

Pay Pool Administrator Advisory

2016-01

Issue Date: January 4, 2015

Topic: Improved Employee Access to the CCAS Part I in eDocuments

Discussion: CAS2Net has been enhanced to allow the employee and the supervisor to electronically sign the Part I in Adobe and store it in the new eDocuments module. The supervisor will need to generate the form, however once generated, both will have access. Prior to the enhancement, the employee did not have access to the form via the eDocuments module until later in January after the CAS2Net database is turned to prepare for the 2016 appraisal cycle. This situation required supervisors and employees to exchange the form via alternative methods such as emails to obtain the needed signatures. We've updated the module to allow the exchange to take place within CAS2Net.

Action: Advise your workforce that supervisors must begin the process for managing digital signatures via the eDocuments module. Either the employee or supervisor can sign first, but only the supervisor has the ability to start the process.

1) Supervisors can generate the 2015 Appraisal in PDF form from the eDocuments module after Pay Pool Administrators release current appraisals for review with employees.



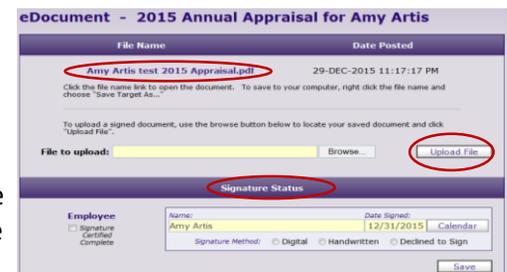
2) Supervisors may then download the PDF to add their signature in Adobe first or upload the generated PDF file for the employee to sign first. (See the Fall 2015 CAS2Net training slides for instructions for using Adobe to sign the appraisal.)



Year	eDocument Status	Employee Signature	Supervisor Signature	Manager Signature (Optional)
2015	✘	✘	✘	✘
2014	✔	✔	✔	✔

Key:
 Pending Final Approval. Employee Annual Appraisal document is not ready for signatures.
 (blank) Not Provided.
 Incomplete.
 Complete.

3) The employee will see file icons on their eDocuments Status webpage next to 2015 (which is now an active link) that indicates they have a PDF file available for download and signature. The employee clicks on 2015 to access the appraisal.



4) The employee clicks on the file name to open, or save then open, the form. After adding her signature using Adobe, the employee uses the upload feature in eDocuments. This action makes the file available for the next person to sign. The employee's name is auto-populated in the Signature Status section. They must select the method, date signed, and check the "Signature Certified Complete" checkbox. The supervisor's name is not auto-populated when it is their turn to upload a signed file.

5) The supervisor adds his/her signature if they have not done so previously. Both the employee and the supervisor have status icons in the status table to track the signature process. Here is a sample view of the supervisor's eDocuments Status screen showing the employee's signature has been added to the form.



Employee	eDocument Status	Employee Signature	Supervisor Signature	Manager Signature (Optional)
Aaron Arndt	✘			
Amy Artis	✔	✔	✘	