

Adobe Sign Guide

How to Fill out the Telecommuting Agreement

Updated May 22, 2024

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

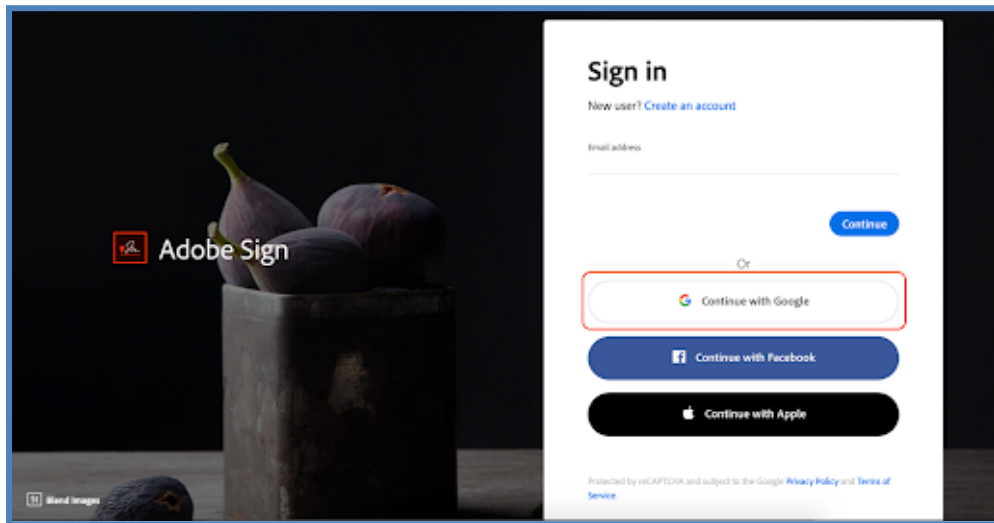


Image 1 - Login screen

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.

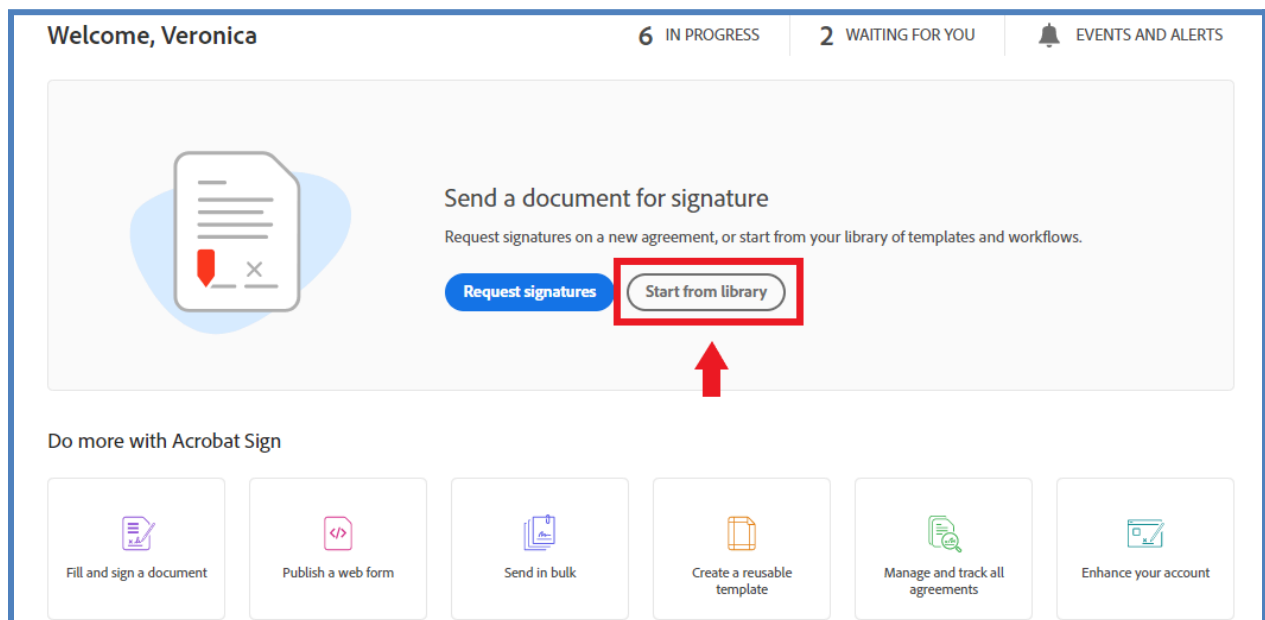


Image 2 - Home page

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.*

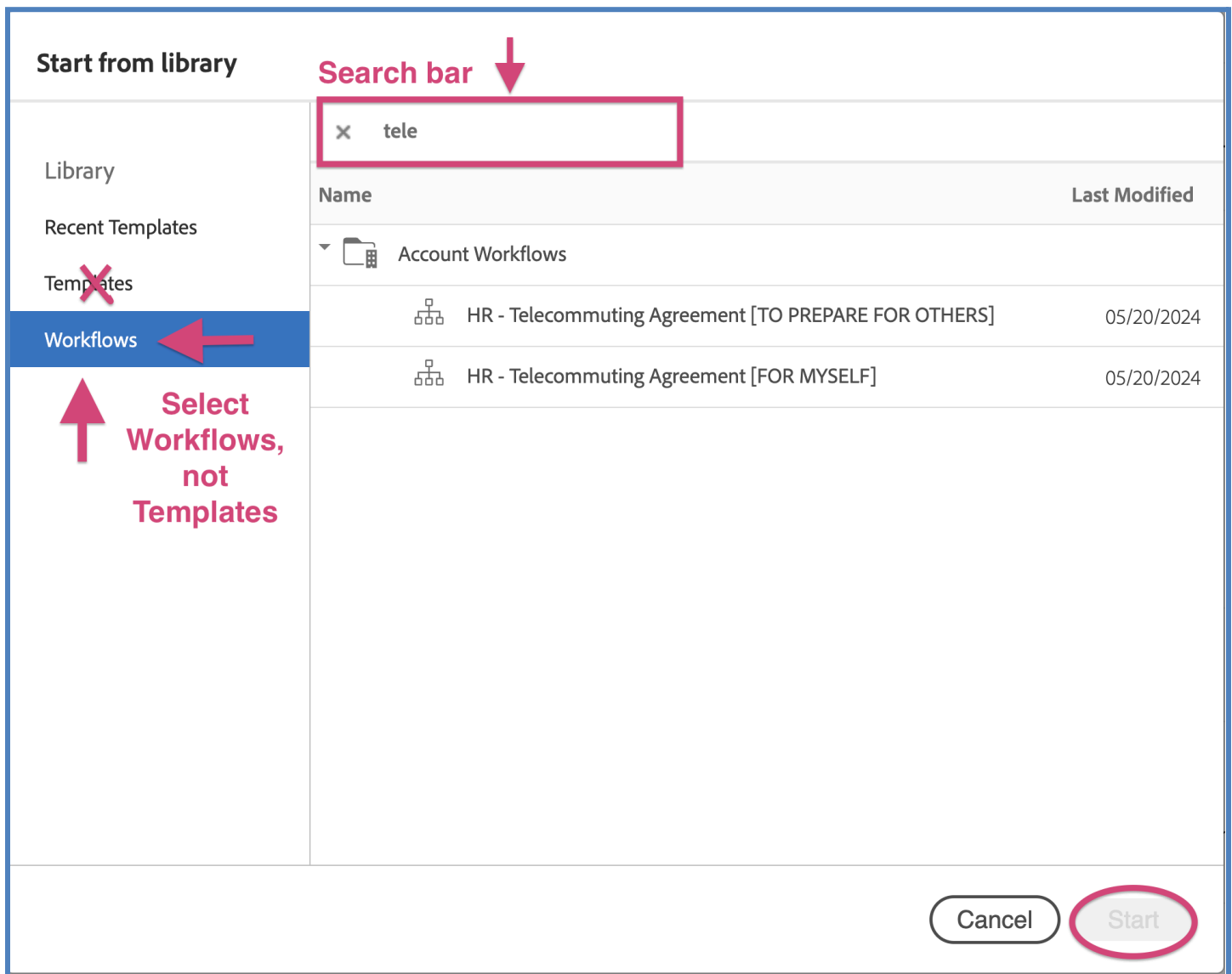


Image 3 - Select a Workflow Pop-up Window

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)


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.

more ▾

Recipients

Employee who will telecommute*

 Myself ⊘ ▾ None 💬


Employee's Manager (MPP)*

☒ Enter recipient email ⊘ ▾ None 💬

Vice President / Provost*

☒ Enter recipient email ⊘ ▾ None 💬

Human Resources*

 hrtelecommute@csueastbay.edu ⊘ ▾ None 💬

CC | [Hide](#)

Cc

Enter CC's emails


Image 4 - Recipient Workflow [For Myself]

- 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.*

Workflow - HR Telecommute Agreement [TO PREPARE FOR OTHERS] (See Image 5).





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.





[more](#) 

Recipients





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

 Enter recipient email   None 





Manager of the employee who will telecommute*

 Enter recipient email   None 





Employee who wishes to telecommute*

 Enter recipient email   None 

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

 Enter recipient email   None 

Human Resources*

 hrtelecommute@csueastbay.edu   None 

CC | [Hide](#)

Cc

Enter CC's emails

Image 5 - Recipient Workflow [To Prepare for Others]

- 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](#).

The screenshot shows a web form for a telecommuting agreement. It has three main sections: 'Document Name', 'Message', and 'Files'. The 'Document Name' section has a label 'Document Name *' and a red instruction 'Enter the employee's first and last name here'. Below it is a text box containing 'Telecommuting Agreement for' followed by a red box around 'LAST NAME, FIRST NAME' with a red arrow pointing to it. The 'Message' section has a label 'Message *' and a text box with the text 'Please review and provide your acceptance of this document.' The 'Files' section has a title 'Files' and a table of files. The first row is 'Telecommute Agreement *' with a PDF icon and 'Telecommute Agreement (Rev. May 2022)'. The second row is 'Signed Job Description Required *' with an 'Add File' link, highlighted by a red box and a red arrow, with a red instruction 'Attach a copy of the signed position description' to its right. The third row is 'Supplemental Documentation 2' with an 'Add File' link. The fourth row is 'Supplemental Documentation 3' with an 'Add File' link. At the bottom left, a blue 'Send' button is circled in red, with a red instruction 'Click "Send"' to its right.

Document Name *	Enter the employee's first and last name here
Telecommuting Agreement for	LAST NAME, FIRST NAME

Message *

Please review and provide your acceptance of this document.

Files

Document Name *	Document Name *
Telecommute Agreement *	Telecommute Agreement (Rev. May 2022)
Signed Job Description Required *	Add File
Supplemental Documentation 2	Add File
Supplemental Documentation 3	Add File

Send Click "Send"

Image 6

10. **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)

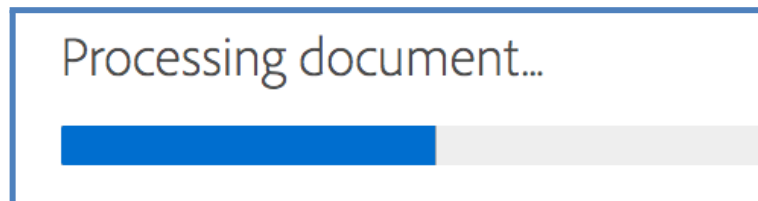


Image 7 - It may take a few minutes to open the document to fill out

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

The California State University

CALIFORNIA STATE UNIVERSITY

EAST BAY

Telecommuting Agreement

Telecommuter Information

Employee Name: * Name of employee requesting to telecommute

PS Empl ID (9 digits): * Employee ID in PeopleSoft and printed on BayCard

Classification: * Employee classification (example: ASA II)

Department: * Name of department

Telecommuting Site address: * Enter street address of telecommute site

* Enter City of telecommute site
* CA : C... State should default to CA
* ZIP code

Work Email: * Enter the employee's work email address

Phone #: * Phone # where employee can be reached at telecommute site

Telecommuting Start date: * 07/01/202x (current year)

End date: * 06/30/202x (next year)

Default start and end dates, can be edited if necessary

Image 8 - 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)

12. TELECOMMUTER 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.



Start Time		* 8:00 am	* 8:00 am
End Time		* 5:00 pm	* 5:00 pm

Start Time		9:00 am	9:00 am
End Time		5:00 pm	5:00 pm

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:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Location	Not a w... ▾	TS ▾	OC ▾	OC ▾	TS ▾	* OC ▾	Not a w... ▾
Start Time		* 8:00 am	* 8:00 am	* 8:00 am	* 8:00 am	Select...	
End Time		* 5:00 pm	* 5:00 pm	* 5:00 pm	* 5:00 pm	Not a work day TS OC	

By signing this Agreement, the employee acknowledges that they have received, read, and understood

Image 9 - Telecommuter Work Schedule

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.

Telecommuting Agreement for TEST



CALIFORNIA STATE UNIVERSITY EAST BAY

Telecommuting Work Performance Expectations

The following is a list of the employee's work duties under this Telecommuting Agreement with a notation of whether the duties will be performed on campus, at the Telecommuting Site, or both:

Either the Preparer or the Manager can enter the work duties. The location of where the duties will be performed must be selected.

Next

1. Enter the job duties to be performed...

☒ OC ☐ TS ☐ Both

2.

☐ OC ☐ TS ☐ Both

3.

☐ OC ☐ TS ☐ Both

4.

☐ OC ☐ TS ☐ Both

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.

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

Submit

Image 11 - Submit button

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

Document History

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