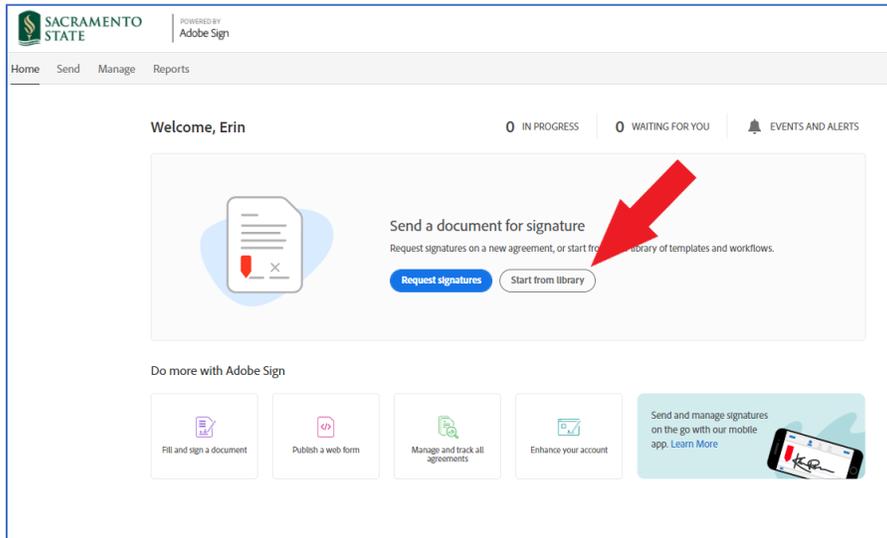
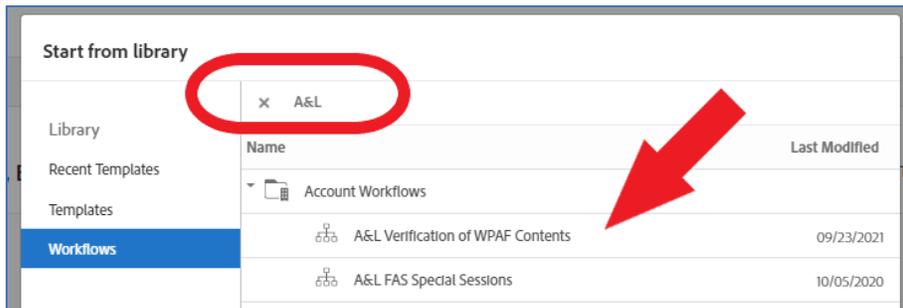


Sending the WPAF Verification Form

1. Log into your MySacState and select Adobe Sign
2. Select "Start from Library"



3. Select "Workflows" on the left of the "Start from library" screen
4. Search for "A&L" and select "A&L Verification of WPAF Contents. Push "Start" button



5. Enter faculty member's email address.
6. Enter the Dept Chairs email address
Note: The rest of the fill-ins on this page are preset.

Recipients*

Complete in Order Complete in Any Order [Add Me](#) [Add Recipient Group](#) [?](#)

Order	Recipient
1	Enter recipient email

Show CC

Preview & Add Signature Fields

[Next](#)

7. Enter a cc/ to Sharon Hopkins-Bright at hopkins-bright@csus.edu.
8. Select Next. The document preview will open.



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**WORKING PERSONNEL ACTION FILE VERIFICATION
AND CERTIFICATION**
2023-2024 REVIEW CYCLE

Candidate's Name:

Department:

By signing below, I certify that my Working Personnel Action File has been satisfactorily completed and is ready to be closed. I understand it will be released to the assigned review committees, and if applicable to the Chair, Dean, and/or Provost for evaluation and appropriate recommendations. I also certify that items, documents, and or materials that are referenced in the Index but not included are readily available should the material be requested for at any review level.

Signature Date

Candidate Signature Date

.....

Department Chair signature certifying WPAF file format compliance:

Department Chair Signature Date

- 9. Double Click on the Candidate Name filled make sure it is Assigned to the Candidate and that the required box is marked. Or you can fill it in with the Candidates name under "Default Value and mark Read only.
- 10. Double Click on the Department filled to make sure it is Assigned to the Candidate and that the required box is marked. Or you can fill it in with the Dept name under "Default Value" by selecting it from the drop down and unmark required.

Candidate_Name

Assigned To Sharon Hopkins-Bright (me) (...)

Field Type Text Input

Value Type Entered Value

Required Read Only

Mask field data Multi-line data entry

Default Value

Tooltip Candidate's Name

Validation None

Conditions

Appearance

Tools

Delete Field Cancel OK

Dept

Assigned To Sharon Hopkins-Bright (me) (Sig)

Required Mask field data

Drop Down Options

Art
Communication Studies
Design
English

Enter each drop down option on a separate line.

Default Value Select...

Tooltip Select Department from Drop D...

Conditions

Appearance

Tools

Delete Field Cancel OK

11. Double Click on the Candidate Signature field, and then the date field to make sure it is Assigned to the Candidate and that the required box is marked.
12. Double Click on the Department Chair Signature field, and then the date field to make sure it is Assigned to the Department Chair and that the required box is marked.
 - a. If the field is not there select the “Back” button and make sure the Department Chair is listed as the second recipient.
 - b. If the Department Chair is listed and the field is not there – to the right is a panel to add fields to the document.
 - c. Select the recipient first – the Dept. Chair.
 - d. Under Signature Fields – select Signature and drag it to the signature line and drop it. Double Click on the Department Chair Signature field, and then the date field to make sure it is Assigned to the Department Chair and that the required box is marked.
 - e. If the date field is missing - Under signer info fields select “Date” and drag it to the date line and drop it. Double Click on the Department Chair date field to make sure it is Assigned to the Department Chair and that the required box is marked.
13. Select Send.
14. Once the Verifications is completed – upload it to the Candidates WPAF folder.

