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: http://www.lansingschools.net/downloads/human_resources/additional_hours_request_workshop_pay_extended_1.pdf
- CoCurricular: http://www.lansingschools.net/downloads/human_resources/cocurricularpay_extended.pdf
- Conference Request: http://www.lansingschools.net/downloads/human_resources/conference_request_form__fillable_10112016.pdf
- Employee Leave: http://www.lansingschools.net/downloads/human_resources/employee_leave_application_fillable_extended_1.pdf
- Personnel Requisition: http://www.lansingschools.net/downloads/human_resources/personnel_request_form_11162016_extended.pdf
- Timesheet (for anyone who submits paper timesheets): http://www.lansingschools.net/downloads/human_resources/timesheet-template10052016_fillable_extended.pdf

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

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.
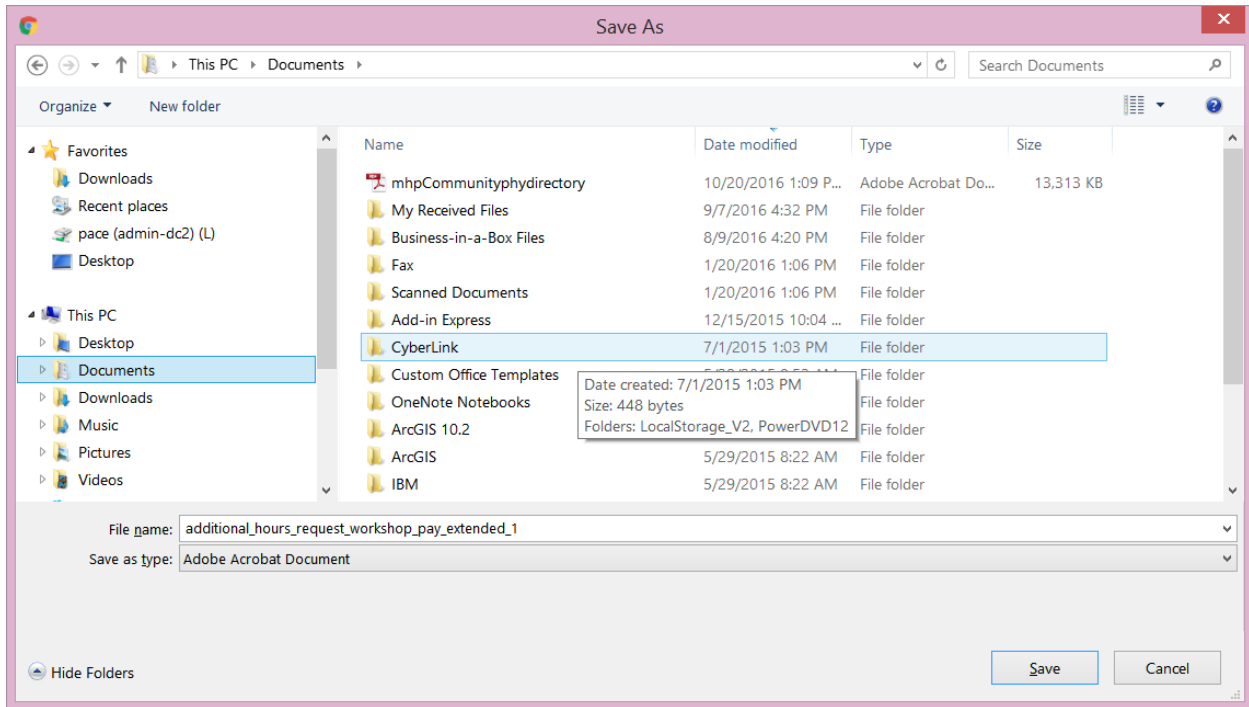
You may then open the document.

Choose the option in the top bar allowing you to highlight existing fields.
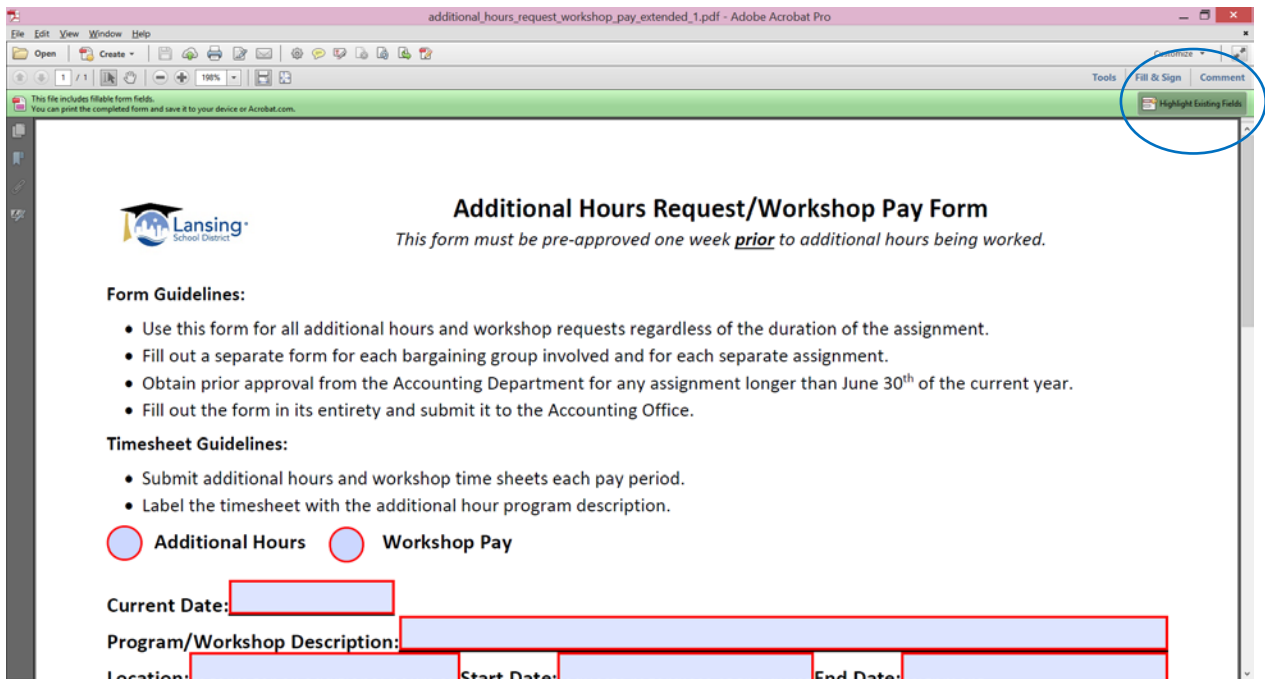
Fields bordered in red are required.

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 PDF Electronic Signature Setup Instructions.

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
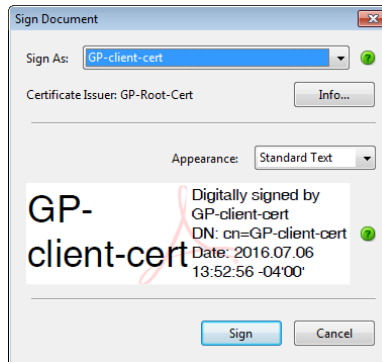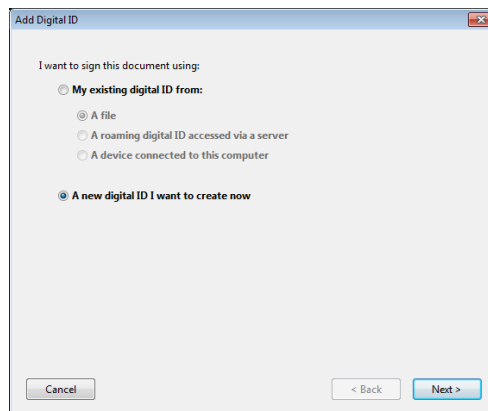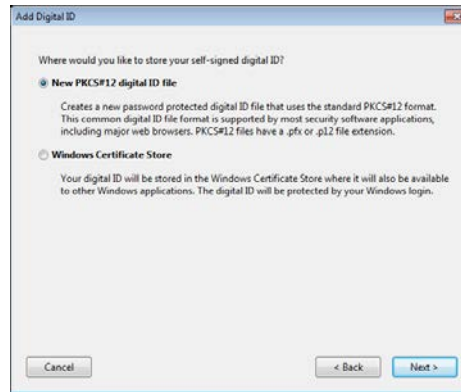

   "Sign."
2. You will automatically be directed to the next screen which you need to change from this:
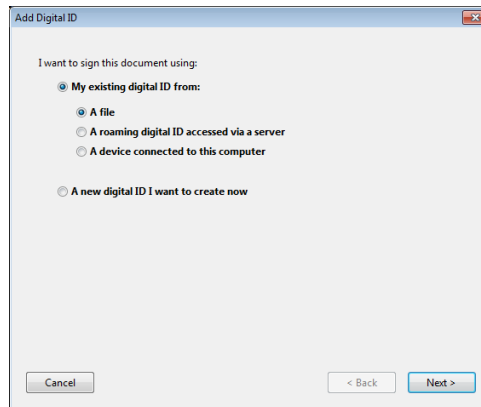
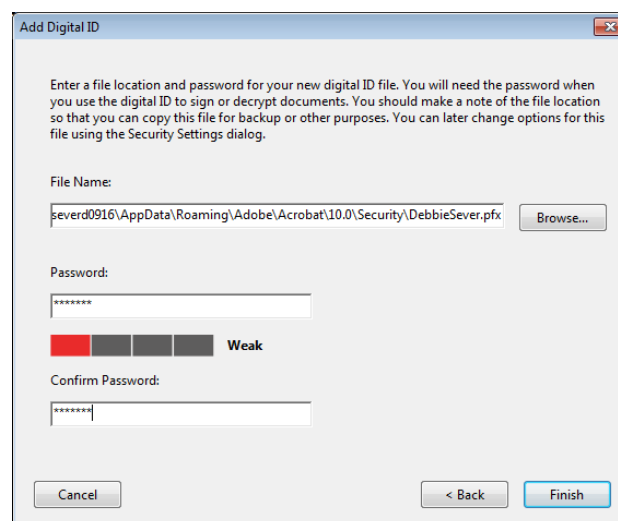   to "A new digital ID I want to create now" and click "Next."

3. On the next screen, choose to store your signature in "New PKCS#12 digital ID file" and click "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.
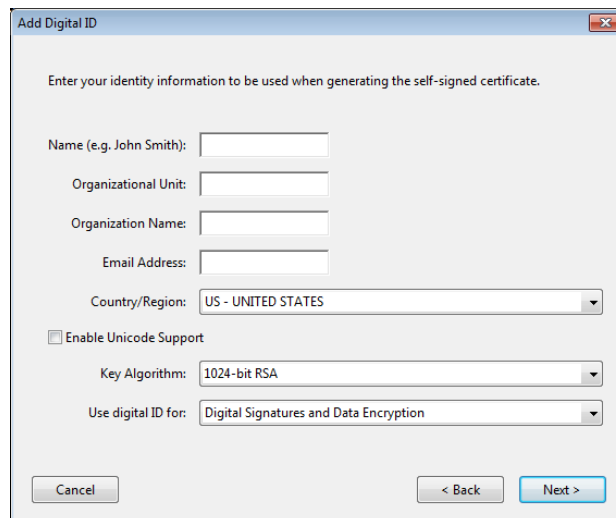
5. On the final screen, you may use the default location or choose a location familiar to you for your new digital ID file. It is important to make a note of where it is saved. As you will use your password electronically each time you choose a sign a document, remember. password you will and confirmed Once you have entered your password, click finish.