

Instructions to Digitally Sign with Adobe Acrobat Pro

Before signing:



Ensure you have downloaded **Adobe Acrobat Pro DC** through Adobe Creative Cloud. This is a free software download for SSU staff and faculty. Please reach out to it@sonoma.edu if you have any questions about installing this software.

Add a Digital Signature

1. Open the PDF form in **Adobe Acrobat Pro DC**. Fill out any required fields that apply.

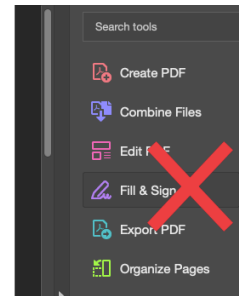
2. Click on the appropriate signature field for your digital signature.

Note: Do not click Fill&Sign to request signatures; this will prompt the document to open through Adobe Sign.

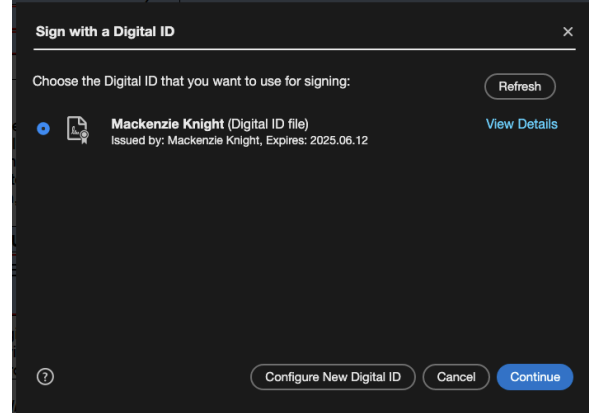
TO BE COMPLETED BY HIRING DEPARTMENT		
Employee Name: <i>As Listed in PeopleSoft</i>	John Smith	Employee ID: 001234567
Hiring Dept.:	Academic Personnel	Hiring Dept. #: 0000
APPOINTMENT DURATION (MAY NOT EXCEED A SIX-MONTH PERIOD)		APPOINTMENT COMPENSATION
Start Date:	01/20/21	Estimated Days of Work: 10
End Date:	06/20/21	Daily Compensation Rate: X 200
		Total Proposed Compensation = 2000

TO BE COMPLETED BY AUTHORIZED APPROPRIATE ADMINISTRATOR	
Project Name: Additional Employment Project Fall 2021	
I certify that this work is legitimate additional employment and that the compensation is reasonable for the work performed. I have reviewed the Guidelines For Faculty Additional Appointments and this appointment will be consistent with the appropriate CSU guidelines and the Unit 3 Collective Bargaining Agreement.	
If Grant Funded, Principal Investigator Signature:	Date:
Appropriate Administrator Signature:	Date:

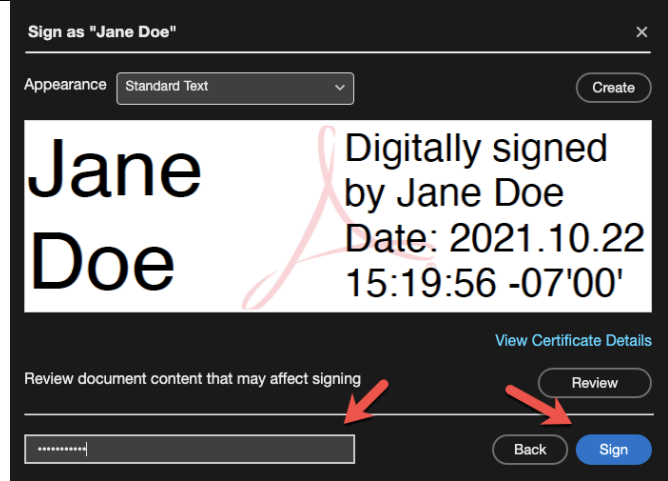
PRE-AUTHORIZATION FOR PART-TIME FACULTY APPOINTMENT <i>Part-Time Faculty Appointment Use Only</i> <i>To Be Submitted To Academic Personnel Ten Days Prior To Start Of Assignment</i>		
HIRING DEPARTMENT		
John Smith	Employee ID:	001234567
Personnel	Hiring Dept. #:	0000
APPOINTMENT DURATION (MAY NOT EXCEED A SIX-MONTH PERIOD)		APPOINTMENT COMPENSATION
		Estimated Days of Work: 10



3. Choose a Digital ID, or configure a new Digital ID
 - a. Click **Continue** to choose the selected Digital ID file.
 - b. Click **Configure New Digital ID** to set up a new digital signature (see page 3 for configuration instructions)



4. Enter your password assigned to your digital signature, then click **Sign**.



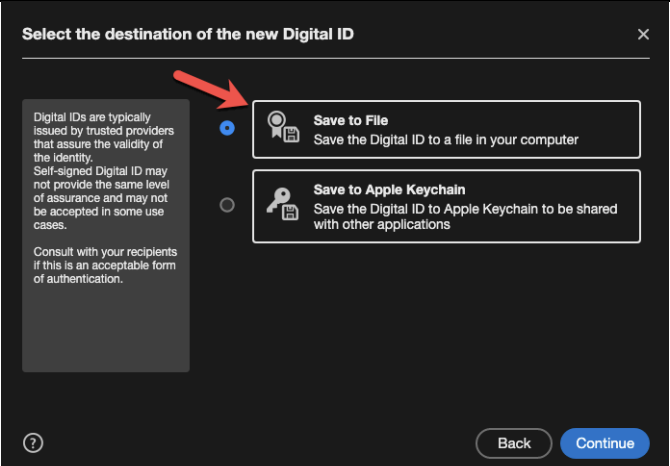
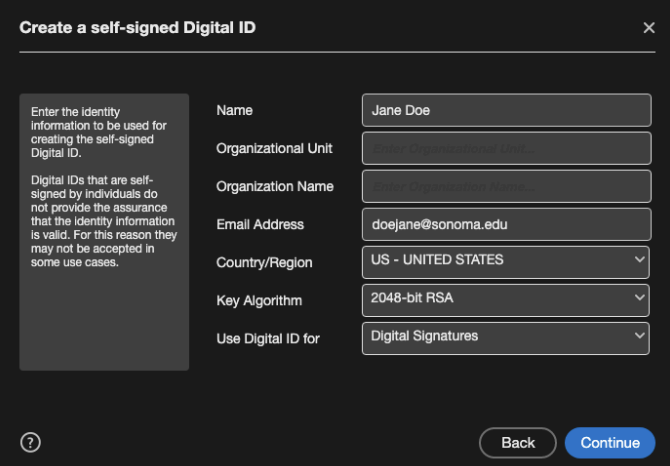
If you see a prompt for “Lock document after signing” leave the checkbox unmarked.



<p>5. Confirm your signature is correct and in the appropriate signature field.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>TO BE COMPLETED BY AUTHORIZED APPROPRIATE ADMINISTRATOR</p> <p>Project Name: Additional Employment Project Name</p> <p>I certify that this work is legitimate additional employment and that the compensation is reasonable for the work performed. I have reviewed the Guidelines For Faculty Additional Appointments and this appointment will be consistent with the appropriate CSU guidelines and the Unit 3 Collective Bargaining Agreement.</p> <p>If Grant Funded, Principal Investigator Signature: Date: </p> <p>Appropriate Administrator Signature: Jane Doe Digitally signed by Jane Doe Date: 2021.10.22 15:20:28 -0700' Date: </p> </div>
<p>6. Save the file on your computer and send via email to the next recipient.</p>	

Configure a Digital Signature

<p>1. Select Create a new Digital ID. Click Continue.</p>	
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<p>2. Choose the save option you prefer depending on your operating system. Click Continue.</p>	
<p>3. Enter the required information for your name and email. Click Continue.</p>	
<p>4. Click Browse to choose a destination for your Digital ID. Enter and confirm a password of your choosing to protect your Digital ID. Click Save. Follow the process from Step 3 in the Add a Signature section.</p>	