

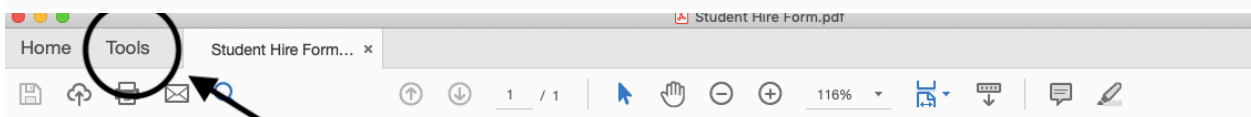
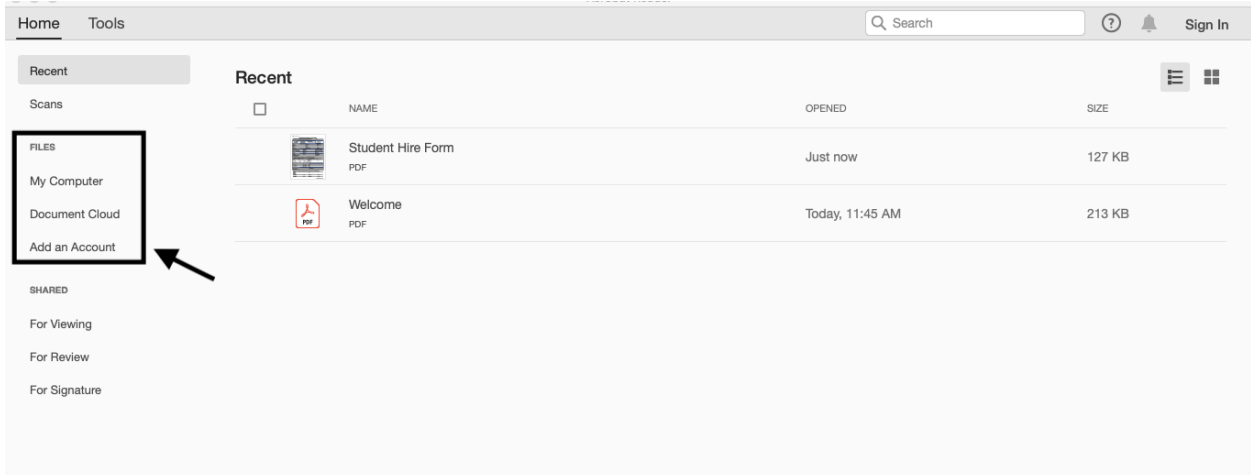
E-Sign Through Adobe (PDF)

1. Open PDF file
2. Click “Tools” on the top left corner
3. Next, choose “Fill & Sign”
4. Now click on “Sign” on top of the page
5. Add your signature or initials
6. Drag signature or initials to signature line
7. Save the PDF and email it back to the sender

If “Fill & Sign” is not available on your Adobe Reader, please do the following:

1. Open PDF file
2. Click “Tools” on the top left corner
3. Next, choose “Edit PDF”
4. Click “Add Text”
5. Create text box on the signature line
6. If no signature line, use “Add Text” and type “x Your Signature here” place it on the bottom page
7. Type your name
8. Save the PDF and email it back to the sender

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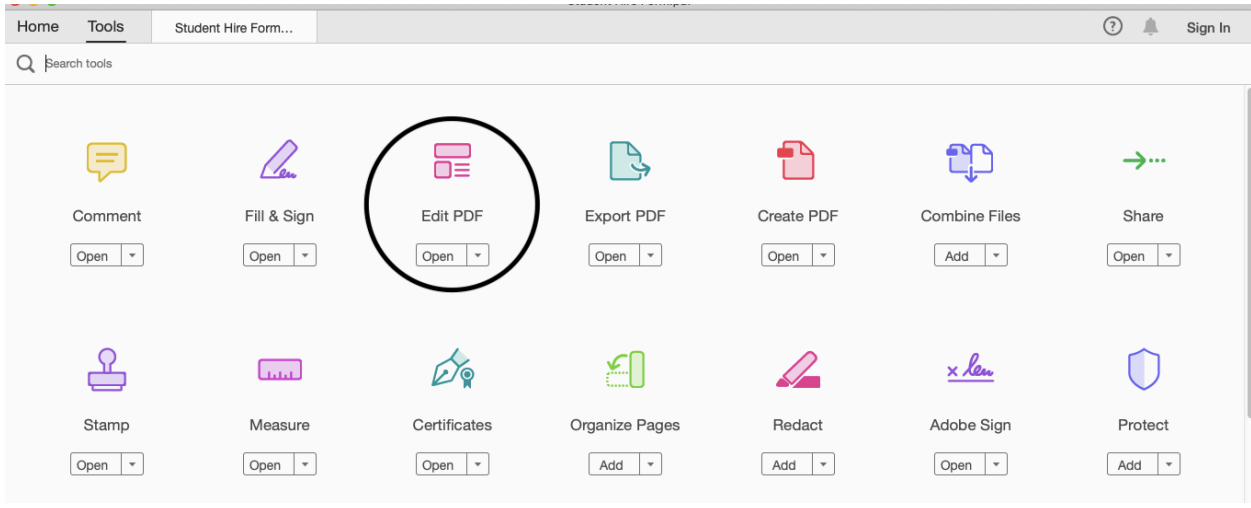


GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

STUDENT WORKER PERSONNEL ACTION FORM

Please complete a new form for each transaction. Do not use copies of old forms. DATE:

A. ACTION REQUESTED			SITE
<input type="checkbox"/> NEW HIRE/REHIRE	<input type="checkbox"/> CHANGE SMARTKEY	<input type="checkbox"/> CONTINUING/RENEW	<input type="checkbox"/> CUYAMACA COLLEGE
<input type="checkbox"/> END POSITION	<input type="checkbox"/> TERM EMPLOYMENT	<input type="checkbox"/> Same Position <input type="checkbox"/> New Position	<input type="checkbox"/> GROSSMONT COLLEGE
			<input type="checkbox"/> DISTRICT SERVICES
B. EMPLOYEE INFORMATION			
Last Name:	First Name:	Middle Initial:	
Colleague ID#:	Units:		
Email:	Phone:		
Department:	Manager/Supervisor:	Mgr ext#:	
C. EDUCATION (if applicable)			
BA or BS degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, subject:	Or Equivalency: <input type="checkbox"/> Yes <input type="checkbox"/> No	



E-Sign Through Adobe (PDF)



Open a PDF and then choose Tools > Edit PDF > Add text.