Adobe Workflow for Overtime & Call Back Submission

Once you have initiated the Adobe workflow, you will want to log into Adobe Sign using your Cal Poly Humboldt email address.
When the workflow opens, you have the option to send the document to yourself as the employee, or if you are the department time keeper you can direct it to the employee and then finally to the appropriate supervisor. Make sure to include any special instructions prior to clicking send.

Clicking “Send” allows you to open and begin filling out the document.
All required fields are marked with a red asterisk *

Make sure to select the appropriate Department ID, Pay Period and Time Base.

The days and hours recorded on this form are those worked outside and/or after you have completed your normally scheduled hours for the week. Make sure to indicate whether you want the hours paid or booked as CTO.

Additionally, if you were called in/back to work unexpectedly, please indicate this by marking the Call Back box. For information on what constitutes “Call Back,” please reference your Collective Bargaining Agreement.

https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx

Once you are done filling the form out you will be instructed to sign or send it for signature.