Adobe Sign Workflow - Temporary Telecommuting Agreement

2. Enter your university email address.

3. Authenticate with your NetID and password.
4. Go to the **Use a Workflow** section and scroll down to access the form labeled “AP- Check Request”. Then, click **Start**.
5. **Routing the form:** *(Either Managers or Employees can initiate)*
   a. In the **Prepared By** field, enter the email address of the employee who is completing the form.
   b. In the **DOA Approval** field, enter the email address of the employee’s manager who will approve.
   c. In the **AP Technician** field, enter the email of the technician based on vendors, and individuals Last Name: Tammy Heard (A-L), Angie Trujillo (M-Z)
   d. In the **Additional Document** field, attach your supporting document
   e. **Click “Send”.** The form will open for you to complete before sending to approver.

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**AP - Check Request Form**

How this workflow works?
Complete all appropriate fields on the form. Do not use the form except for the processing of authorized items.
*This form is not to be used for employee reimbursement.*

**Recipients**

**Prepared By**
- **Myself**

**DOA Approval**
- **Enter recipient email**

**AP Technician** - based on vendors, and individuals last Name: Tammy Heard (A-L), Angie Trujillo (M-Z)
- **Enter recipient email**

**Document Name**
- **Check Request**

**Message**
- For Approval and Signature.

**Files**
- **Additional Documentation 1**
- **Additional Documentation 2**

**Send**
7. All parties in the agreement will receive a final, signed copy once it is approved.