## Fillable Form Instructions

The following forms are now available electronically on our website in a fillable format (http://www.lansingschools.net/departments/human-resources/):

- Additional Hours/Workshop: <u>http://www.lansingschools.net/downloads/human\_resources/additional\_hou</u> rs\_request\_workshop\_pay\_extended\_1.pdf
- CoCurricular: <u>http://www.lansingschools.net/downloads/human\_resources/cocurricularpay\_ext\_ended.pdf</u>
- Conference Request:
   <a href="http://www.lansingschools.net/downloads/human\_resources/conference\_request\_form\_fillab\_le\_10112016.pdf">http://www.lansingschools.net/downloads/human\_resources/conference\_request\_form\_fillab\_le\_10112016.pdf</a>
- Employee Leave: <u>http://www.lansingschools.net/downloads/human\_resources/employee\_leave\_application\_filla</u> <u>ble\_extended\_1.pdf</u>
- Personnel Requisition: <u>http://www.lansingschools.net/downloads/human\_resources/personnel\_request\_form\_111620</u> <u>16\_extended.pdf</u>
- Timesheet (for anyone who submits paper timesheets): <u>http://www.lansingschools.net/downloads/human\_resources/timesheet-</u> <u>template10052016\_fillable\_extended.pdf</u>

Follow the link above for the needed form to download the form to your computer. (You must

additional_hours_request_workshop_pay_extended_1.pdf				🗘 👱 🖶	Î
			Norkshop Pay Form <u>r</u> to additional hours being worked.		
	Form Guidelines:				
	<ul> <li>Use this form for all additional hours and workshop requests reg</li> <li>Fill out a separate form for each bargaining group involved and</li> <li>Obtain prior approval from the Accounting Department for any</li> <li>Fill out the form in its entirety and submit it to the Accounting C</li> </ul>	or each separ assignment lor	ate assignment.		
	Timesheet Guidelines:				
	<ul> <li>Submit additional hours and workshop time sheets each pay per</li> <li>Label the timesheet with the additional hour program description</li> </ul>				
	Additional Hours Workshop Pay	n.			
	Current Date:				
	Program/Workshop Description: Location:Start Date:		End Date:		
	Location:Start Date: Primary Assignment: Days Per Week:	Hours Per			
	Number of Employee Participants:Total Program		Bargaining Group:		
	Employee Name	ID	Total Hours		
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		_	1	-	
		nt Number:			
	ASN:Accou	nt Number:	<b>%:</b> 0.00%		-

download the form to your computer before it will be fillable.) Hover over the upper right corner to show the download arrow. After you click the arrow, a pop-up will allow you to save the document to your desired folder.

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You may then open the document.

Choose the option in the top bar allowing you to highlight existing fields.

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This file includes fileable form fields. You can print the completed form and save it to your device or Acrobat.com.	Highlight Existing Fields
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Additional Hours Request/Workshop Pay	/ Form
This form must be pre-approved one week <b>prior</b> to additional hour	rs being worked.
	-
Form Guidelines:	
• Use this form for all additional hours and workshop requests regardless of the duration of the ass	ignment
	agriment.
• Fill out a separate form for each bargaining group involved and for each separate assignment.	
Obtain prior approval from the Accounting Department for any assignment longer than June 30 <sup>th</sup>	of the current year.
<ul> <li>Fill out the form in its entirety and submit it to the Accounting Office.</li> </ul>	
Timesheet Guidelines:	
<ul> <li>Submit additional hours and workshop time sheets each pay period.</li> </ul>	
Label the timesheet with the additional hour program description.	
Additional Hours Workshop Pay	
Current Date:	
Program/Workshop Description:	
Location: Start Date: End Date:	¥

Fields bordered in red are required.

You will be signing forms electronically. The first time you sign the form electronically, you will need to set up your electronic signature using the <u>PDF Electronic Signature Setup Instructions</u>.

Once you have finished filling in all required and applicable fields, save the file and send it to the appropriate person. (Send the form electronically to the same person to whom you would have sent a paper copy.)

## PDF Electronic Signature Setup Instructions

The first time you electronically sign a fillable pdf form, you will be asked to set up your electronic signature. Selecting the signature field will begin the simple five-step process.

1. On the first screen, verify that "GP-client-cert" and "Standard Text" are selected and then click

Sign Document		×
Sign As: GP-client-cert	<b></b>	7
Certificate Issuer: GP-Root-C	Cert Info	
GP- client-cer	Digitally signed by GP-client-cert DN: cn=GP-client-cert Date: 2016.07.06 13:52:56 -04'00'	•
	Sign	

"Sign."

2. You will automatically be directed to the next screen which you need to change from this:

Add Digital ID	×
I want to sign this document using:	
My existing digital ID from:	
A file	
A roaming digital ID accessed via a server	
A device connected to this computer	
A new digital ID I want to create now	
Cancel < Back Net>	

to "A new digital ID I want to create now" and click "Next."

×
< Back Next >

3. On the next screen, choose to store your signature in "New PKCS#12 digital ID file" and click "Next."

#12 forma oplication n.
io be avai lows login
Next

4. Once you have chosen your signature storage location, you will be asked to input your personal information. Do not change the "Key Algorithm" or "Use digital ID for:" fields.

Add Digital ID		×
Enter your identity inform	ation to be used when generating the self-signed certificate.	
Name (e.g. John Smith):		
Organizational Unit:		
Organization Name:		
Email Address:		
Country/Region:	US - UNITED STATES	•
🔲 Enable Unicode Suppo	rt	
Key Algorithm:	1024-bit RSA	•
Use digital ID for:	Digital Signatures and Data Encryption	•
Cancel	< Back Next >	

- 5. On the final screen, you may use the default location or choose a location familiar to you for
  - your new digital ID file. to make a note of saved. As you will use each time you sign a document, password you will Once you have entered your password, click

ld Digital ID	It is important
Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.	where it is your password electronically
File Name: severd0916\AppData\Roaming\Adobe\Acrobat\10.0\Security\DebbieSever.pfx Browse	choose a remember.
Password:	and confirmed finish.
Confirm Password:	
Cancel < Back Finish	