



Adobe Sign User Guide: Position Description Updates

Table of Contents

1	Employee User Guide	. 2
2	Administrator User Guide	. 5

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)

SACRAMENTO POWERED BY STATE Adobe Sign				
Adobe Sign HR Classification and Compensation requests your signature on HR_CC_Staff Position Description Form Review and sign				
Using your Sac State credentials, log into Adobe Sign to view the attached approved Position Description and applicable notification. Please sign and submit. Once all require signatures are obtained, you will be notified and have the opportunity to download and save a copy for your records.				
After you sign HR_CC_Staff Position Description Form, the agreement will be sent to				
Don't forward this email: If you don't want to sign, you can delegate to someone else.				

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.

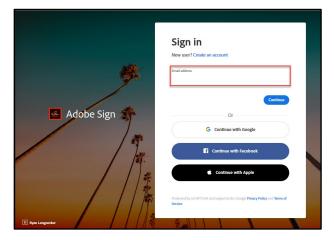


Figure 2 Adobe Sign-In screenshot

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*).

	University Staff Position Description Form Office of Human Resources	SIGNAMINTO
	This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the dusies assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing	MANAGEMENT PERSONNEL PLAN (MPP) POSITION DESCRIPTION
	authority and supervisor are accountable for establishing the assignment and ensuing the accuracy of this information.	1. POSITION INFORMATION
	FOR HUMAN RESOURCES USE ONLY: PA	
	APPROVED CLASSIFICATION CLASS APP. BY CAT GRADE CAC DATE THIS COPY TO	NAME: DEPARTMENT:
	HREMP 	POSITION TITLE:
	1. POSITION INFORMATION	Administrator Level:
	Employee: Department:	THIS POSITION REPORTS TO:
	Current Classification: Working Title:	Name and Title
	Current Classification: Working Table: Tame Base: F.T. P.T. \$\$_1\$ Other FLSA Status: EX NE Pointion Provide Ladd Work Direction To: \$\$_2\$ Other \$\$_2\$ \$\$_2\$ \$\$_2\$ \$\$_3\$	POSITIONS DIRECTLY SUPERVISED BY THIS POSITION:
	Classification: Qty: FTE: Classification: Qty: FTE:	Classification: Qty: FTE:
	Classification: Qty FTE:	Classification: Qty: FTE:
	Name & Title of Work Lead (if any):	Classification: Qty: FTE:
	Name & Title of Appropriate Administrator:	MAJOR DEPARTMENTS UNDER THIS POSITION:
	Name & Title of Dean/Manager (MPP):	Department # of Employees
	2. PRIMARY ACTION BEING REQUESTED (Select One)	
	Job Posting: New Position Replacement Position, former incumbent	
	Update Position Description Only:	
	NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be signed by the Appropriate Administrator before being signed by the	
	Employee. The Employee signs at least seven (7) days' prior to Effective Date. Effective Date:	Please attach current organizational chart with names and classifications included.
		2. SIGNATURES
	3. SIGNATURES	The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is
	Signatures denote that this position description is an accurate statement of the duties and responsibilities suggest to this position. The person holding this position is considered a "mandated reporter" under the California Child Above and Negleet Reporting Art and is negularit to comply with the requirements wet forth an GSU Exercise Outdes 1053 as a condition of employment.	required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
Start	Employee: Date: 5+0 22, 2020	Appropriate Administrator: Date:
	Appropriate Administrator: Date:	Vice President: Date:
	Dean/Manager (MPP): Date:	Start Employee: *Click here to sign Date: Sep 22,000
	HR Staff Official Postion Description	HR MPP Official Position Description

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.

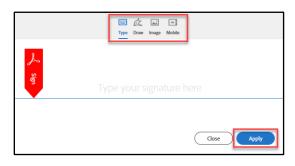


Figure 5 Applying signature screenshot

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.

SACRAMENTO POWERD BY STATE Adobe Sign	? *
✓ You're all set	
You finished signing "HR_CC_Staff Position Description Form".	
Next, Sign will sign.	
signed.	
Manage your Adobe Sign agreements	
Manage	

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.

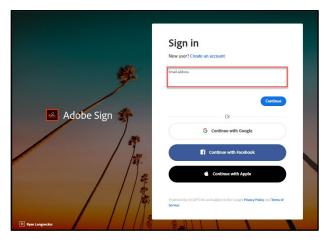


Figure 2 Adobe Sign-In screenshot

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 (<u>ELR@csus.edu</u>) for assistance on how to proceed.