Timesheets - Signature Guidance & Examples

Timesheets **must** be completed every month as per normal practise using the <u>Excel Comprehensive Timesheet</u> <u>Template</u>. Once the timesheet is converted to a PDF, it must be authorised with the signatures of both the member of staff and their supervisor.

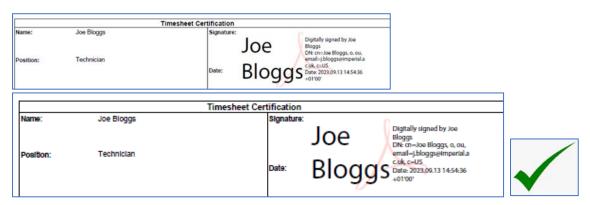
Date-stamped digital signatures, handwritten e-signatures and wet ink signatures are the only acceptable form of signature. All signatures must be dated using the same method as the signature itself.

Notes on the three acceptable forms of signature and examples of unacceptable signatures can be found below.

1) Date-Stamped Digital Signature

Adobe Reader DC should be installed on your device, and you must have created a digital ID to enable date-stamped digital signature. Guidance on creating a digital ID can be found on Adobe's website: https://helpx.adobe.com/uk/acrobat/using/digital-ids.html

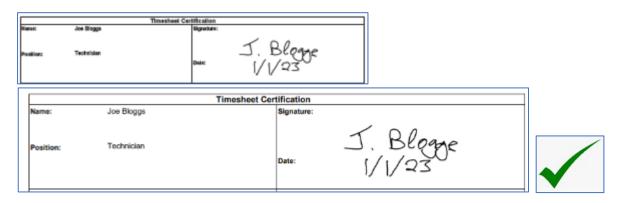
To sign the PDF timesheet, navigate to Tools > Certificates > Digitally Sign and select the intended location of your electronic signature on the document. The date-stamped electronic signature will then appear.



2) Handwritten E-Signature

Stylus pens can be used to handwrite signatures electronically on PDF timesheets. Options within Adobe¹ products may be called 'hand sign' and 'apply ink signature'.

The option to type a name and pick a font is not acceptable; the e-signature and date must be handwritten together each time.



3) Wet-ink Signature

PDF timesheets can be printed and then hand-signed and dated with ink pen.

¹ Adobe Reader download: https://get.adobe.com/uk/reader/

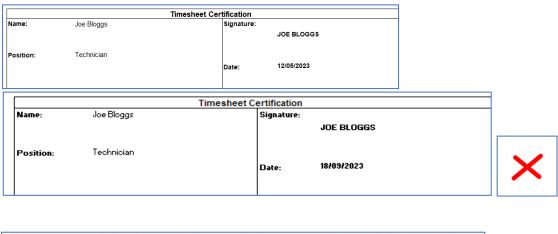




Examples of signatures that will <u>not</u> be accepted.

Example 1:

Typed date and/or signature.



Name:	Joe Bloggs	Signature:	
Position:	Technicien	0.00381	
		Date: 18/09/2023	

Example 2:

Image of signature copied and pasted into the field.

