How to Create and Submit a PAF via Adobe

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Message from the CFO

Effective immediately, all PAF's must be submitted via Adobe Sign. There is a specific setup so that it goes to the next signee and they are able to click and sign. The order of the signatures should be as follows:

1. Manager signs
2. Director signs
3. COO/CSO signs
4. CFO signs

Using Adobe Sign will make sure it goes through the required signatures timely and once all signatures are collected, the initiator, PAF@layc-dc.org, and all signers will be notified that the document is complete.

Checking for requests for your signature

All persons who are authorized to sign PAF, RFE, etc. should check their pending folder in Adobe on a daily basis to ensure that they review any pending documents in a timely manner.

Setting up Adobe

Chico (Director of Information Technology) can help set up Adobe Pro license and IT can help you set up Adobe on your computer. Please note that not all parties need an Adobe Pro license to sign, only the initiator needs a license.

Bryant Davis

Chief Financial Officer
Working with your Desktop app

1. Open Adobe on our computer or open a blank Personnel Action Form (PAF) in Adobe Acrobat.
   
   Note: Make sure to save the PAF to your computer and use the “downloaded” document in Adobe. Do not use your browser to fill out the PAF, it will not work with this process. If you would like to use your browser please skip down to “Working on your Browser.”

2. Complete pages one and two. On page three, you will need to assign signatures.

3. To first sign yourself, select “Fill and Sign”.

4. Select "Sign yourself," and you will see your signature and initials appear. If they are not there, please upload your signature via JPG, draw it, or type out your signature.

5. Drag your signature to either the “Manager” or “Director” section.

6. Select “Request Signatures”.

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7. Select “More Options”

8. Enter the email addresses of all needed parties in the required order. If you are a manager/coordinator, the first signer will be your director. If you are a director, the first signer will be the COO. The next (or final?) signer will be the CFO.

   Please note: You must copy PAF@layc-dc.org in the “CC” field. Doing this will send the completed PAF to PAF@layc-dc.org once all signatures are collected on the PAF.

9. In this example, as a manager, the first signer is the director of education.

   Please note: You must keep “Complete in Any Order” off so that signers two or three cannot sign before signer one.

   Please note: You must copy PAF@layc-dc.org in the “CC” field. Doing this will send the completed PAF to PAF@layc-dc.org once all signatures are collected on the PAF.

10. Add a message explaining why you are submitting the PAF.

    It is best practice to give all signers context to any changes.
11. Select “Next”

12. Once the document loads, scroll down to the third page.

13. On the right of your screen, you will see the first signer or next signer’s name.
14. Select “Signature” and drag it to the appropriate field on the PAF.

15. Go back to “Recipients” and select the arrow on the right to show you the drop-down list with the names of all of the signers.

16. Select the name of the next signer and repeat steps “14” and “15.”
17. Once all the signature fields have been set, it should look like this below.

```
<table>
<thead>
<tr>
<th>Supervisor/Hiring Manager</th>
<th>Department Director</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="signature1.png" alt="Signature" /></td>
<td><img src="signature2.png" alt="Signature" /></td>
</tr>
<tr>
<td>COO</td>
<td>CFO</td>
</tr>
<tr>
<td><img src="signature3.png" alt="Signature" /></td>
<td><img src="signature4.png" alt="Signature" /></td>
</tr>
<tr>
<td>(Signature not needed for exit)</td>
<td>(Signature not needed for exit)</td>
</tr>
</tbody>
</table>
```

FOR HR USE ONLY

18. Select “Send” on the bottom right of the screen.

19. Once it is sent off, you should see the message below.

20. Now that the PAF is out for signatures, each person will get notified when it is their turn to sign the document. Once all signatures are collected, all signers and PAF@layc-dc.org will be notified. The person who created the PAF should get an email when each person signs and all parties will receive a copy of the completed document when all parties have signed the PAF. You will no longer have to manually submit to PAF@layc-dc.org.
Working on your Browser

1. Log in to Adobe Acrobat on your browser. If you have login issues, please contact IT.
2. At the top-left select “Sign.”
3. Select “Fill and Sign”
4. Upload a blank Personnel Action Form (PAF)
5. Complete pages one and two. On page three, you will need to assign signatures.
6. Select "Sign," and you will see your signature and initials appear. If they are not there, please upload your signature via JPG, draw it, or type out your signature.
7. Drag your signature to either the “Manager” or “Director” section
8. Select “Close”
8. You should be directed to your home screen. Here you will find the document you just filled and signed.

9. Open the document you just created

10. Select “Sign”

11. Select “Request Signatures”

12. Enter the email addresses of all needed parties in the required order. If you are a manager/coordinator, the first signer will be your director. If you are a director, the first signer will be the COO. The next (or final?) signer will be the CFO.
13. In this example, as a manager, the first signer is the director of education. Please note: You must keep “Complete in Any Order” off so that signers two or three cannot sign before signer one. 

**Please note:** You must copy PAF@layc-dc.org in the “CC” field. Doing this will send the completed PAF to PAF@layc-dc.org once all signatures are collected on the PAF.

14. Add a message explaining why you are submitting the PAF. 

*It is best practice to give all signers context to any changes.*

15. Select “Next”

16. Once the document loads, scroll down to the third page.
17. On the right of your screen, you will see the name of the first signer.

18. Select “Signature” and drag it to the appropriate field on the PAF.
19. Go back to “Recipients” and select the arrow on the right to show you the drop down with the names of all of the signers.

20. Select the name of the next signer and repeat steps “18” and “19.”

21. Once all the signature fields have been set, it should like this below.

22. Select “Send” on the bottom right of the screen.
23. Once it is sent off, you should see the message below.

24. Now that the PAF is out for signatures, each person will get notified when it is their turn to sign the document. Once all signatures are collected, all signers and PAF@layc-dc.org will be notified. **All parties will receive a copy of the completed document.** You will no longer have to manually submit to PAF@layc-dc.org.
Check your Pending documents, Requests, and Sending Reminders.

1. Log in to Adobe Acrobat on your browser.
   If you have login issues, please contact IT.
2. At the top-left select "Documents."
3. On your right-hand side, you will see “All agreements,” “In progress,” and “Waiting for you.” “In progress” indicates the number of documents you have sent that are waiting for a signature. “Waiting for you” indicates the number of documents waiting for your signature.
4. To send a reminder:
   a. On your right-hand side, you will see "All agreements," "In progress," and "Waiting for you."
      Select "In progress."
b. On your “In Progress” screen, you will see all of your documents that are out for signature.

c. Select the document, and on the right-hand side, you will see the below screen.

d. Select “Remind”

e. Follow the directions that pop up on the screen, and your signers will get a reminder.