

Issue Date: January 11, 2016

Topic: Obtaining Signatures for the eDocuments Module

Issue: The ability to digitally sign CCAS Part I Appraisal Forms has been introduced as an FY2016 enhancement to the CCAS process. The use of Adobe Pro is required to complete the signature process for the eDocuments module in CAS2Net. We have been informed some pay pool members are having trouble seeing the Part I: CCAS Salary Appraisal Form Summary Appraisal Form, or saving the signed document within Adobe Pro. If your workforce reports either of these problems, please ask them to execute the steps below.

Action:

- 1) After generating a .pdf version of the document, select the "File-Save As Other" option;
- 2) Select REDUCED SIZE PDF;
- 3) At the "Make Compatible With" prompt, enter "Acrobat 10.0 and Later" and hit OK;
- 4) Save the form to Desktop or another location. No need to change name;
- 5) At that location, place the digital signature on the form, and save;
- 6) You may now upload the document into CAS2Net.

NOTE: Please ensure that you download the appraisal pdf, sign it, save it, and upload it back to the eDocuments Module before you check the signature complete box. Checking the box is used only to indicate that you have done the required steps. We have found some pay pools with the complete box checked, but no signatures on the forms.

For Pay Pool Administrators: If you are looking for the "Maintenance View," and it is not visible, then click anything in the 1st Level Supervisor signature block and click "Save".