necessary).
  - d. Enter the appropriate Full-Time Payroll email address in the "CC" field:
    - i. For Classified employees - FullTimeClassifiedTS@canyons.edu
    - ii. For Confidential employees - ConfidentialTS@canyons.edu



9. Enter message (optional)

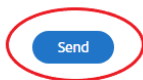
**Message**

APRIL FT Timesheet
Please review and sign <a href="#">APRIL FT Timesheet</a> .

10. Select send at the bottom

**Files**

 APRIL FT.pdf
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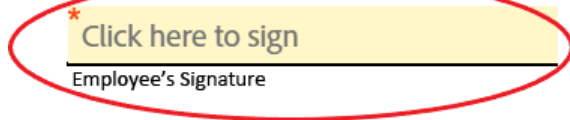


11. You will then be redirected to sign the form.

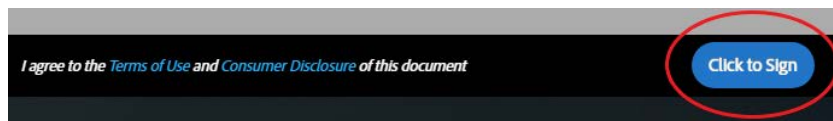
- a. Click in the "Click here to sign" field. (if navigating through "Adobe Sign" or "Fill & Sign" you may need select "Sign then Send" prior to this)

30			
31 N/A			
Total			

I acknowledge that I have been provided with meal periods and contract.



- b. Then click the "Click to Sign" button at the bottom of the page.



12. The timesheet will then be routed to your supervisor and any subsequent approver on the chain for signature. You will receive a notification after each signer approves the sheet.

13. Once everyone has signed, you will be emailed a copy of the timesheet with all appropriate signatures. Payroll, who should have been "CC'd" on the chain, will also get a notice of completion and will then process the timesheet.

14. Please save the completed copy for your records.