

Request for Temporary Paid Administrative Leave (CPAL)

1. Click on the **Request for Temporary Paid Administrative Leave (CPAL)** link to start the form.
2. You will be prompted to login to Adobe Sign.
 - a. In the *email address line*, type in your full saclink email address including @csus.edu (ex. xxxxx@csus.edu) (see figure 1. for the Adobe Sign-In screenshot).
 - b. Click the **Continue** button.
 - c. You will see an Adobe Sign splash screen as it routes you to the *Adobe Sign Send* page.

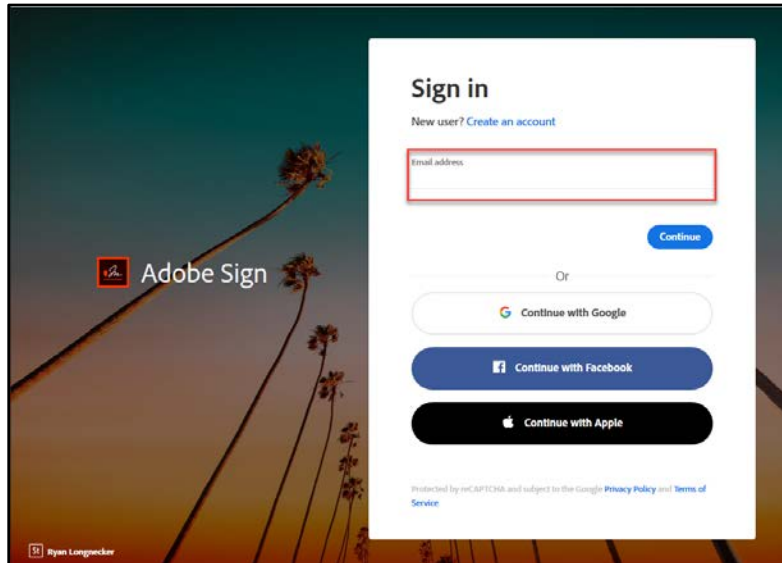


Figure 1. Adobe Sign-In screenshot

3. Once on the *Adobe Sign Send* page (see figure 2. for the *Send* page screenshot)
 - a. Click **More** for a list of required information for this form.
 - b. Navigate to the *Appropriate Administrator* field to add your supervisor's email address. Navigate to *directory.csus.edu* to look up the email address to ensures you are using the primary email address.
 - c. Navigate to the *VP/Dean* field to add your VP or Dean's email address. Navigate to *directory.csus.edu* to look up the email address to ensure you are using the primary email address.
 - d. The *HR Benefits Office* email address auto-populates in and you will not be able to change this.
 - e. Navigate to the *CC* field to add additional department manager(s)/staff email(s) as appropriate. Navigate to *directory.csus.edu* to look up the email address to ensures you are using the primary email address.
 - f. Click the **Send** button to route you to the form.

The screenshot shows the Adobe Sign interface for sending a document. The document title is "HR_Benefits_Request for Temporary Paid Administrative Leave (CPAL)". The page is divided into several sections:

- Recipients:** A list of recipients to be notified. The "Signer" is "Myself". Other recipients include "Appropriate Administrator", "VP/Dean", and "HR Benefits Office" (with email address "aba-svc-signdbenefits@csus.edu"). Each recipient has a "more" dropdown menu.
- CC:** A field to enter additional email addresses.
- Document Name:** A field containing the document title.
- Message:** A text area for a custom message, currently containing "Please Sign."
- Files:** A list of documents to be sent, including the current document.
- Send Button:** A blue button at the bottom left to initiate the sending process.

Figure 2 Send page screenshot

4. Once on the form, click the yellow **Start** tab to navigate to the required fields and type in your information (see figure 3. for the Request for Temporary Paid Administrative Leave form screenshot).
 - a. To look up your *Classification*
 - i. Navigate and login to *MySacState*.
 - ii. Navigate to the *Employee Center*.
 - iii. Click on *Report and View Absences*. Your *classification* (i.e. Administrative Support Coordinator II (ASCI) or Building Service Engineer) is listed on the top left side of the screen, under your *employee ID*. If you are unable to locate the classification, use your *job title*.
 - b. Navigate to *Permissible Use of Leave* and select at least one from this section.
 - c. Navigate to the *calendar(s)* to enter time for the *Pay Period Month(s)*
 - i. Select the *Pay Period Month*
 - ii. Once the *Pay Period* month is selected, the *days* will be highlighted for you to enter in the total number of hours per day (i.e. 8) in each *date* field that applies. Please note that holidays should be excluded. The holiday calendar can be found on the Payroll website at <https://www.csus.edu/administration-business-affairs/internal/your-hr/payroll/>.

The screenshot shows a web-based form for requesting temporary paid administrative leave. At the top, it says 'SACRAMENTO STATE' and 'POWERED BY Adobe Sign'. The form title is 'REQUEST FOR TEMPORARY PAID ADMINISTRATIVE LEAVE Coronavirus Pandemic (COVID-19) 256 CPAL HOURS'. There are input fields for Employee Name, Job Title, Division/Department, Employee ID, and Exempt status. A yellow 'Start' button is highlighted on the left. Below the input fields is a section titled 'PERMISSIBLE USE OF LEAVE' with five radio button options. The next section is 'Request for Dates of Coronavirus Pandemic (COVID-19) Temporary Paid Administrative Leave', which contains three calendar grids for selecting pay periods. The bottom section is 'SIGNED AND AGREED BY:' with fields for Employee Name, Signature, and Date. The form is powered by Adobe Sign and has a 'Next Required' button.

Figure 3. Request for Temporary Paid Administrative Leave form screenshot

5. Once you tab to 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.

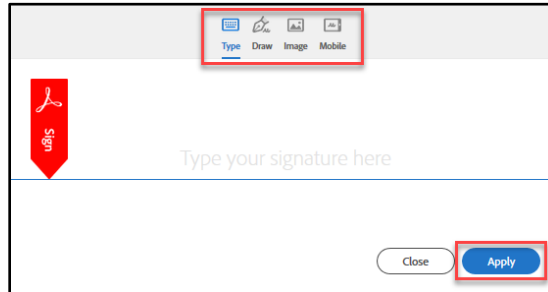


Figure 4. Applying signature screenshot

6. 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).

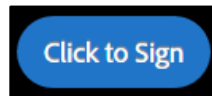


Figure 5. Click to Sign button screenshot

7. A thumbnail of the document and confirmation message will display. (see figure 6. Confirmation message screenshot) This completes your portion of the **Request for Temporary Paid Administrative Leave (CPAL)**.

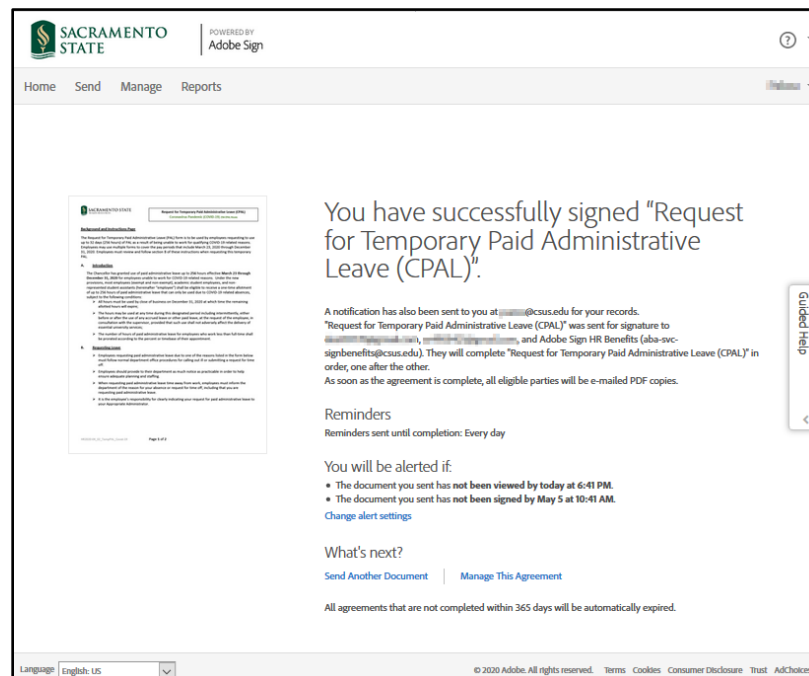


Figure 6. Confirmation message screenshot