

Updating and Sending Schedule Information Sheets (SIS) Electronically

You will need Adobe Acrobat Pro DC to prepare and submit an SIS for approvals electronically. If you do not have this software on your home computer, please log into your remote desktop (instructions were provided by Information Services on 3/17/2020) to access Adobe Acrobat on your work computer.

Please also use palomar.edu email addresses for all approvals and communications.

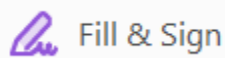
Process:

The NOHE form is used as an example below; however, the following process should be used to prepare and submit all Instruction forms.

1. Download and save the form from <https://www2.palomar.edu/pages/instruction/forms-applications/>
 - a. Please use the name of the form as the file name.
2. Complete the information on the form, with the exception of signatures

Most of our forms are fillable, but if a form or form field is not fillable, please use one of the following options to complete it:

- a. Fill & Sign: from the right side or “Tools” menu in Adobe, click



Click where you want to start typing and a form field will appear.

Or

- b. Comment: from the right side or “Tools” menu in Adobe, click

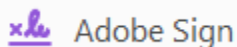


The click the circled option below. Do not use other commenting options as they will not be readable when the approvers review.



SAVE – before sending for approvals

3. Send for approvals
 - a. **Adobe Sign is the preferred method.** If you cannot use Adobe Sign, however, please skip to step 3.b for an alternative approval method.
 - i. From the right side or “Tools” menu in Adobe, click



You will see a screen like the one below, click “Advanced”

Send For Signature Using Adobe Sign

Get documents signed instantly. Recipients will receive a unique link to view and sign online, with no purchase or sign-up required. Track when the document is viewed and signed. [Learn more.](#)

To Add CC ?

Enter recipient email

Message

Notice-of-Hourly-Employment

Please review and complete this document.

File(s) Add Files

Notice-of-Hourly-Employment.pdf

Your document will be uploaded to Adobe Sign. Anyone with access to the link can view the document.

Advanced Continue

- ii. In the Advanced screen, enter the email addresses of each person who needs to approve the change and
1. **CHECK** the **Preview and Add Signature Fields** checkbox.
 2. Click “Show CC” to include srichtmyer@palomar.edu as a recipient to all form submissions.

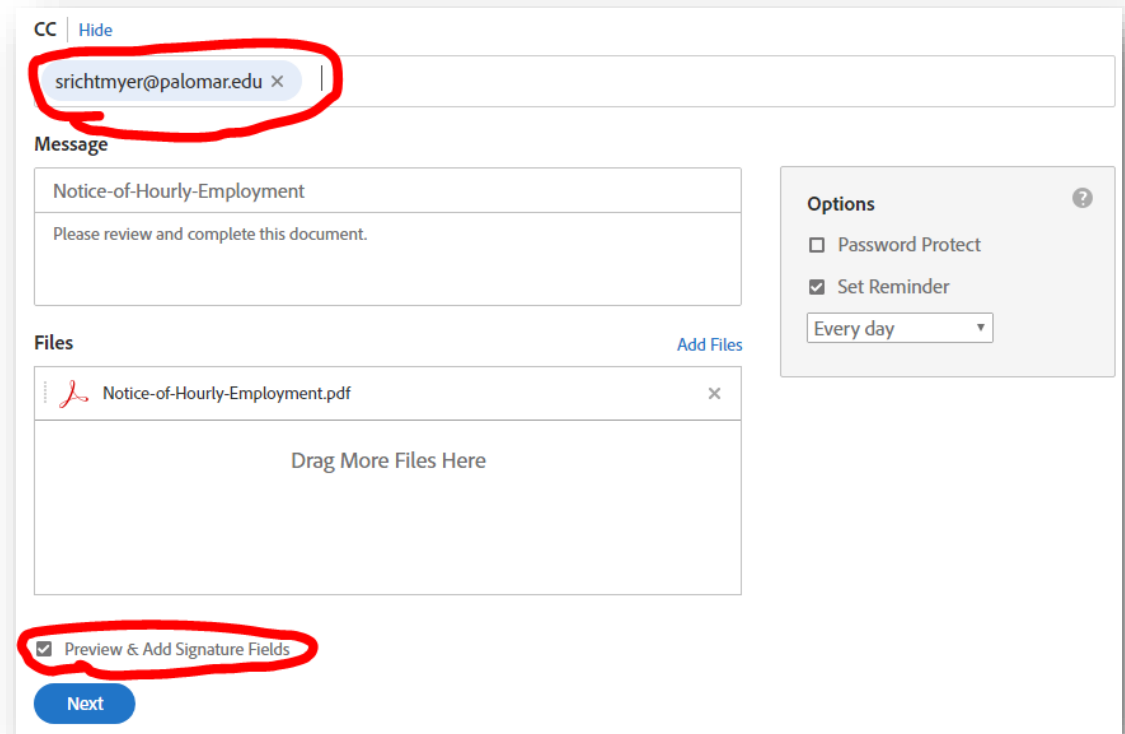
For example:

Recipients

Complete in Order Complete in Any Order Add Me ?

1		1stApprover@palomar.edu	Email	
2		2ndApprover@palomar.edu	Email	
3		3rdApprover@palomar.edu	Email	
4		4thApprover@palomar.edu	Email	
5		Enter recipient email		

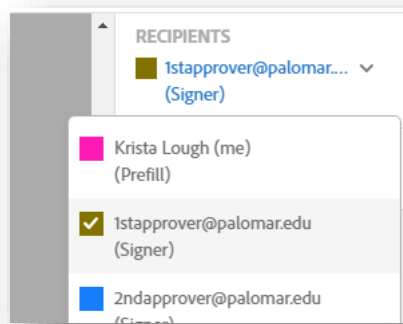
Show CC



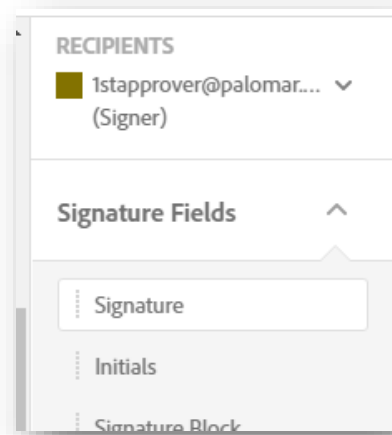
Click **Next**

- iii. Place a signature field for each approver in the appropriate location.

Select the approver from the drop down box.



Hover over the signature option under “Signature Fields” > click and hold that option with your left mouse pointer to drag it to the appropriate spot.



Resize the field if necessary. Your signature field should look like this:



iv. Repeat step iii. for each approver

Click "Send" or "Sign then Send"

You will be redirected to a confirmation page and will also receive a confirmation email.

- b. If you cannot use Adobe Sign, you may send for approvals via email. All emails should be conducted in your Palomar.edu email accounts. Do not use personal email accounts.
- i. Email Subject: Name of form (e.g., Notice-of-Hourly-Employment)
 - ii. Send to the first approver requesting approval
 - iii. Each approver should forward the email thread and attachment to the next approver, with the words "I Approve" in the body of the email.