

# Student Worker Electronic Time Tracking Form Instructions

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**If you would like assistance with any of this, please let us know.**

This time tracking form can be printed at any time by you, filled out, and signed by your supervisor to be turned in at our office,

**OR**

If you wish to submit your form electronically - Please follow these instructions:

1. Student workers (you) download and open this electronic time tracking form, enter the appropriate information, add your digital signature (additional instructions below), and save the document.
2. You send the electronic time tracking form to your supervisor via email (or it can be transferred by thumb/flash drive).
3. Your supervisor will review your hours and digitally sign the time tracking form then email it to the LETS Program email address. **This form must be e-mailed to us by your supervisor to be valid.**

## **\*Creating a Digital Signature:\***

When you are ready to sign your time tracking form digitally,

1. Click on the field for "Student's Signature".
2. A dialog box will appear asking you to use an existing ID or create a new one. If this is your first time, choose to create a new one.
3. The dialog box will now ask you where you would like to store your digital ID, leave the first radio button selected (New PKCS#12 digital ID file). Click next.
4. Fill in your name and email address in the appropriate fields and click next.
5. The next dialog box asks you where you would like to save your ID. If you are using a personal computer or one you will use every pay period you may leave the default settings. Otherwise, click "Browse" and choose your flash/thumb drive to save your ID.
6. Enter a password and click "Finish".

You have now created a digital signature.

After you have created your Digital ID, to sign the form, click the "Student Signature" field, make sure your ID is in the "Sign As" field, enter your password, and click "Sign".

**If you would like assistance with any of this, please let us know.**