

Step 1 Click on "Fill & Sign"

The screenshot shows the Adobe Acrobat Pro DC interface. The main document is a PDF form titled "LEHMAN COLLEGE Bi-Weekly Time Sheet". The form includes fields for "Employee's Name", "SSN", "Pay Period From", and "To". Below these are checkboxes for "College Assistant", "Tutor", "Student Aide", and "Non-Teaching Adjunct". The form also contains a grid for recording time worked, with columns for "Date", "In", "Out", "Leave Code", "Leave Hrs.", "Reg. Hrs.", and "Shift Diff. Hrs.". The "Fill & Sign" tool is highlighted in the right-hand toolbar.

Date	In	Out	Leave Code	Leave Hrs.	Reg. Hrs.	Shift Diff. Hrs.
Sun. 1/19/20						
Mon. 1/20/20						
Tues. 1/21/20						
Wed. 1/22/20						
Thurs. 1/23/20						
Fri. 1/24/20						
Sat. 1/25/20						
1st Week Totals						
Sun. 1/26/20						
Mon. 1/27/20						
Tues. 1/28/20						
Wed. 1/29/20						
Thurs. 1/30/20						
Fri. 1/31/20						
Sat. 2/1/20						
2nd Week Totals						
Bi-Weekly Totals						

Leave Codes

Beginning Bal. Period	Earned	Hrs. Taken	End of Bal. Period
Annual			
Sick			

EMPLOYEE'S SIGNATURE _____ DATE 3/16/2020

APPROVED: SUPERVISOR SIGNATURE _____ DATE

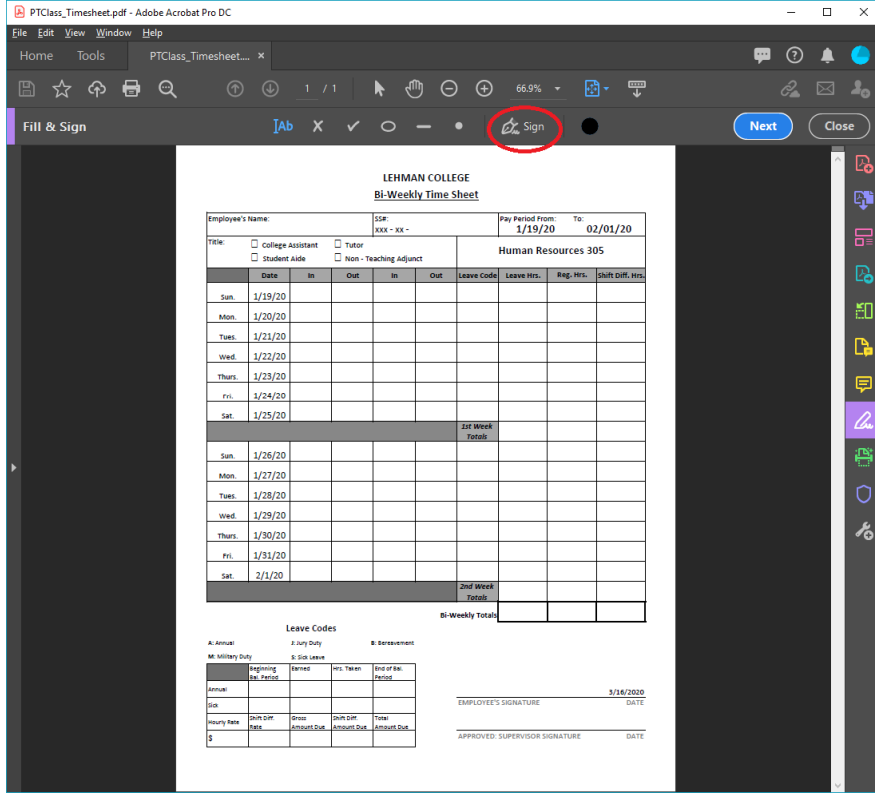
Step 2 Click on "Fill and sign"

The screenshot shows the Adobe Acrobat Pro DC "Fill & Sign" tool interface. The main question is "What do you want to do?". There are two options:

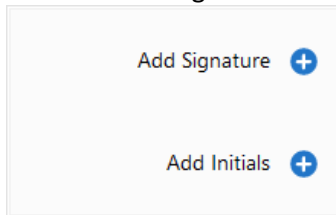
- Fill, sign and send**: Fill form fields, add text and draw or type your signature. The "Fill and sign" button is highlighted with a red circle.
- Get others to sign**: Add signers, mark where to fill and sign, send it out and track progress. The "Request signatures" button is visible.

POWERED BY Adobe Sign

Step 3
Click on "Sign"



Step 4
Click on "Add Signature"



Step 5
Type in your name and click "Apply"

