

Add Employee Signature to Contract

APTAWEB-12148

Introduction

AptaFund has added "Employee Signature" to the bookmarks in Employee Contracts to allow signature(s) on documents. We also added a "Sign" button to the My AptaFund > My Documents Grid for signing documents requiring a signature.

Adding a Signature

To create a signature file, please see the User Signature Upload Tech Doc from the 2022.03.04 Release.

Once the signature file is created, go to My AptaFund > My Signature.

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User	Employee Self-Service	My Approvals
My Dashboard Change Password Security Question My Job Queue Help	My Information My Paychecks My W-2 Forms My W-2 Consent Elections My Year to Date Totals My Documents	My Leave Request Approvals My Leave Request Approvals Calendar
User Guide Submit an Idea	My Leave Requests My Leave Balances My Deductions My Timeclock My Signature Purchasing	
	My Budget Accounts My Purchase Requisitions	

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When **My Signature** is selected, the screen shown below on the left is displayed. Click on **Select Files**, then find and select the signature file that was previously created. Once the signature has been selected, the file name will show on the screen (see sample screen shown below on the right).





Click the **Save** button and the signature should display on the screen (see sample screen below).

My AptaFund HR, Payroll & ESS •
Home -> ESS -> My Signature
Select files
File(s) uploaded successfully.

Signing the Contract

After the contracts have been published to the ESS, an employee can go to **My AptaFund > My Documents**, check the box next to the contract record, then click on **View** to see the contract, or **Sign** to sign the contract.

The screen below will be displayed if the employee clicked on **Sign**. The employee will type in their name exactly as it is listed in the **User Name to Enter** field and then click the **Sign** button. This will put their signature in the contract document.

A	otaFund							req≇apta.com <u>tes</u>	LME_Acton EY21-22 Log out
My A	ptaFund 🔻 🛛 HR, Payroll & ESS 🛪								
Home -	> Employee Self-Service -> My Documents								View Sign
Click	on the link that says "My Documents"	to see your contract.							
Se	arch Q Acknowledgement S	tatus : ALL + 🕴	Checking User	×					TC / C E 5 *
Dra	g a column header and drop it here to group by that (column							
	Description	Document Category			Acknowledgment Due Date	Date Added ↓	Action	Acknowledgement Date	
	FY21-22 Teacher - new	Contracts	SignForm			05/06/2022			^
	FY21-22 Teacher	Contracts	Please enter your Name to sign this document.			05/06/2022			
	Testing APTAWEB-S005a	Payroll Documents	User Name to Enter: Sally G Carpenter				\odot		
	2020.2021. Confidentiality Form	Signature Required	*Consent Name: Sally G Carpenter			09/09/2020			
	2020.2021 Staff Internet Form	Signature Required				09/09/2020			
	Sales Tax Exempt Form	Human Resources Documents				08/30/2020			
	Club & Organization Reimbursement Forms	Human Resources Documents				08/18/2020			
	Classroom Reimbursement Form	Human Resources Documents				08/18/2020			
	Mileage Reimbursement Form	Human Resources Documents				08/18/2020			
	Staff Emergency Contract Form	Payroll Documents				06/11/2020	۲		
	Direct Deposit Authorization	Payroll Documents				06/11/2020	۲		
	Federal Withholding W-4	Payroll Documents	Sign Cancel			06/11/2020	۲		
	403 B Salary Reduction Agreement Form	Payroll Documents	Main Office Scan_06082020105109.pdf	Required	12/31/2022	06/08/2020	۲		
	2020-2021 Contract	Contracts	Main Office Scan_06082020095555.pdf	Not Required		06/08/2020			
	2020-2021 Payroll Schedule Calendar	Calendars	PavrollSchedules/2020.2021.pdf	Not Required		06/05/2020			

If the employee does not enter their name exactly like it is shown in the **User Name to Enter** field, they will get an error that they must enter their "first name, middle initial and last name in that exact order".

A My A	ptaFund + HR, Payroll & ESS +					0	Invalid Consent Namel Please your first name, middle initial exact order.	make sure to write \times and last name in this
Home -	> Employee Self-Service -> My Documents							
Click	on the link that says "My Documen	ts" to see your contract.						
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	Description	Document Category	File Nam	ient Due Date	Date Added	Action	Acknowledgement Date	
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			Cargente	Please enter your Name to sign this document.		0		
	Testing APTAWE8-5005a	Payroll Documents	STE 2022	User Name to Enter: Sally G Carpenter		۲		
	2020-2021 Confidentiality Form	Signature Required	Form - St	*Consent Name: Sally Carpenter	09/09/2020			
	2020.2021 Staff Internet Form	Signature Required	Form - St Aureeme		09/09/2020			
	Sales Tax Exempt Form	Human Resources Documents	SalesTax		08/30/2020			
	Club & Organization Reimbursement Forms	Human Resources Documents	Club & O		08/18/2020			
	Classroom Reimbursement Form	Human Resources Documents	Classroot		08/18/2020			
	Mileage Reimbursement Form	Human Resources Documents	Mileage F		08/18/2020			
	Staff Emergency Contract Form	Payroll Documents	emergen		06/11/2020	۲		
	Direct Deposit Authorization	Payroll Documents	DIRECT D		06/11/2020	۲		
	Federal Withholding W-4	Payroll Documents	2019feor	Sign Cancel	96/11/2020	۲		
	403 8 Salary Reduction Agreement Form	Payroll Documents	Main Off	SCRUTAANECASTISTICE COL HEADINGO STUDIOS	05/08/2020	۲		

Sample Signed Contract

After the employee has signed the contract, they can click on **View** to see the signed contract. Below is a rudimentary sample of a signed contract.

This is a Contract bet	ween the school	district and Sally Ca	penter
Job Name	Salary		
Teacher		\$50,000.00	

NOTE: Currently, there is no way to tell which employees have signed their contracts. If the contracts are set up to require an Acknowledgement, the employees could be directed to sign and acknowledge the contract. Once the employee signs and also acknowledges the contract, the date of the acknowledgement is listed on the screen. If this screen was filtered for just contracts, then it could be exported to Excel to provide a report showing the date that the employees acknowledged their contracts.