




Creating a Digital Signature with Adobe Acrobat

A PDF document can be digitally signed wherever the form has the signature icon: . For the leave RFLOA form two signatures are required; one by the employee submitting the request and a second for the manager approving it.

****NOTIFICATION: THIS LEAVE CONSTITUTES NOTIFICATION FOR FMLA AND/OR CFRA QU
LEAVE WILL RUN CONCURRENTLY WITH ANY AVAILABLE FMLA AND/OR CFRA LEAVE. SE**

	
EMPLOYEE'S SIGNATURE	DATE

Clicking on the signature icon will bring up the 'Add Digital ID' screen. In this screen, the signer can specify where their signature file is saved, or they can create a new one if they had not previously done so. For these instructions, select 'A new digital ID I want to create now'.

Add Digital ID

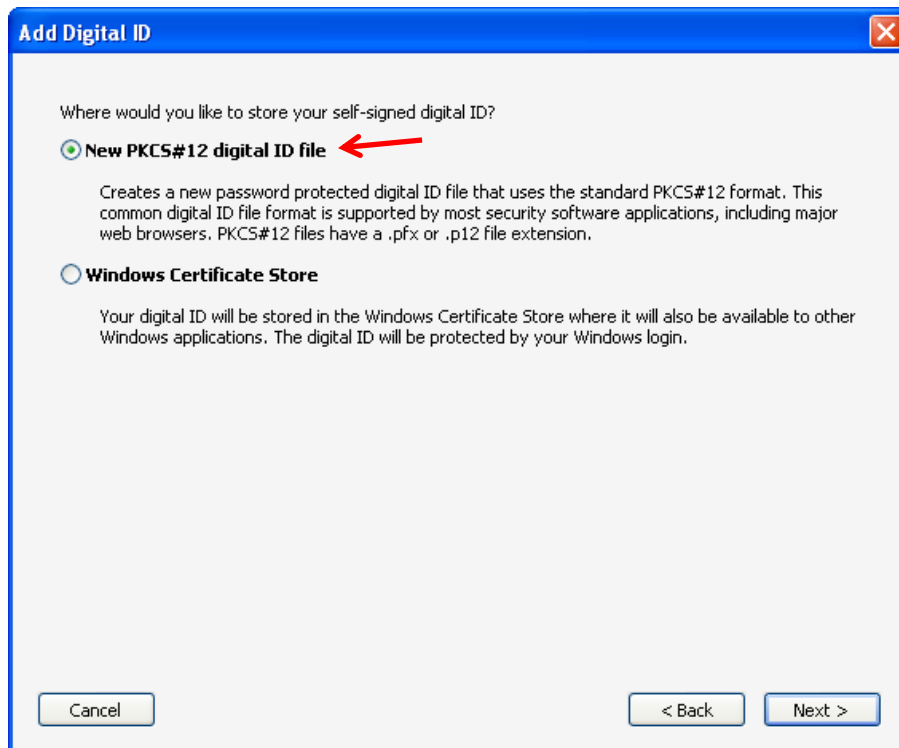
I want to sign this document using:

- My existing digital ID from:
 - A file
 - A roaming digital ID stored on a server
 - A device connected to this computer
- A new digital ID I want to create now

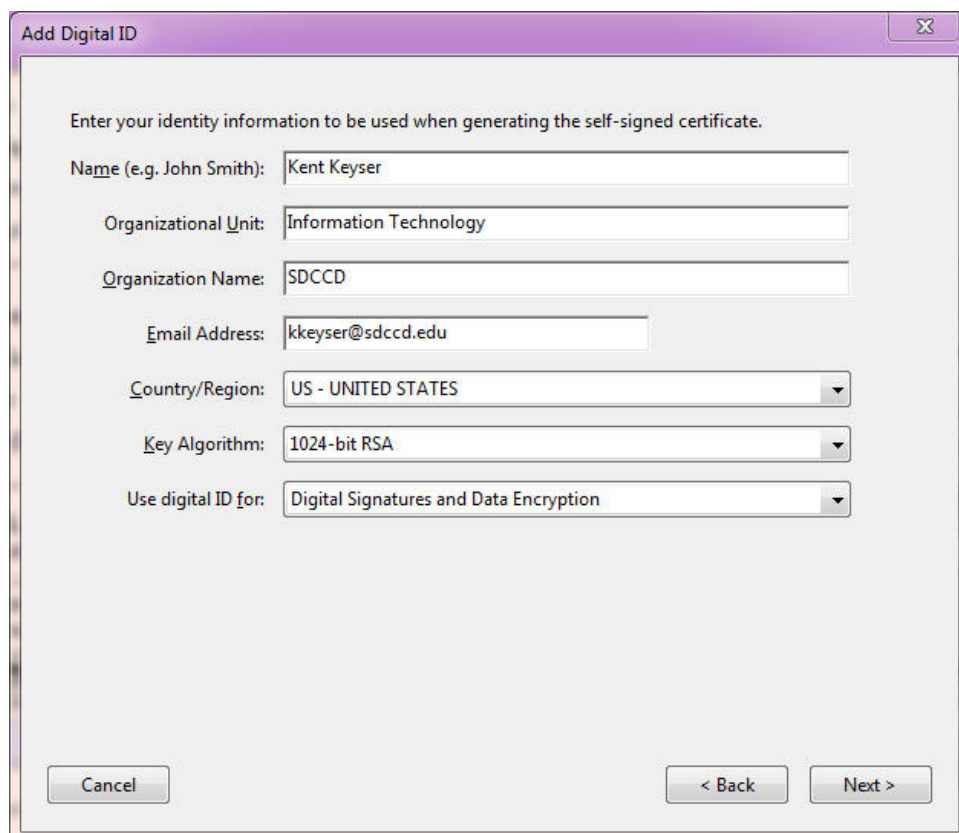
If setting up a new digital signature, select this option

Cancel < Back Next >

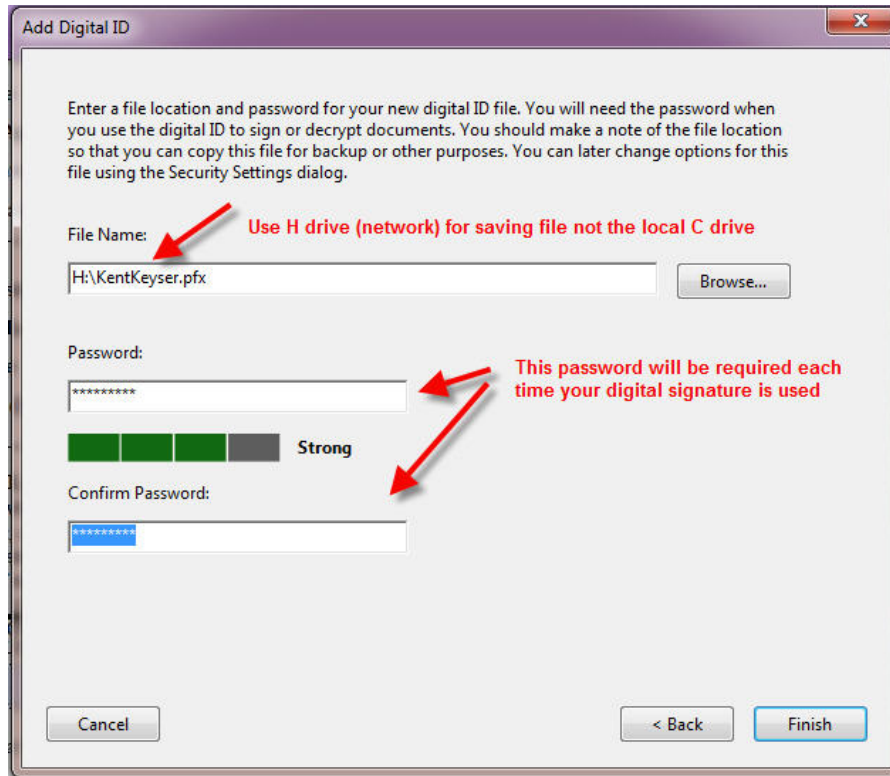
To create the digital ID file, select the first option.



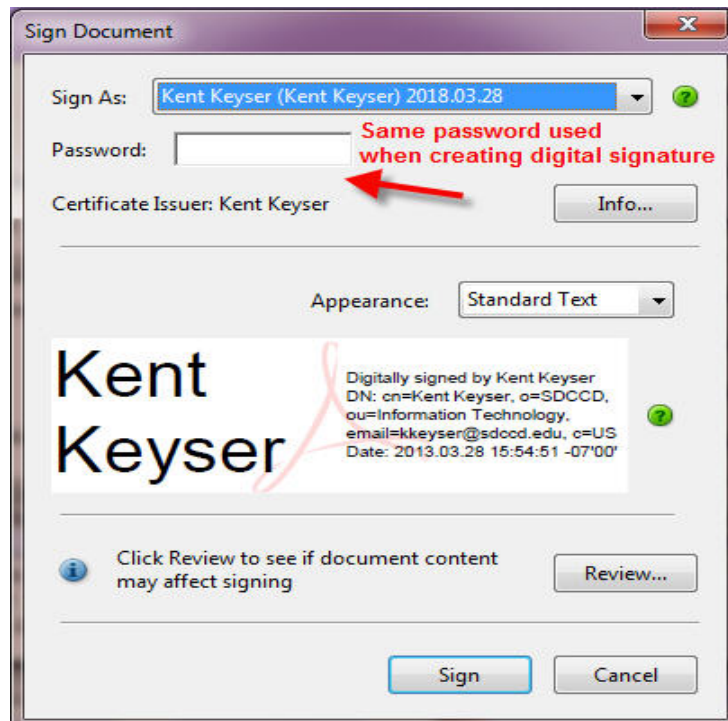
Complete the screen below with the requested information. **Organizational Unit** will be your department and **Organization Name** is SDCCD.



Confirm where the digital signature file should be saved. Since it is assumed this form will be submitted by each employee from their work station on the district network, the digital signature ID should be saved on the private network drive. However, you may specify a different folder to save this file, if desired. Digital signatures are password-protected when created, so to use the digital signature, the same password is required. Click “Finish” when done. The signature file is now created.



The ‘Sign Document’ screen will come up prompting the user to enter the same password used when creating the digital signature file.



If you are the last person signing this document, check on "Lock Document After Signing" to prevent additional editing after the document is finalized

Sign Document

Sign As: Carlos Barreiro <cbarreir@sdccd.edu>

Password: []

Certificate Issuer: Carlos Barreiro Info...

Appearance: Standard Text

Digitally signed by Carlos Barreiro
DN: cn=Carlos Barreiro,
o=SDCCD, ou=HR- Payroll,
email=cbarreir@sdood.edu, c=US
Date: 2012.02.16 16:26:47 -0800

Lock Document After Signing

Sign Cancel

The RFLOA form requires 2 signatures. The second of these signatures is the manager's approval for this request. Note that the last person to sign the document can choose to "lock" it, so no additional editing is done after the approval is finalized. Check the 'Lock Document After Signing' box to do this.