

Supervisor Electronic Time Tracking Form Instructions

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 or your student worker, filled out, and signed (like our old forms) to be turned in at our office,

OR

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

1. Student workers (or you, if necessary) download and open this electronic time tracking form, enter the appropriate information, add a digital signature (additional instructions below), and save the document.
2. Student workers send the electronic time tracking form to you (supervisor) via email (or it can be transferred by thumb/flash drive).
3. You (supervisor) will review the student workers' hours and digitally sign the time tracking form then email it to the LETS Program email address.

***This form must be e-mailed to LETSProgram@lanecc.edu by you (The 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 "Supervisor'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 now and click "Next".
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 ID.

After you have created your Digital ID, to sign the form, click the "Supervisor's Signature" field, make sure your ID is in the "Sign As" field, enter your password, and click "Sign". You may now email the completed time tracking form to us.

If you would like assistance with any of this, please let us know, we are happy to help.