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 agreement labeled “Temporary Telecommuting Agreement - COVID-19”. Then, click **Start**.
5. **Routing the form:** *(Either Managers or Employees can initiate)*
   a. In the **Employee** field, enter the email address of the employee who will telecommute.
   b. In the **Manager** field, enter the email address of the employee’s manager who will approve.
   c. In the **Document Name** field, enter the employee’s Last Name and First Name.
   d. **Click “Send”**. The form will route to the **Employee to COMPLETE the document**.

**Temporary Telecommuting Agreement - COVID-19**

How this workflow works?
This Temporary Telecommuting Agreement (Agreement) should be used in all instances in which management has determined that an employee may temporarily telecommute as a means of social distancing.

**Recipients**

- **Employee**
  - Myself

- **MPP Manager**
  - Enter recipient email

**Human Resources**

- andre.johnson@csueastbay.edu

**CC**

- Enter CC’s emails

**Document Name**

- Temporary Telecommuting Agreement - COVID-19 - LAST NAME, FIRST NAME

**Message**

- For approval and signature

**Files**

- Temporary Telecommuting Agreement - COVID-19
6. The Employee must complete the following, in agreement with their manager:
   a. Enter employee’s full name (two fields)
   b. Enter the days of the week that the employee is expected to work
   c. Enter the frequency (days, week)
   d. Enter the effective date (two fields)
   e. Enter the employee’s city and state where they will be telecommuting from
   f. Will the employee be working with Level 1 data? See CSU Level 1 data examples
   g. Sign the form and enter the employee’s job title
   h. Submit. The form will automatically be sent to the employee’s manager as specified in step 5.
   i. After manager approval, the form will automatically route to HR.
7. All parties in the agreement will receive a final, signed copy once it is approved.