Adobe Sign User Guide: Position Description Updates

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1 Employee User Guide

1. You will receive an email to *Review and sign* the *Position Description Form*. Click on the blue *Review and sign* link in the email to route you to sign the *Position Description Form*. *(see figure 1. Employee signature request email)*
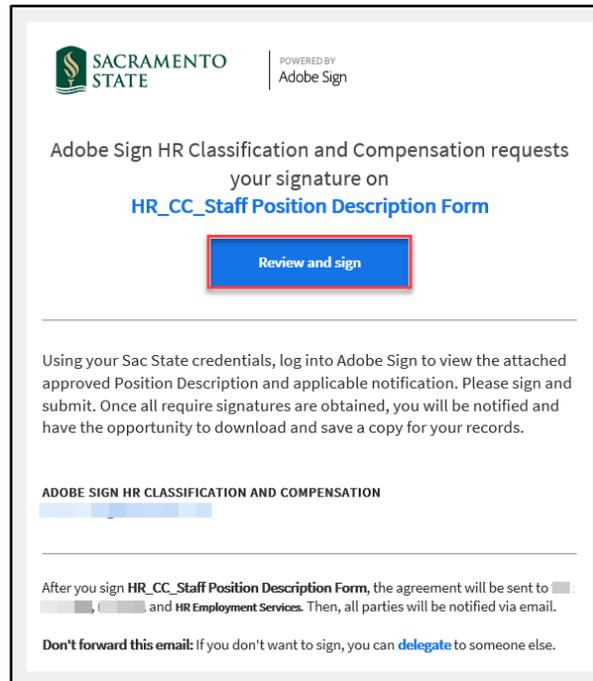

Figure 1 Employee signature request email

2. You will be prompted to log in to Adobe Sign before signing your position description form.
    a. In the *email address line*, type in your full saclink email address, including @csus.edu (ex. xxxxx@csus.edu) *(see figure 2. for the Adobe Sign-In screenshot).*
    b. Click the **Continue** button (if you are not already logged into your Saclink account, you will be prompted to do so after clicking **Continue**).
    c. You will see an Adobe Sign splash screen as it routes you to sign the form.
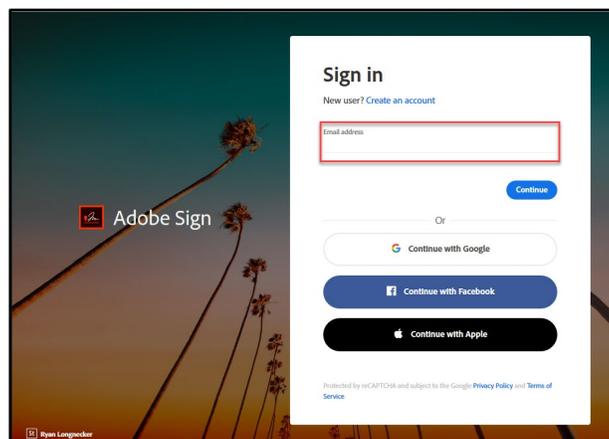

Figure 2 Adobe Sign-In screenshot

3. Once opened, you will see your official position description update notification with effective date. Review the position description and to begin signature, click the yellow *start* tab to navigate to the required signature and initial fields, and type in your information *(see figure 3. for the Staff Position Description form, figure 4. MPP Position Description Form).*

Figure 3 Staff Position Description form

Figure 4 MPP Position Description form

4. Once you tab to and click on the *Signature or Initial* field(s), the signature screen will display to provide signing options *(see figure 4. for applying signature screenshot).*
   a. Select the method of signing by clicking on **Type, Draw, Image,** or **Mobile,** and follow the instructions displayed to complete this process.
   b. After completing the signature/initial process, click the **Apply** button to apply the signature/initials on the form.

Figure 5 Applying signature screenshot

You may type in "I will not sign" instead of placing your signature in the Signature field and type in "IWNS" in the Initial fields, if you disagree with the contents of the Position Description.

Note, refusal to sign does not void the position description and the work outlined within by your Appropriate Administrator will continue to be required and considered during the applicable annual performance evaluation.

5. Once your signature/initials are applied, click the blue **Click to Sign** button at the bottom of your screen *(see figure 5. the Click to Sign button screenshot).*

Figure 6 Click to Sign button screenshot

6. A confirmation message will display and routes the document to your administrators to sign *(see figure 6. Confirmation message screenshot).* This completes your portion of the **Staff Position Description** workflow.
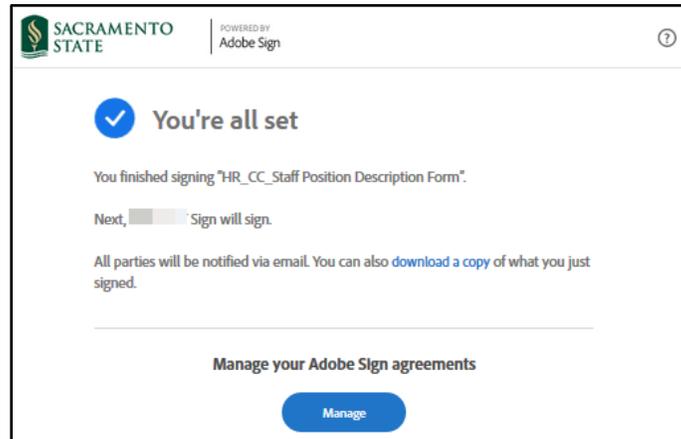

Figure 7 Confirmation message screenshot

7. Once all *Recipients* sign the form and Human Resources accepts it, all recipients will receive an email notification that the form is signed. The **Staff Position Description** workflow is now complete. To view and download the signed Position Description, click on the link in the email to access your Adobe Sign account.

2 Administrator User Guide

1. You will receive an email to *Review and sign* the *Staff Position Description Form*. Click on the blue *Review and sign* link in the email to route you to sign the *Position Description Form*. *(see figure 1. Administrator's signature request email)*
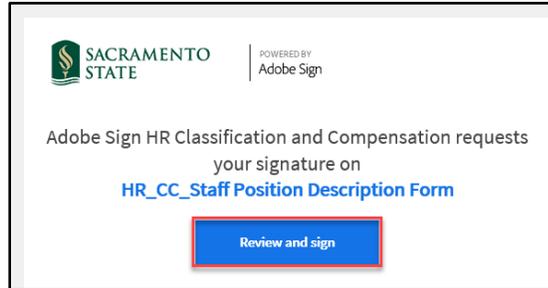

Figure 1 Administrator's signature request email

2. You will be prompted to log into Adobe Sign before signing the employee's position description form.
   a. In the *email address line*, type in your full saclink email address, including @csus.edu (ex. xxxxx@csus.edu) *(see figure 2. for the Adobe Sign-In screenshot).*
   b. Click the **Continue** button (if you are not already logged into your Saclink account, you will be prompted to do so after clicking **Continue**).
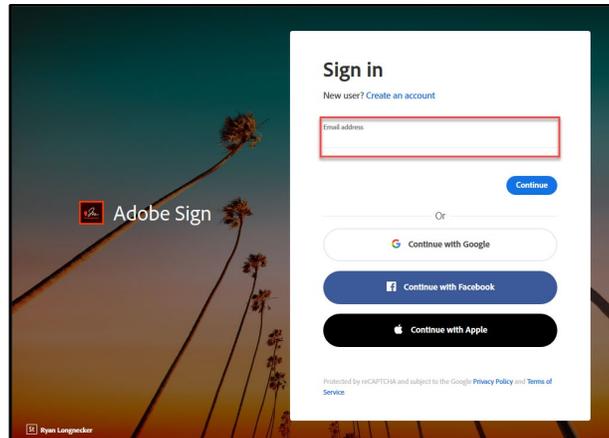   c. You will see an Adobe Sign splash screen as it routes you to sign the form.

Figure 2 Adobe Sign-In screenshot

3. Once on the form, click the yellow tab to navigate to the required signature and initial fields and type in your information *(see figure 3. for the yellow tab).*
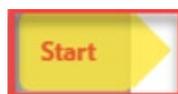

Figure 3 Yellow Tab

4. Once you tab to and click on the *Signature* field, the signature screen will display to provide signing options *(see figure 4. for applying signature screenshot).*
   a. Select the method of signing by clicking on **Type, Draw, Image,** or **Mobile,** and follow the instructions displayed to complete this process.
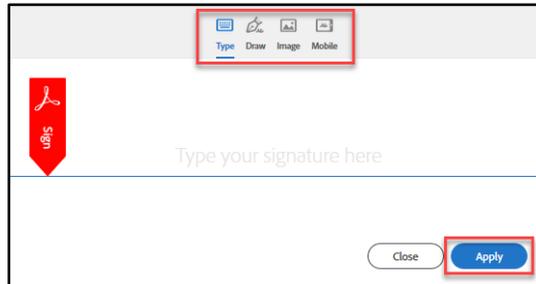   b. After completing the signature process, click the **Apply** button to apply the signature on the form.

Figure 8 Applying signature screenshot

5. Once your signature is applied, click the blue **Click to Sign** button at the bottom of your screen *(see figure 5. the Click to Sign button screenshot).*

Figure 5 Click to Sign button screenshot

6. A confirmation message will display and routes the document to the next recipient to sign. This completes your portion of the **Staff Position Description** workflow.

7. Once all *Recipients* sign the form and Human Resources accepts it, all recipients will receive an email notification that the form is signed. The **Staff Position Description** workflow is now complete. To view the signed Position Description, click on the link in the email to route you to your Adobe Sign account.

Note, if an employee indicates they will not sign their Position Description, please contact the Office of Employee and Labor Relations (ELR@csus.edu) for assistance on how to proceed.