Adobe Sign Guide

How to Fill out the Telecommuting Agreement

Updated May 22, 2024

1. Sign in to Adobe Sign: [https://sign.csueastbay.edu](https://sign.csueastbay.edu)
   a. Select **Continue with Google** ([Image 1]) and select your @csueastbay.edu email account.

   ![Image 1 - Login screen](https://sign.csueastbay.edu)

2. Once signed in, go to the Adobe Sign **Home page**. ([See Image 2])
   a. If the system opens to a different screen, click “Home” in the top left corner next to the Logo.

   ![Image 2 - Home page](https://sign.csueastbay.edu)
3. Click on the “Start from Library” button. (See image 2)

4. In the newly opened window, select Workflows. It may take a few seconds to show up. Do not select “Templates,” although it’s the default setting.

5. Use the search bar to type keywords in the form's title. For example, “tele” or “telecommuting” (See Image 3).

6. If you are filling out the telecommuting agreement for yourself, choose the one titled [FOR MYSELF]. If you're filling out the agreement on behalf of someone else, choose [TO PREPARE FOR OTHERS]. The workflow is different for each option.
7. **RECIPIENTS.** After you select the Workflow, you will add the recipients **before** the document is filled out and sent. To route to the recipients, **enter their email addresses.**

**Workflow - HR Telecommute Agreement [FOR MYSELF] (see image 4)**

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**HR - Telecommuting Agreement [FOR MYSELF]**

How this workflow works?
Employees who wish to opt-in to the telecommute program should fill out or renew their agreement each academic year.

**Recipients**

- **Employee who will telecommute**
  - [ ] Myself

- **Employee's Manager (MPP)**
  - [ ] Enter recipient email

- **Vice President / Provost**
  - [ ] Enter recipient email

- **Human Resources**
  - [ ] Enter recipient email

**CC** Hide

Cc

Enter CC's emails

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Image 4 - Recipient Workflow [For Myself]

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a. **Employee who will be telecommuting:**
   - i. The system will default to your own email address “Myself”.

b. **Manager:**
   - i. Enter the email address of the MPP manager to whom the employee reports to.

c. **Vice President / Provost:**
   - i. Enter the email address of the Vice President who oversees the division/department the employee is in. Please review the university organizational chart if you are not sure who the Division Vice President is.

d. **Human Resources:**
   - i. This email address is pre-populated and should not be changed.

e. **A CC field is available should anyone else need to receive a final copy of the agreement. Multiple email addresses can be entered in this field. All email addresses included in the agreement will receive a final copy of the agreement.**
HR - Telecommuting Agreement [TO PREPARE FOR OTHERS]

How this workflow works?
Employees who wish to opt-in to the telecommute program should fill out or renew their agreement each academic year.

Recipients

Preparer (Filling out information for another employee who will telecommute)*

Enter recipient email

Manager of the employee who will telecommute*

Enter recipient email

Employee who wishes to telecommute*

Enter recipient email

Vice President / Provost who oversees the department of the employee who will telecommute*

Enter recipient email

Human Resources*

hrtelecommute@csueastbay.edu

CC | Hide

Cc

Enter CC's emails

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a. **Preparer:**
   i. Enter the email address of the person responsible for filling out the form on behalf of the employee who wishes to telecommute.

b. **Manager:**
   i. Enter the email address of the MPP manager to whom the employee reports to.

c. **Employee who will be telecommuting:**
   i. Enter the email address of the employee who is requesting to telecommute.

d. **Vice President / Provost:**
   i. Enter the email address of the Vice President who oversees the division/department the employee is in. Please review the [university organizational chart](#) if you are not sure who the Division Vice President is.

e. **Human Resources:**
   i. This email address is pre-populated and should not be changed.
f. A CC field is available should anyone else need to receive a final copy of the agreement. Multiple email addresses can be entered in this field. All email addresses included in the workflow will receive a final copy of the agreement.

8. **DOCUMENT NAME. Important!** Add the Last Name and First Name of the individual requesting to telecommute. This will become the email subject and will make it easy to track. (See Image 6).

9. A **signed** copy of the job description is required. The copy must be signed by the employee, manager, and HR manager. A signed copy can be obtained by the **appropriate HR manager**.

![Image 6](Image 6)

**Send**. Click **Send** to start filling out the form. The form won’t actually be “sent” until it has been filled out. It may take a few minutes to open. (Image 7)

![Image 7](Image 7)
11. TELECOMMUTER INFORMATION. You will be able to edit all fields highlighted in yellow. (See images 8-10 for detailed information).

## Telecommuter Information

### Required Information
- Name
- PeopleSoft Empl ID (9 digits) On BayCard or PeopleSoft - NOT THE POSITION NUMBER
- Employee’s classification
- Department Name
- Telecommuting site address
- Employee’s email address
- Phone number where employee can be reached at the telecommuting site - NOT office #
- Telecommuting Start and End dates (set to academic year by default, can be edited)

### Work Schedule (see image 9)
- Enter the work location for each day of the week: OC (On Campus), TS (Telecommute Site) or Not a Work day.
- Enter the work day start and end times
- **Important!** All full-time (and certain other schedules) must include a lunch break as part of your work schedule.

### Schedule Example

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>8:00 am</td>
<td>5:00 pm</td>
</tr>
</tbody>
</table>
**Telecommuter Work Schedule**

Mark the days that you are scheduled to work at the Telecommuting Site (TS) and the days you are scheduled to work on campus (OC) in the “Location” section below. Work hours will be in accordance with Collective Bargaining provision(s).

**Weekly Work Schedule Hours and Location** Enter work location for each day of the week. If not working that day, select “Not a work day”. Enter start and end times. Example:

<table>
<thead>
<tr>
<th>Location</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not a w...</td>
<td>TS</td>
<td>OC</td>
<td>OC</td>
<td>TS</td>
<td>OC</td>
<td>Not a w...</td>
</tr>
<tr>
<td>Start Time</td>
<td>* 8:00 am</td>
<td>* 8:00 am</td>
<td>* 8:00 am</td>
<td>* 8:00 am</td>
<td>* 5:00 pm</td>
<td>* 5:00 pm</td>
<td></td>
</tr>
<tr>
<td>End Time</td>
<td>* 5:00 pm</td>
<td>* 5:00 pm</td>
<td>* 5:00 pm</td>
<td>* 5:00 pm</td>
<td>* 5:00 pm</td>
<td>* 5:00 pm</td>
<td></td>
</tr>
</tbody>
</table>

Digital signature: [Signature]

Date: [Date]

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13. **TELECOMMUTER WORK PERFORMANCE EXPECTATIONS** *(See image 10)*

- This section can either be filled out by the Preparer, Employee, or by the Manager, if the Preparer or Employee leaves this section blank.
- The location checkbox where the work is to be performed MUST also be selected.

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**Telecommuting Agreement for TEST**

[Image 10 - Telecommuting Work Performance Expectations]
14. Once complete, click the blue Submit button at the bottom (or top if on mobile) of the screen.

15. Upon submission, the form will automatically route based on the recipient order in the workflow selected in step 7.

### Document History

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<tr>
<th>Revision Date</th>
<th>Author</th>
<th>Description</th>
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<tr>
<td>5/11/2022</td>
<td>Veronica Salvador</td>
<td>Document creation</td>
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<tr>
<td>5/19/2022</td>
<td>Veronica Salvador</td>
<td>Clarified instructions for Preparer</td>
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<tr>
<td>5/30/2023</td>
<td>Veronica Salvador</td>
<td>Updated instructions for Preparer (dates)</td>
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<tr>
<td>5/22/2024</td>
<td>Veronica Salvador</td>
<td>Updated instructions for new Workflows</td>
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