

## 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](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](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](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](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](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](http://www.lansingschools.net/downloads/human_resources/timesheet-template10052016_fillable_extended.pdf)

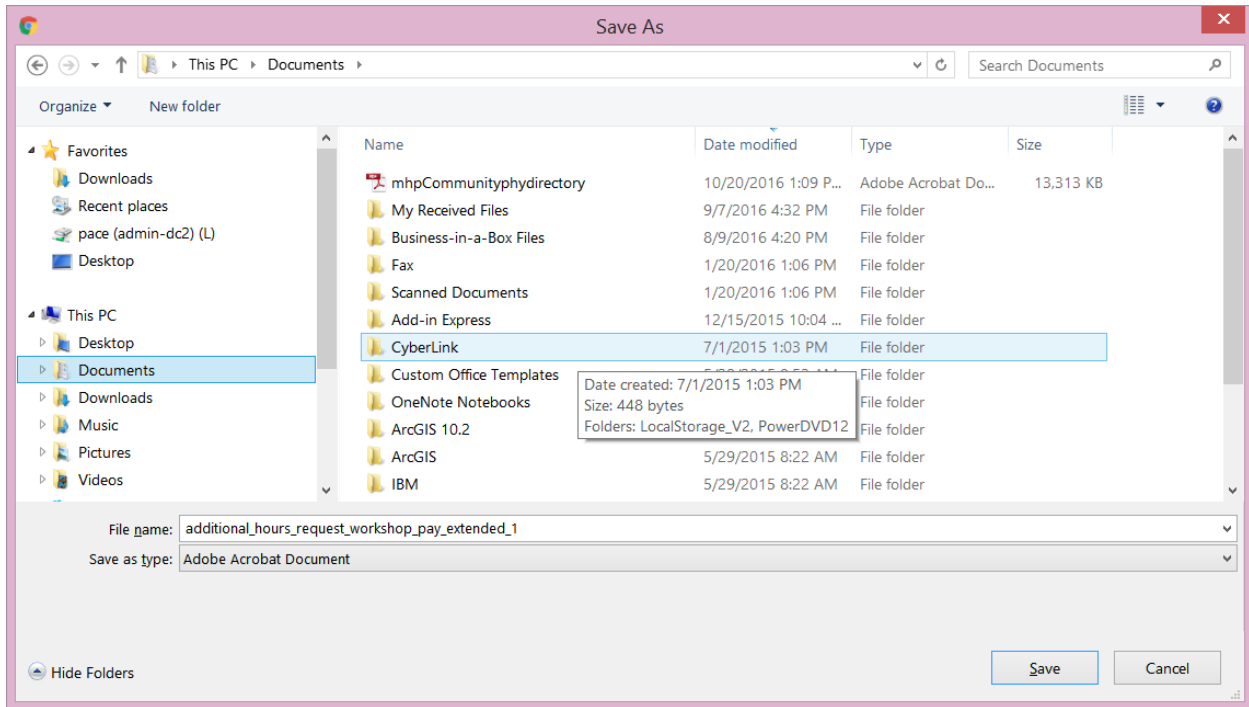
Follow the link above for the needed form to download the form to your computer. (You must

The screenshot shows a PDF document viewer displaying the 'Additional Hours Request/Workshop Pay Form'. The form includes the following sections:

- Form Guidelines:**
  - Use this form for all additional hours and workshop requests regardless of the duration of the assignment.
  - 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.
  - Fill out the form in its entirety and submit it to the Accounting Office.
- Timesheet Guidelines:**
  - Submit additional hours and workshop time sheets each pay period.
  - Label the timesheet with the additional hour program description.
- Form Fields:** Radio buttons for 'Additional Hours' and 'Workshop Pay', followed by fields for 'Current Date:', 'Program/Workshop Description:', 'Location:', 'Start Date:', 'End Date:', 'Primary Assignment:', 'Days Per Week:', 'Hours Per Day:', 'Total Number of Weeks:', 'Number of Employee Participants:', 'Total Program Hours:', and 'Bargaining Group:'.
- Table:** A table with 3 columns: 'Employee Name', 'ID', and 'Total Hours'. It contains 8 empty rows for data entry.
- Footer:** Two rows for 'ASN:' and 'Account Number:' with a percentage field set to '0.00%'.

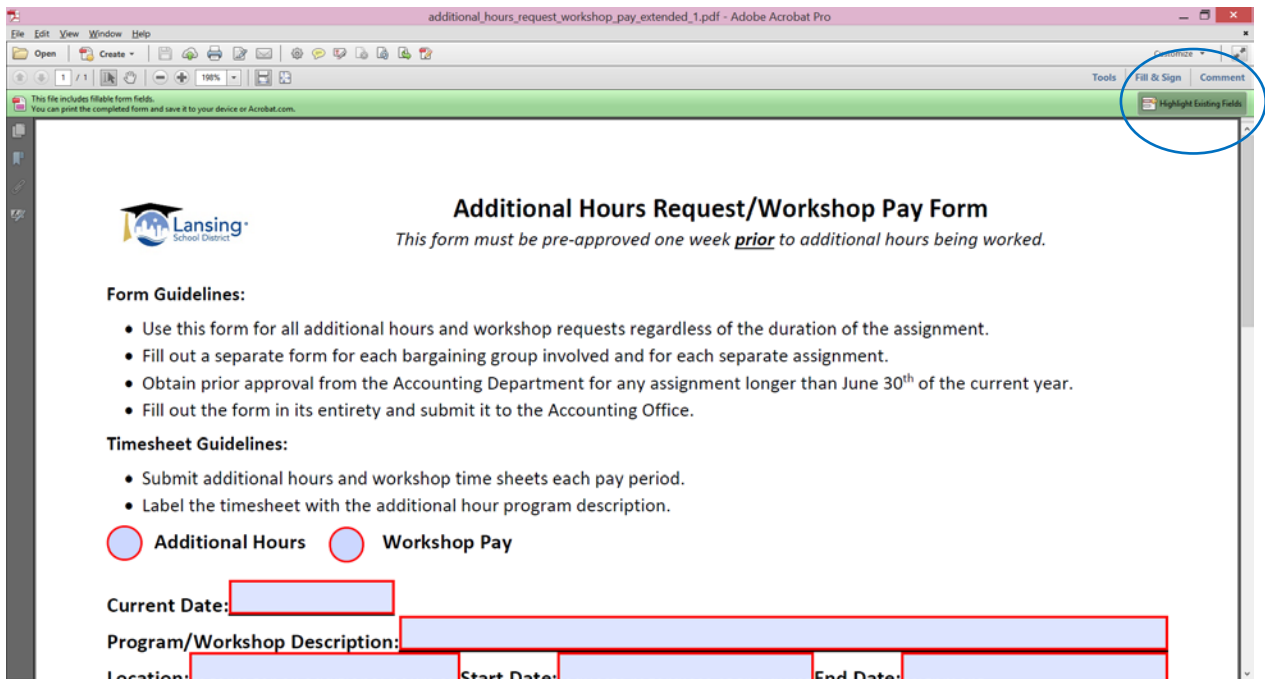
The top right corner of the PDF viewer shows a toolbar with a download icon (a downward arrow) circled in blue, indicating where to click to save the form to the computer.

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.

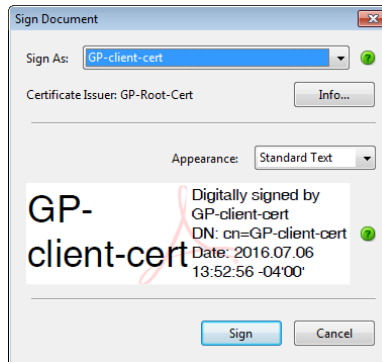
You will be signing forms electronically. The first time you sign the form electronically, you will need to set up your electronic signature using the [PDF Electronic Signature Setup Instructions](#).

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

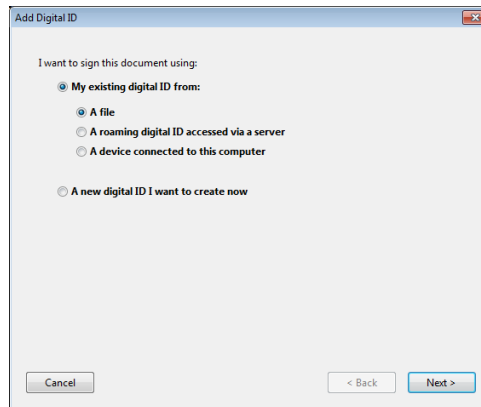
The first time you electronically sign a fillable pdf form, you will be asked to set up your electronic signature. Selecting the signature field will begin the simple five-step process.

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

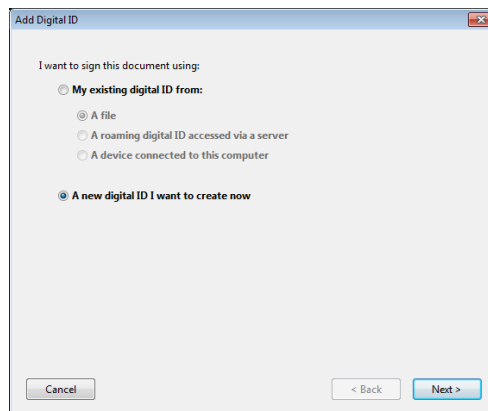


“Sign.”

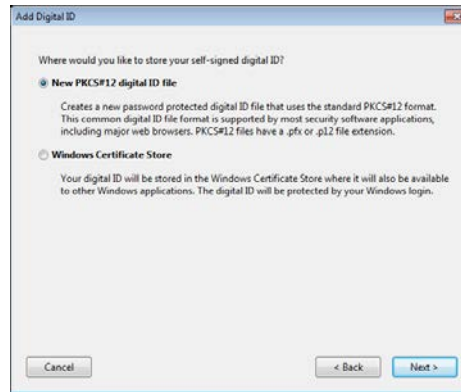
2. You will automatically be directed to the next screen which you need to change from this:



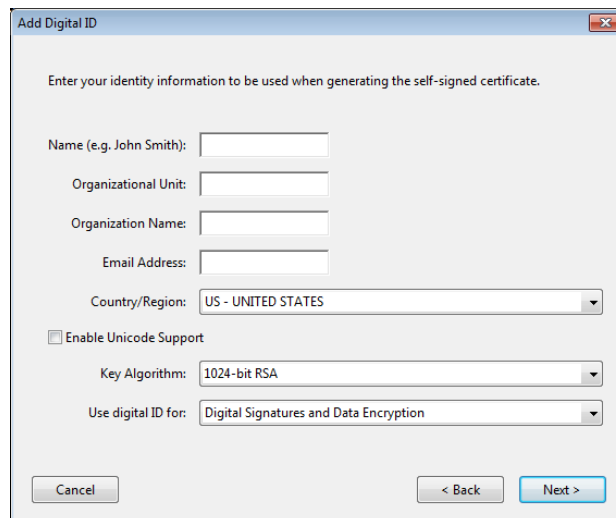
to “A new digital ID I want to create now” and click “Next.”



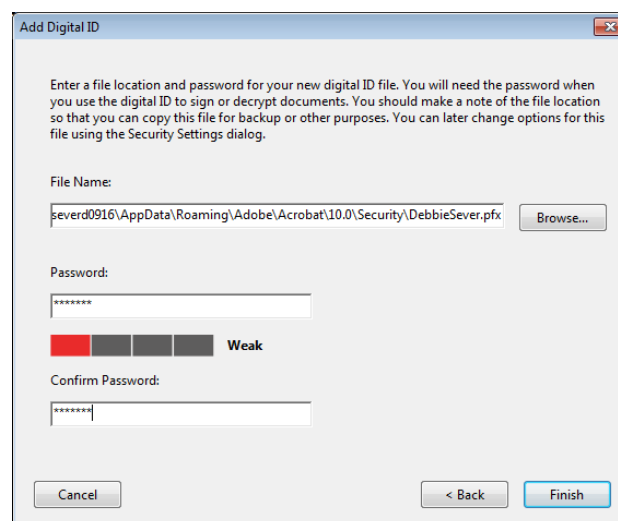
3. On the next screen, choose to store your signature in “New PKCS#12 digital ID file” and click “Next.”



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. 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



It is important where it is your password electronically choose a remember. and confirmed finish.