

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 _____ LEC:\$ _____ LAB:\$ _____ NC:\$ _____ BH:\$ _____ CDCP:\$ _____ STEP INCREASE DUE: _____	<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 : 10-00-00-0000-8420-1430.00 100 % _____ % _____ % PERCENT WORKED _____ % PAY RATE \$ 48.10 BH <input type="checkbox"/> HR <input type="checkbox"/> MO <input type="checkbox"/> YR SALARY SCHEDULE 19/20

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>K</u> STEP <u>3</u> LONGEVITY _____ SHIFT DIFFERENTIAL _____ BILINGUAL STIPEND _____ OTHER <u>0</u> BUDGET CODE : 10-00-00-1234-4567-0000 _____ _100_% _____ _____ % PERCENT WORKED <u>100</u> % 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 _____	DEPARTMENT English CLASSIFICATION Administrative Assistant II 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 _____ _50_% _10-00-00-8910-4567-0000-01 _____ _50_% PERCENT WORKED <u>100</u> % 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	<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-top: 5px;">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	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

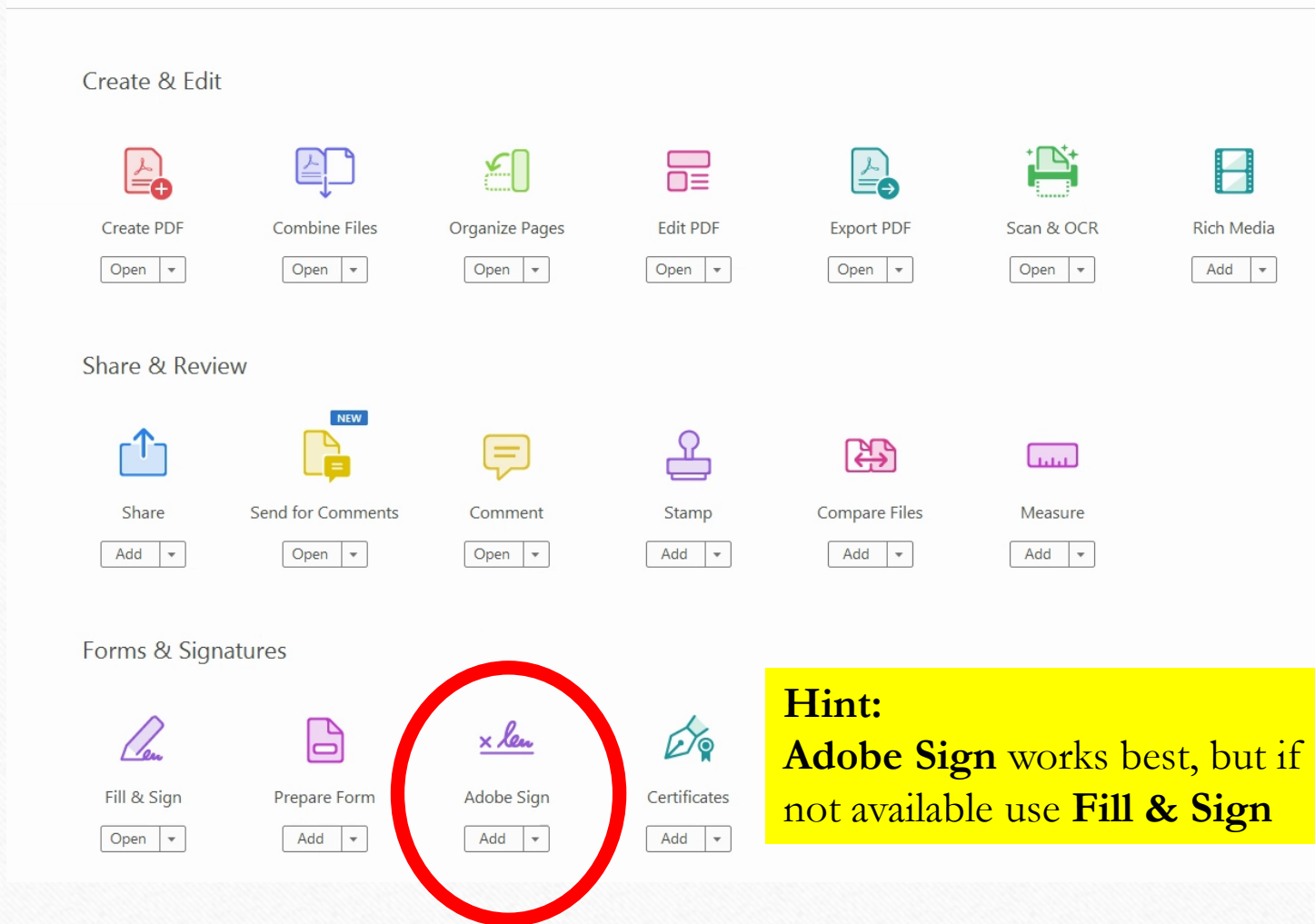
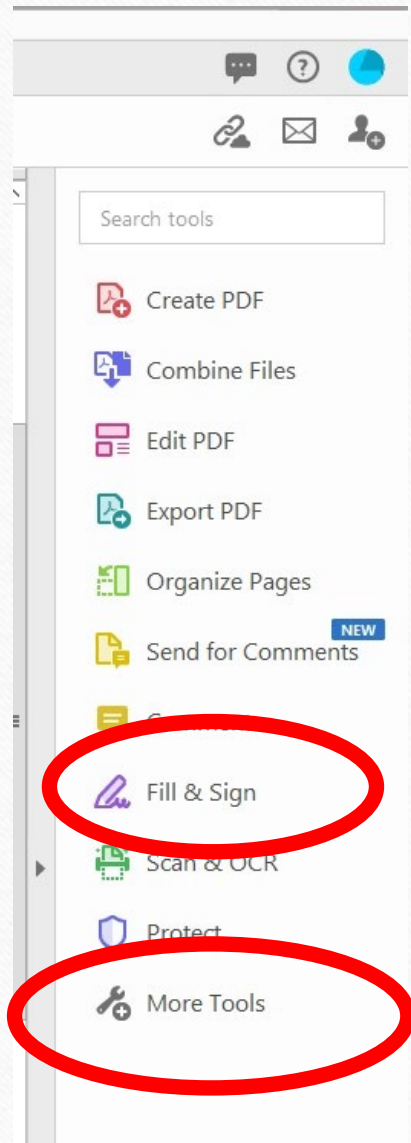
Add paf number

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**

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:

- WaggonerGina7-26-21(22-1234)

- Master Paf number file name should include:

Department name, date started, paf number

- Example:

- Health Sciences7-26-21(22M-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)

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

Options

Password Protect

Recipients' Language

English: US ▼

Preview & Add Signature Fields

Next

This is the routing order for Instructor & Management pafs only

Home Send Manage Reports Group

- 1) gwaggoner@santarosa.edu
- 2) wscultz@santarosa.edu **and*/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)

*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	wscultz@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

Sample routing path FOR INSTRUCTOR & MANAGEMENT PAFS

- PAF ORIGINATOR (Administrative Assistant/Dept)
- HUMAN RESOURCES (**Gina Waggoner** for accuracy check)
- BUDGET (Whitney Schultz and/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)

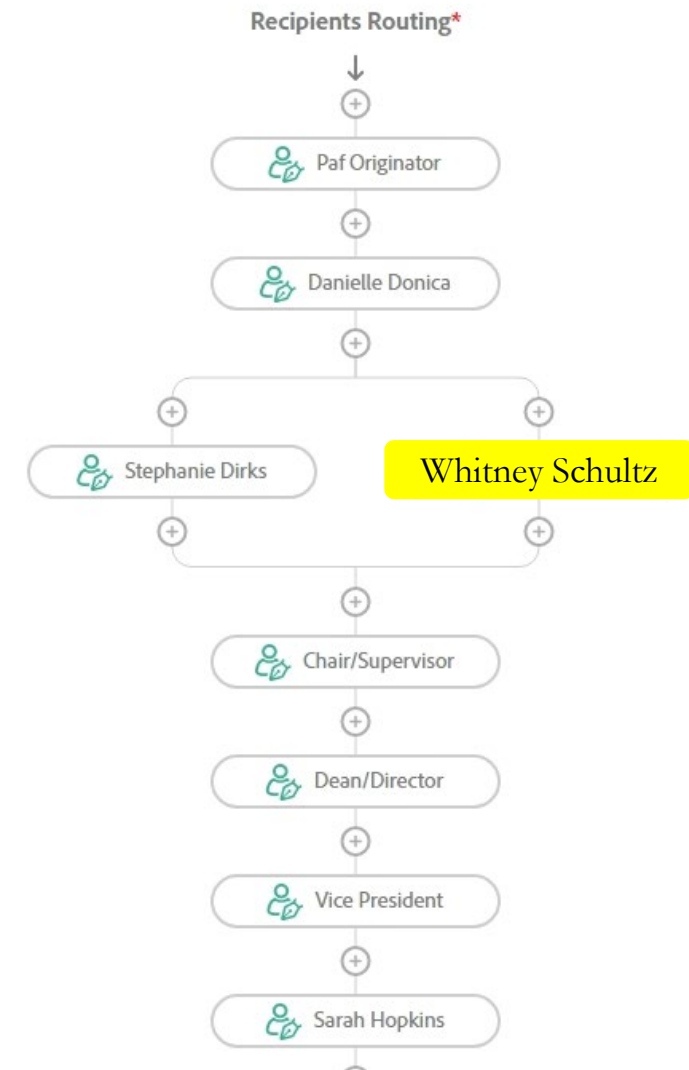


Sample routing path FOR CLASSIFIED PAFS

- **CLASSIFIED PAFS**
- PAF ORIGINATOR (Administrative Assistant/Dept)
- HUMAN RESOURCES (**Danielle Donica** for accuracy check)
- BUDGET (Whitney Schultz or/and 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

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)
- tsaldana-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 v

Data Fields v

More Fields v

Transaction Fields v

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

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 ghw

Approvals - PLEASE DO NOT SIGN IN BLACK INK

* Signature	DATE	* Signature	DATE
DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE	DATE	VICE PRESIDENT	DATE
* Signature	DATE	* Signature	DATE
DEAN	DATE	PRESIDENT	DATE
* Signature	DATE	* Signature	DATE
DEAN	DATE	HUMAN RESOURCES	DATE
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 ID) ED

EFFECTIVE DATE: _____ FROM: _____ TO: _____

TYPE OF ACTION

EMPLOYMENT

NEW HIRE

RE-HIRE

LAST WORK WORKED

RETURN FROM LEAVE

TERMINATION

RESIGNATION

RETIREMENT

SEPARATION

DISMISSAL

LAYOFF

END OF ASSIGNMENT

DEATH

OTHER

CHANGE OF STATUS

REASSIGNMENT

LEAVE OF ABSENCE

EFFECTIVE DATE: _____

PERCENT WORKED: _____ %

TYPE OF LEAVE: _____

SABBATICAL

EFFECTIVE DATE: _____

OTHER: _____

CLASSIFICATION: _____ CLASSIFICATION: _____

CLASS: _____ STEP: _____ CLASS: _____ STEP: _____

DURATION: _____ DURATION: _____

BUDGET CODE: _____ BUDGET CODE: _____

PAY RATE: \$ _____ PERCENT WORKED: _____ %

PAY RATE: \$ _____ PERCENT WORKED: _____ %

SALARY SCHEDULE: _____ SALARY SCHEDULE: _____

LEC'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

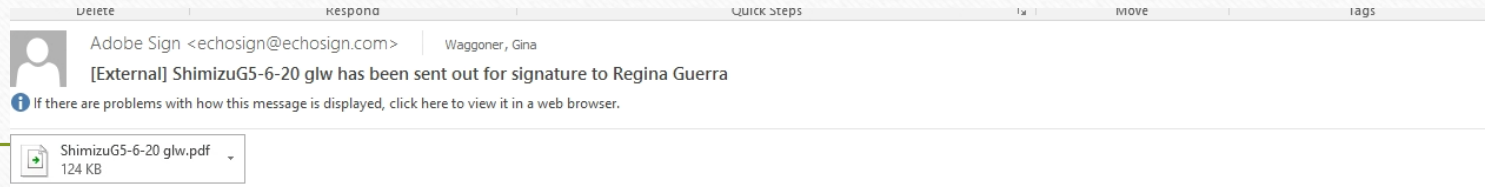
You will be alerted if:

- 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.

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



POWERED BY
Adobe Sign

SANTA ROSA JUNIOR COLLEGE PAF # 202002 FACULTY PERSONNEL ACTION FORM

Name: Shimizu Gender: ID: 15303 Effective Date: 4/27/20

FORM TO: FROM: TO:

TYPE OF ACTION

REEMPLOYMENT CONTRACT SUBSTITUTION

NEW HIRE REASSIGN FACULTY REASSIGN FACULTY

LAST WORK NUMBER: TEMPORARY CONTRACT TEMPORARY CONTRACT

RETURN FROM LEAVE DEPARTMENT: College 0000

TERMINATION

DISAPPOINTMENT CLASSIFICATION: CLASSIFICATION: PRESENT STATUS:

REASSIGNMENT CLASSIFICATION: CLASSIFICATION: PRESENT STATUS:

LAYOFF CLASS: STEP: CLASS: STEP: 3

DEATH DURATION: DURATION: 3,02,20

CHANGE OF STATUS BUDGET CODE: BUDGET CODE: A

REASSIGNMENT BUDGET CODE: BUDGET CODE: A

LEAVE OF ABSENCE EFFECTIVE: EFFECTIVE: A

OTHER PERCENT WORKED: PERCENT WORKED: A

TYPE OF LEAVE: PAY RATE: PAY RATE: PERCENT WORKED: A

SABBATICAL SALARY SCHEDULE: SALARY SCHEDULE: 1000

OTHER LECTY 107.00 LABS 102.75 NCL 88.00 BWS 88.14 COOP 100.00

REMARKS: 10% FTE/90% NONFTE PART-TIME/90% SALARY

NEW EMPLOYMENT: EARLY IN: PAYROLL DATE: 5/1/20 glw

APPROVE: PLEASE DON'T SIGN IN BLACK INK

DEPARTMENT CHIEF OR AUTHORIZED REPRESENTATIVE	DATE	VICE PRESIDENT	DATE
DEAN	DATE	PRESIDENT	DATE
DEAN	DATE	MANAGER/RESOURCES	DATE
BUSSET	DATE	BOOKED DATE:	6/9/20

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

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>

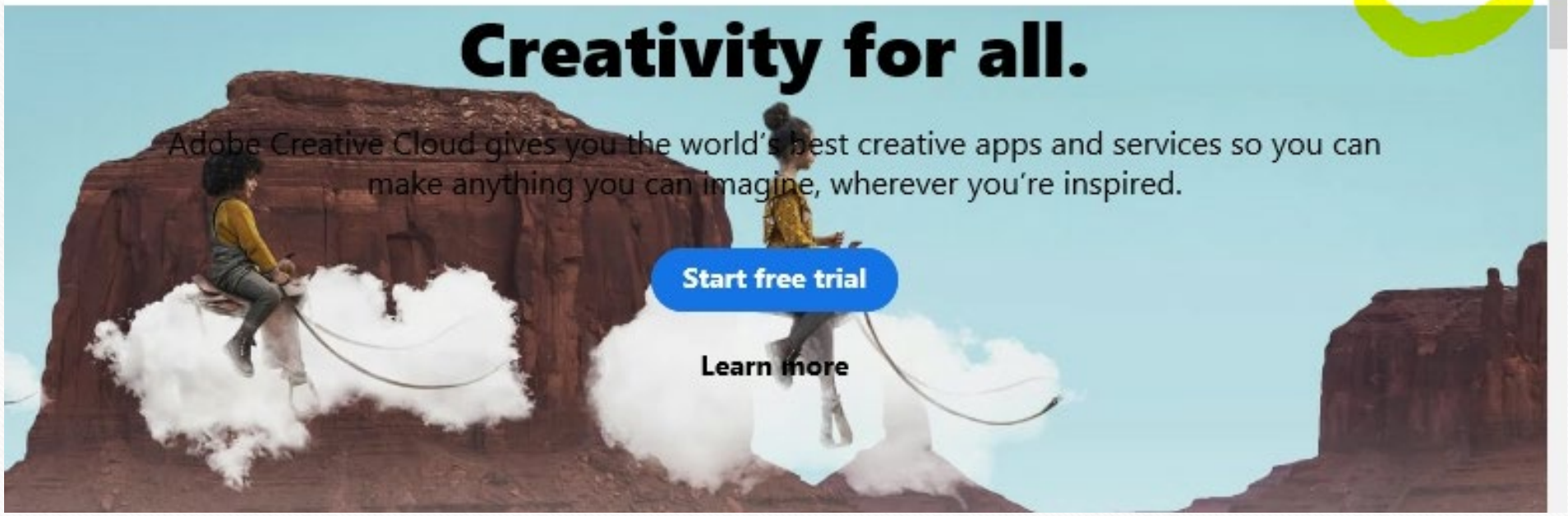
<https://www.adobe.com/>

Creativity for all.

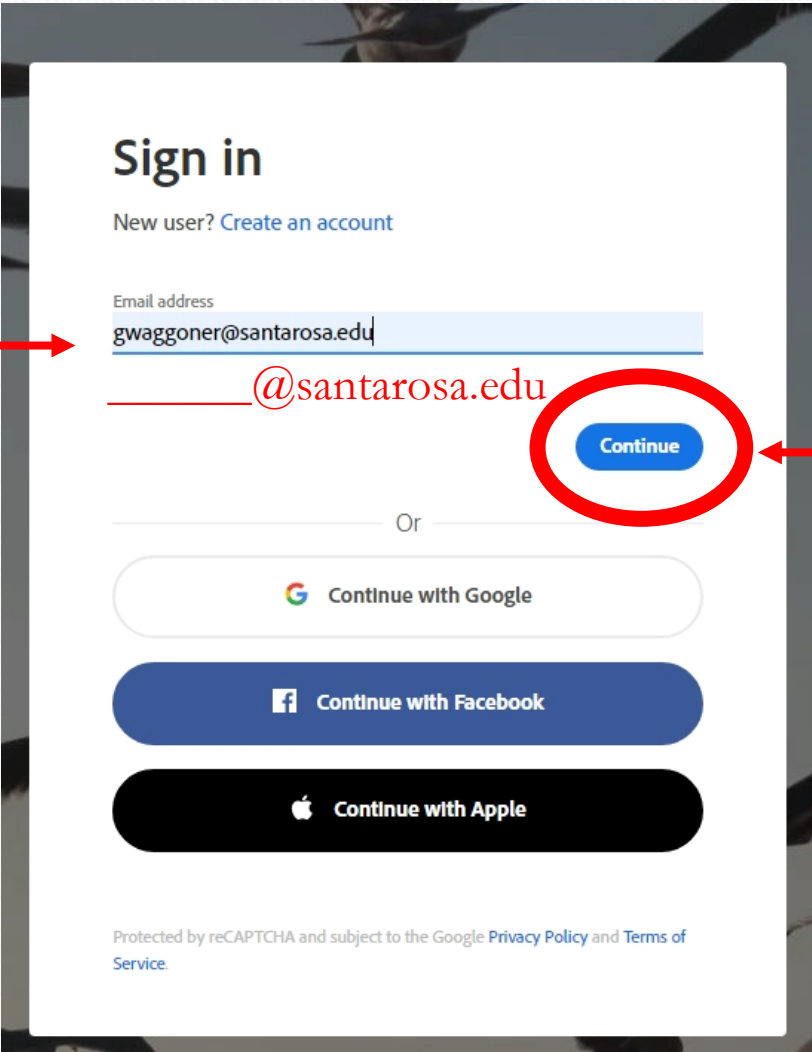
Adobe Creative Cloud gives you the world's best creative apps and services so you can make anything you can imagine, wherever you're inspired.

[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

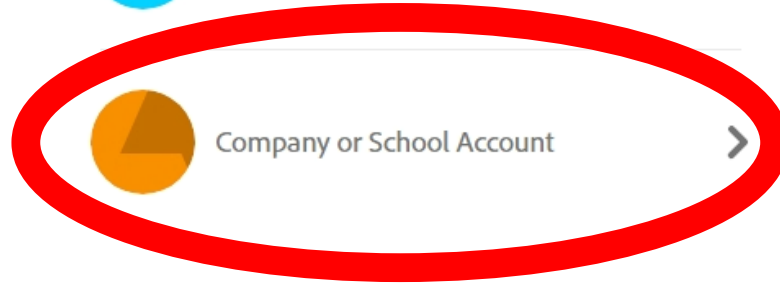


Company or School Account



[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/identity/PG/login.aspx?ReturnUrl=/>. The page features a 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 diamond-shaped emblem with a 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

The screenshot shows the Adobe Dashboard interface. At the top, there is a navigation bar with links for Home, Send, **Manage** (highlighted with a yellow circle), Reports, and Group. The user's name, Gina, is visible in the top right corner. Below the navigation bar, the main heading is "Your agreements". To the right of this heading are two buttons: "Filters" and a search box labeled "Search for agreements and users...".

On the left side, there is a "STATUS" sidebar with the following options: "In Progress (3)" (selected), "Waiting for You (0)", "Completed", "Canceled", "Expired", and "Archived".

The main content area displays a table titled "In Progress" with the following data:

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. The first row, titled 'TuttleN5-11-20 glw', is highlighted. A yellow circle highlights the 'Open' and 'Remind' buttons that appear when hovering over this document. A red arrow points from the 'Open' button to the 'Cancel' option in the 'Actions' menu on the right side of the dashboard. The 'Cancel' option is also highlighted in yellow.

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	MartinezF5-11-20 glw	Out for Signature	5/11/2020

Actions

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

5 Recipients (4 Completed)

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

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

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: _____	

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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

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>