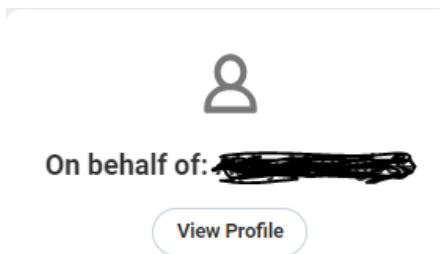


# INSTRUCTIONS FOR ELECTRONIC SIGNATURE FOR ON-CAMPUS ADJUNCT APPOINTMENT FORM OR FHSU ONLINE APPOINTMENT FORM

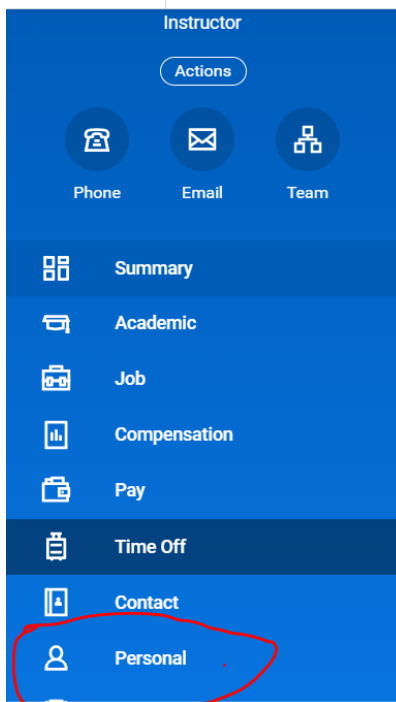
## View the Appointment Form

Log into Workday.

In the upper right-hand corner, **click** on your photo or the cloud and select “View Profile.”



In the blue column on the left side, **scroll down** to the “Personal” tab and **click** on that.



That brings up a new window:

Personal Information   IDs   Documents   My Job Applications

Edit

**Personal**

Gender   Male

Date of Birth   08/18/1984

Age   38 years, 6 months, 21 days

Marital Status   Married (United States of America) 08/03/2013

Race/Ethnicity   White (Not Hispanic or Latino) (United States of America)


Citizenship Status   Citizen (United States of America)

Click on the “Documents” tab.



Personal Information   IDs   Documents   My Job Applications

Edit

Scroll down until you see the appointment form. It will start with a U followed by digits. (This is your Workday ID number.)

 U10006962_2023Spring_2_8_Week_online-contract.pdf	Employee Contract	Appointment Form		U10006962_2023Spring_2_8_Week_online-contract.pdf	02/09/2023 09:57:56 AM
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If you are teaching courses that have different start dates, you will actually get more than one appointment form. For example, if you are teaching a full-semester course and a 2<sup>nd</sup> 8-weeks course, you will get two appointment forms.

 U10006854_2023S_online-contract.pdf	Employee Contract	Appointment Form		U10006854_2023S_online-contract.pdf	02/06/2023 03:01:57 PM
 U10006854_2023Spring_2_8_Week_online-contract.pdf	Employee Contract	Appointment Form		U10006854_2023Spring_2_8_Week_online-contract.pdf	02/06/2023 03:03:07 PM

**Click** on the PDF of the contract. This will open the document. Many of these appointment forms will populate on more than one page. **Click** on the down arrow to download the entire document. From here you can print it.

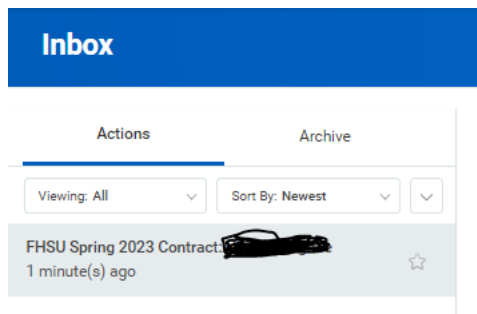


### **Electronically Sign Appointment Form**

Employee will receive an Inbox task in Workday. In the upper right-hand corner, **click** on the “envelope” to select the Inbox task.



That will open the Inbox task awaiting action.



**Click** on it to open the task. Once you open this task, this is where you will electronically accept/sign the appointment form.

**Review Distribution of Documents or Tasks** FHSU Spring 2023 Contract: [REDACTED]

1 minute(s) ago

For [REDACTED]

Overall Process FHSU Spring 2023 Contract: Abby M Bugbee

Overall Status In Progress

**Task**

To Do Description Appointment Form Acknowledgement

Instructional Text By submitting this task, I accept the appointment and agree to be bound by its terms. The University reserves the right, in consultation with faculty, to cancel the course.



 enter your comment

Note: some of the appointment forms that we launched initially will not have this instructional text. We revised the configuration in Workday to add this text.

You can enter a comment if desired, but it is not required. **Click** on Submit.

Once you have clicked on “Submit,” you are done! You have electronically signed your appointment form.

If you need to go back and view your appointment form, simply follow the steps in the first part of this user guide “View the Appointment Form.”