

## Timesheets - Signature Guidance & Examples

Timesheets **must** be completed every month as per normal practise using the [Excel Comprehensive Timesheet Template](#). 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.

Timesheet Certification	
Name: Joe Bloggs	Signature: Joe Bloggs Digitally signed by Joe Bloggs DN: cn=Joe Bloggs, o, ou, email=j.bloggs@imperial.a c.uk, c=US Date: 2023.09.13 14:54:36 +01'00'
Position: Technician	Date: Joe Bloggs



### 2) Handwritten E-Signature

Stylus pens can be used to handwrite signatures electronically on PDF timesheets. Options within Adobe<sup>1</sup> 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.

Timesheet Certification	
Name: Joe Bloggs	Signature: J. Bloggs 1/1/23
Position: Technician	Date: J. Bloggs 1/1/23



### 3) Wet-ink Signature

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

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

Timesheet Certification	
Name: Joe Bloggs	Signature: <i>J. Bloggs</i>
Position: Technician	Date: 01/07/23




## Examples of signatures that will not be accepted.

### Example 1:

Typed date and/or signature.

Timesheet Certification	
Name: Joe Bloggs	Signature: JOE BLOGGS
Position: Technician	Date: 12/05/2023

Timesheet Certification	
Name: Joe Bloggs	Signature: JOE BLOGGS
Position: Technician	Date: 18/09/2023



Timesheet Certification	
Name: Joe Bloggs	Signature: <i>J. Bloggs</i>
Position: Technician	Date: 18/09/2023



### Example 2:

Image of signature copied and pasted into the field.

Timesheet Certification	
Name: Joe Bloggs	Signature: 
Position: Technician	Date: 18/09/2023

