

Adobe Sign Guide

How to Fill out the Telecommuting Agreement

1. Sign in to Adobe Sign by going to <https://sign.csueastbay.edu>
 - a. Sign in by **typing your email address** and click **Continue**. You may be asked to enter your existing CSUEB NetiD and password.
 - b. OR you can Sign in using the **Continue with Google** option (Image 1) and selecting your @csueastbay.edu email account.

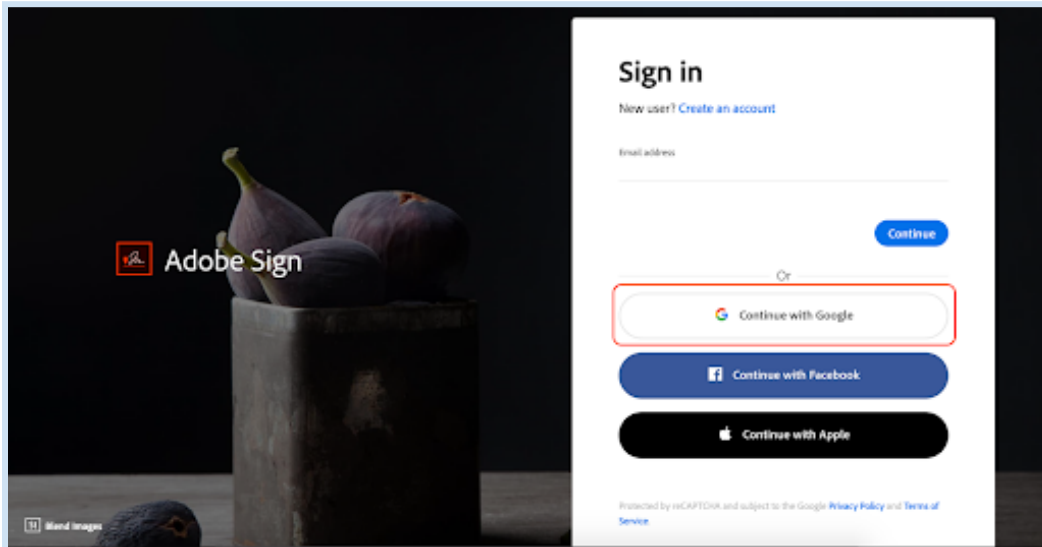


Image 1 - Login screen

2. Once signed in, it should prompt you to the Adobe Sign **Home page**. (See Image 2 to confirm)
 - a. If the system opens to a different screen, click on “Home” on the top left corner of the screen, under the Logo.

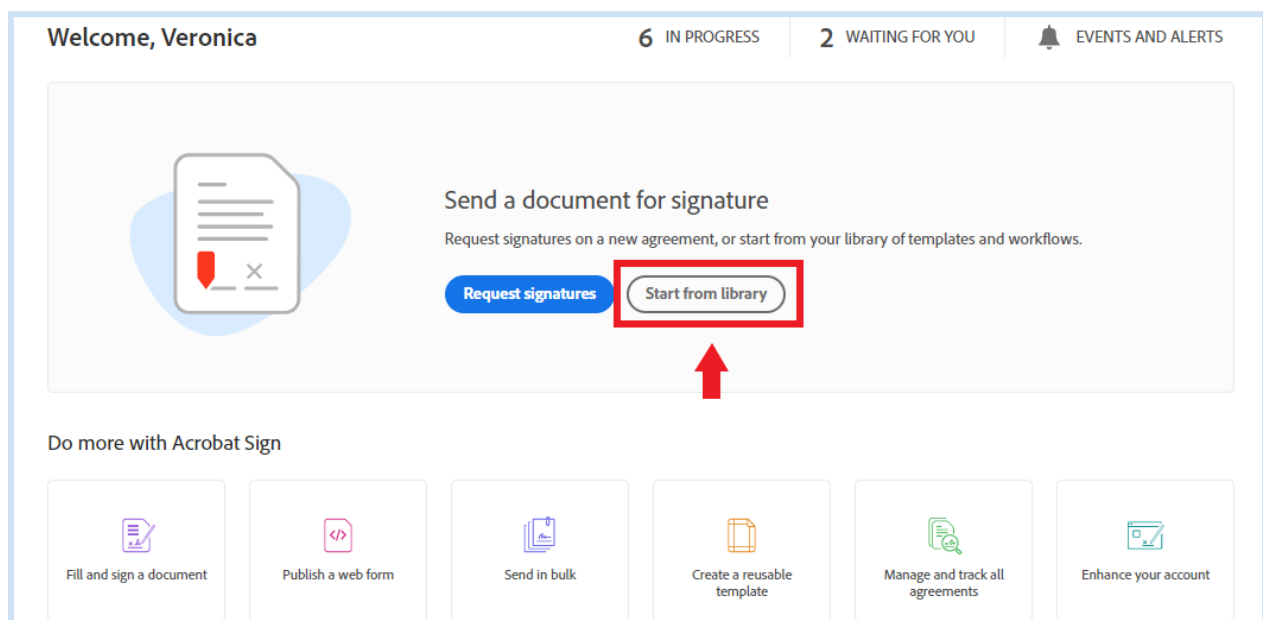


Image 2 - Home page

3. Click on the “**Start from Library**” button. (See image 2)

4. In the newly opened window, select **Workflows**. *Be careful not to select “Templates” as the system automatically defaults to this setting.*
5. Use the search bar to type in keywords that are in the title of the form. For example, “tele” or “telecommuting” (See Image 3). Then click **Start**.

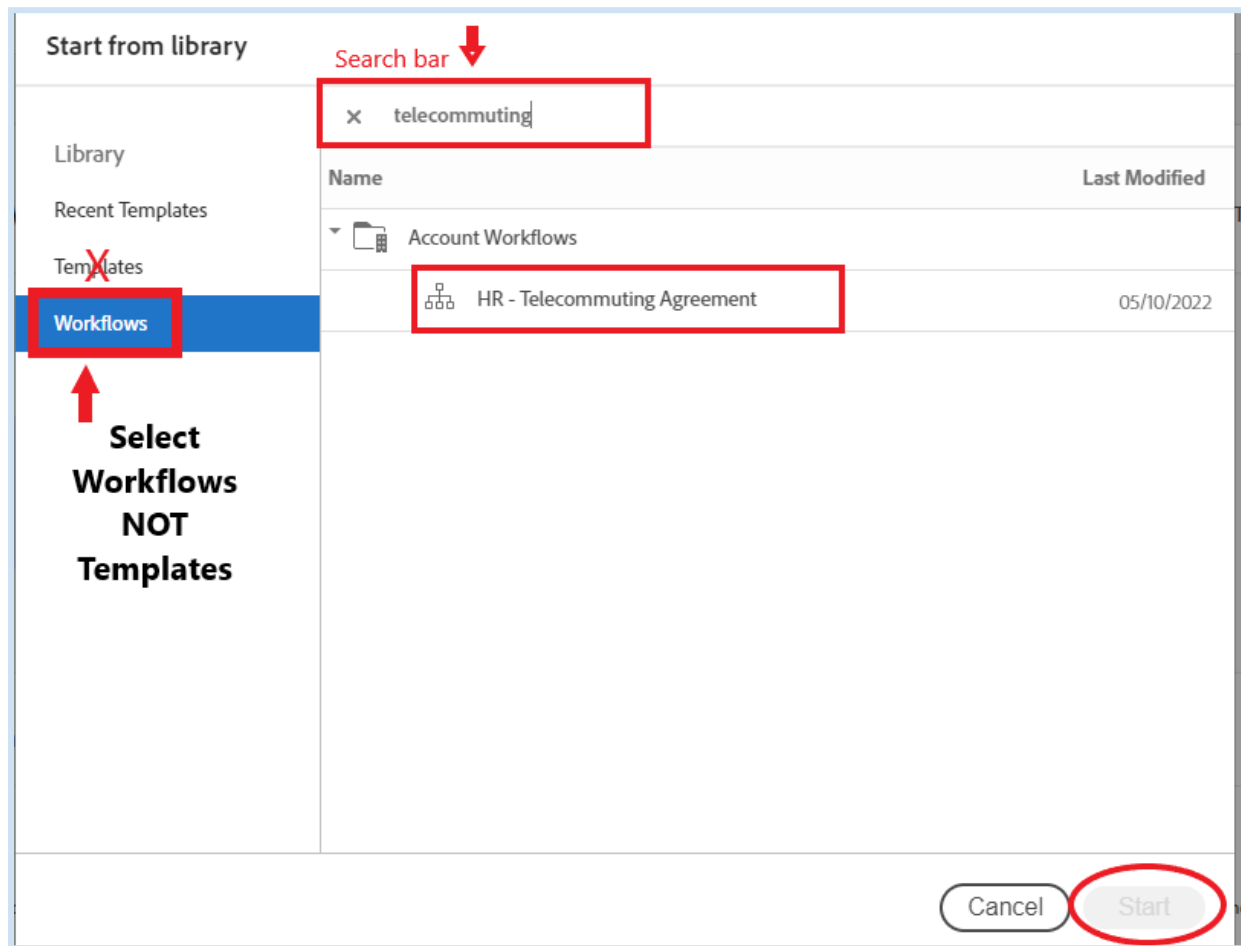


Image 3

6. **Recipients.** The Workflow window will open, and you will be able to add the recipients **before** the document is filled out and sent. (See Image 4). To route to the recipients, enter their email addresses.
 - a. **Preparer/Employee who will be telecommuting:**
 - i. The system will default to your own email address “Myself”. If you are not the preparer, you must enter the email address of the preparer (the person responsible for filling out the form). This can be the employee requesting to telecommute or another staff member who has the telecommuter’s information. *If the Employee who will be telecommuting is initiating this agreement as the Preparer, the employee will **not be able to sign the agreement in this step of the process**. The Employee will receive the agreement to sign in a separate email after the Manager has signed.*
 - 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.


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 agreement will receive a final copy of the agreement.*

HR - Telecommuting Agreement





How this workflow works?

Recipients 





Preparer or Employee who will be telecommuting*

 **Myself**   Email 





Manager*

 Enter recipient email   Email 





Employee who will be telecommuting*

 Enter recipient email   Email 

Vice President / Provost*

 Enter recipient email   Email 

Human Resources*

 **hrtelecommute@csueastbay.edu**   Email 

CC | [Hide](#)

Cc

Enter CC's emails

Image 4

7. **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 differentiate between all of the agreements in your email inbox and in Adobe Sign. (See Image 5).* A signed copy of the job description is required.

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	Actions
Telecommute Agreement *	
Signed Job Description Required *	Add File
Supplemental Documentation 2	Add File
Supplemental Documentation 3	Add File

Send Click "Send"

Image 5

- Click **Send** to send the form to the preparer. If you are the preparer, the form will now open up for you to fill out in the same window. (Image 6). If you initiated it for the preparer, the form will be sent directly to them via email.

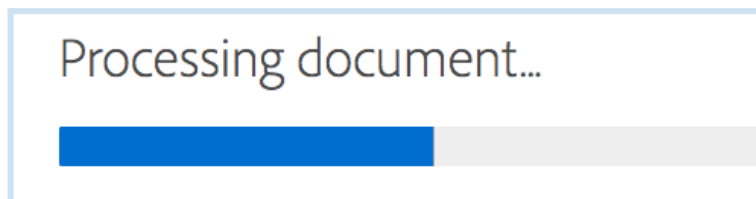


Image 6

- If you are the preparer, you will be able to edit any fields highlighted in yellow, including the employee's information, schedule, and work duties. (See images 7-9). The required fields are fairly self explanatory but please see images 7-9 for additional details and/or examples of the information that should be entered.

Telecommuter Information (Required)

- Name
- PeopleSoft Empl ID (9 digits)
- Employee's classification
- Department Name
- Telecommuting site address
- Employee's email address
- **Employee phone number where they can be reached at the telecommuting site**
- Telecommuting Start and End dates (set to academic year by default, can be edited)

**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 7

10. Telecommuter Work Schedule

- Enter the work location for each day of the week. The options are: OC (On Campus), TS (Telecommute Site) or Not a work day.
- Enter the work day start and end times

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 8

11. Telecommuter Work Performance Expectations

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



**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 9

12. Once all required fields have been entered, click the blue Submit button along the bottom of the screen.

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

Submit

Image 10

13. This completes the Preparer's role in the workflow and the form will automatically route based on the recipient order and email addresses as entered in **Step 6**.
- If the preparer did not fill in the work performance expectations, the manager is required to enter this information.

Summary of Workflow:

- Preparer (Fills out information only, **no signatures**)
- Manager (Fills out work performance expectations (if not already filled) and provides signature approval)
- Employee (Completes safety checklist, **provides signatures**)
- VP/Provost (Provides signature approval)
- Human Resources (Provides signature acceptance)

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)