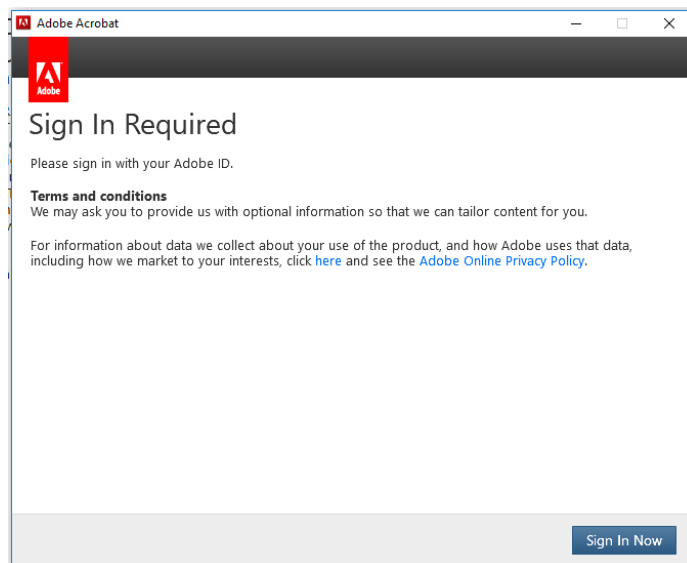
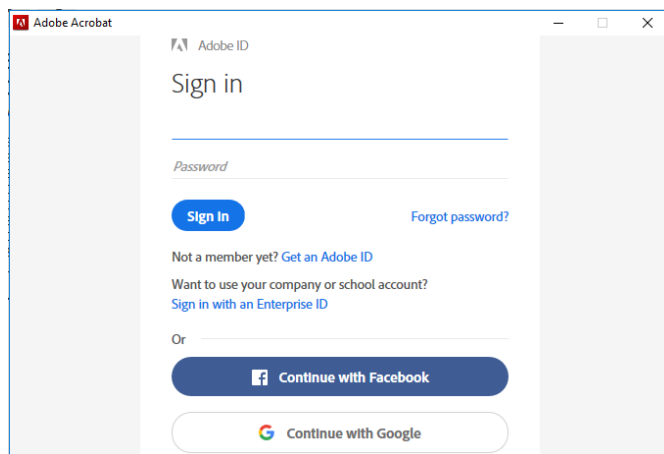


Electronic Request for Overtime Approval Timesheet Instructions

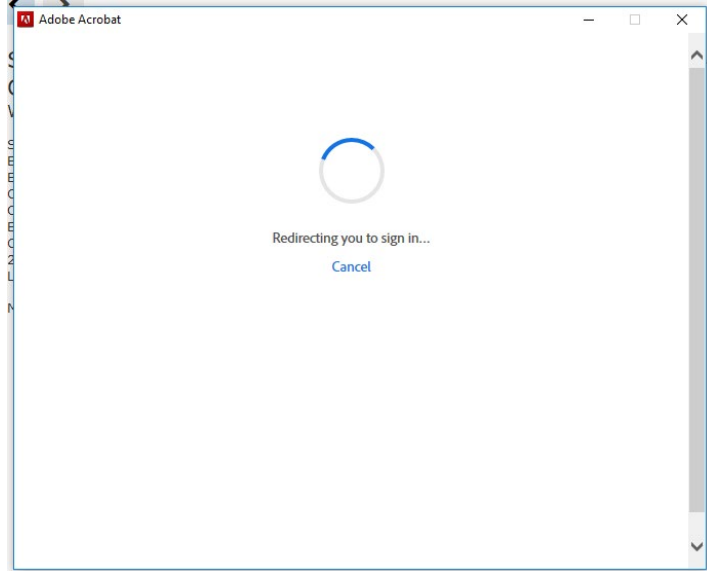
1. Locate and download the timesheet on either:
 - a. The intranet:
<https://intranet.canyons.edu/offices/BusinessServices/PayrollServices/PayrollServicesForms.asp>
 - b. The internet:
https://www.canyons.edu/administration/businessservices/payroll_services.php
 - c. Or in your email
2. Save the file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



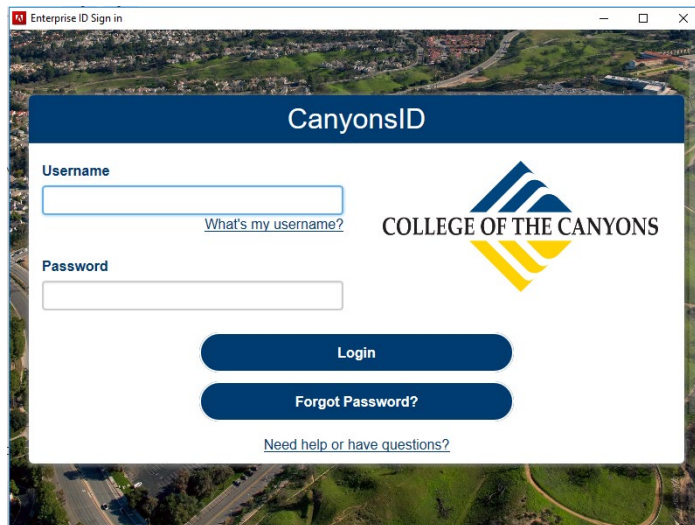
- a. Make sure you sign in Adobe under your COC email address (you do not need to enter your password here).



b. You will be directed...



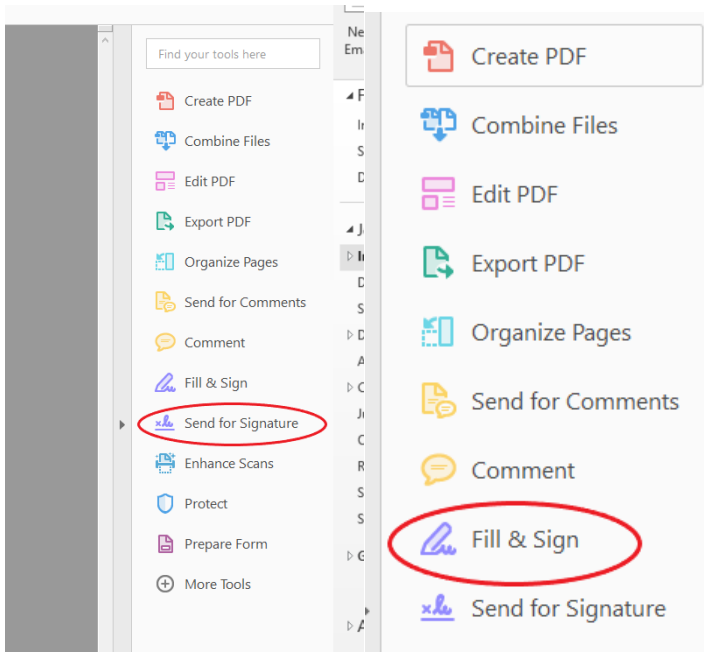
To...



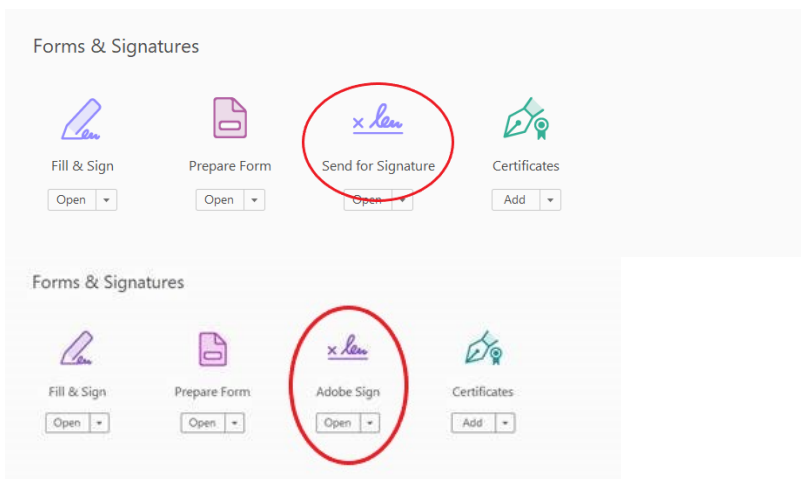
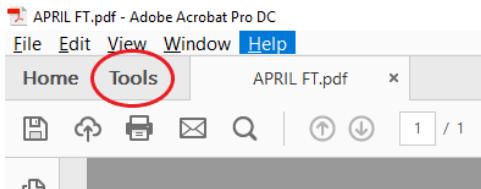
c. In the above screenshot, enter your COC staff ID and password. (For staff ID enter "staff\" then your ID). You should now be signed in.

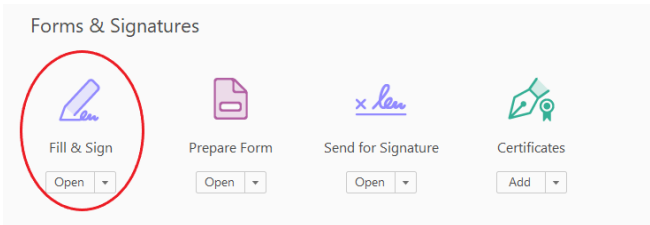
4. Fill out the timesheet as you normally would.

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”).

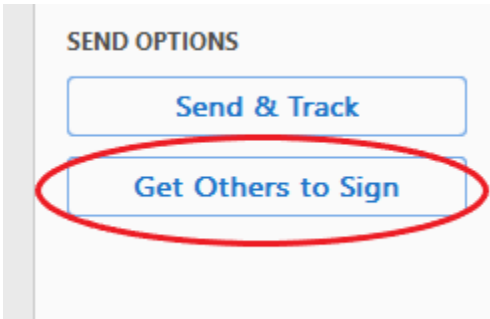


or under “Tools”).

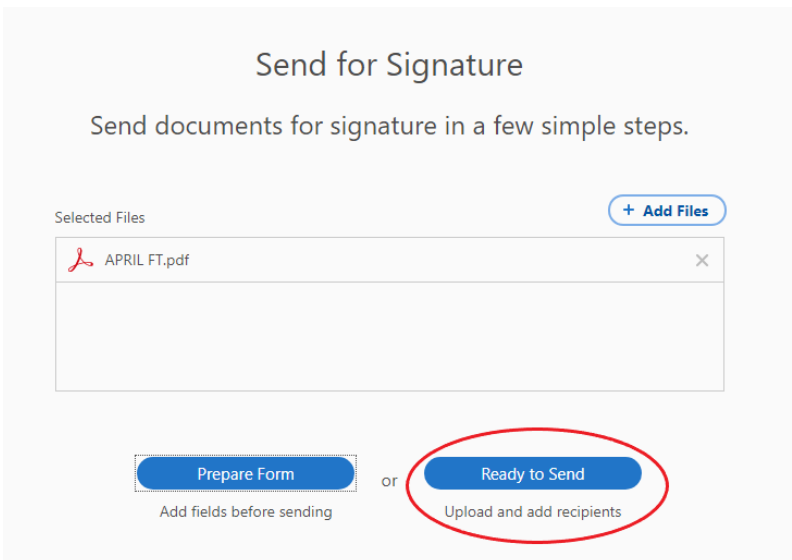




If getting an error through "Adobe Sign," please use "Fill & Sign." After clicking on "Fill & Sign," click "Get Others to Sign."



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

Recipients

Complete in Order Complete in Any Order

1		Enter recipient email
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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 Payroll email address in the “CC” field:
 - i. For Full-Time Classified employees - FullTimeClassifiedTS@canyons.edu
 - ii. For PPT Classified employees - PPTClassifiedTS@canyons.edu
 - iii. For Confidential employees - ConfidentialTS@canyons.edu
 - iv. For Short Term employees - ShortTermEmployeeTS@canyons.edu
 - v. For College Assistants - CollegeAssistantTS@canyons.edu

Recipients

Complete in Order Complete in Any Order Add Me | ?

1		employee	Email	
2		supervisor	Email	
3		Enter recipient email		

CC | Hide

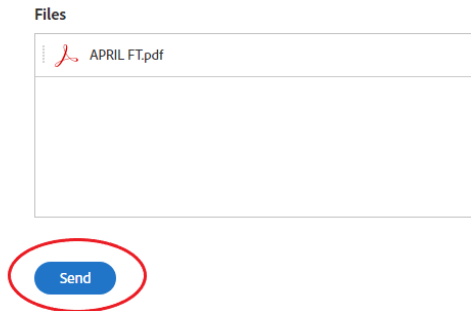
payroll

9. Enter message (optional)

Message

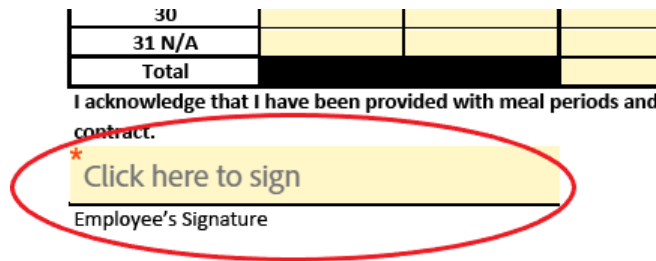
APRIL FT Timesheet
Please review and sign APRIL FT Timesheet .

10. Select send at the bottom

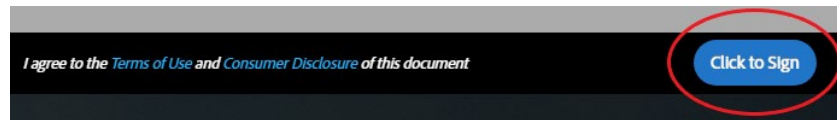


11. You will then be redirected to sign the form.

- 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)



- 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.