

# Enterprise Technology Services: eSign Service

## How to use eSign for your G1 Leave of Absence Form v.2

Updated: May 22, 2017

**IMPORTANT:** Your eSign Profile **MUST** be setup for the eSign G1 form to function properly. Go to <http://esign.hawaii.gov/training/> to find the video on How To Setup Your Profile

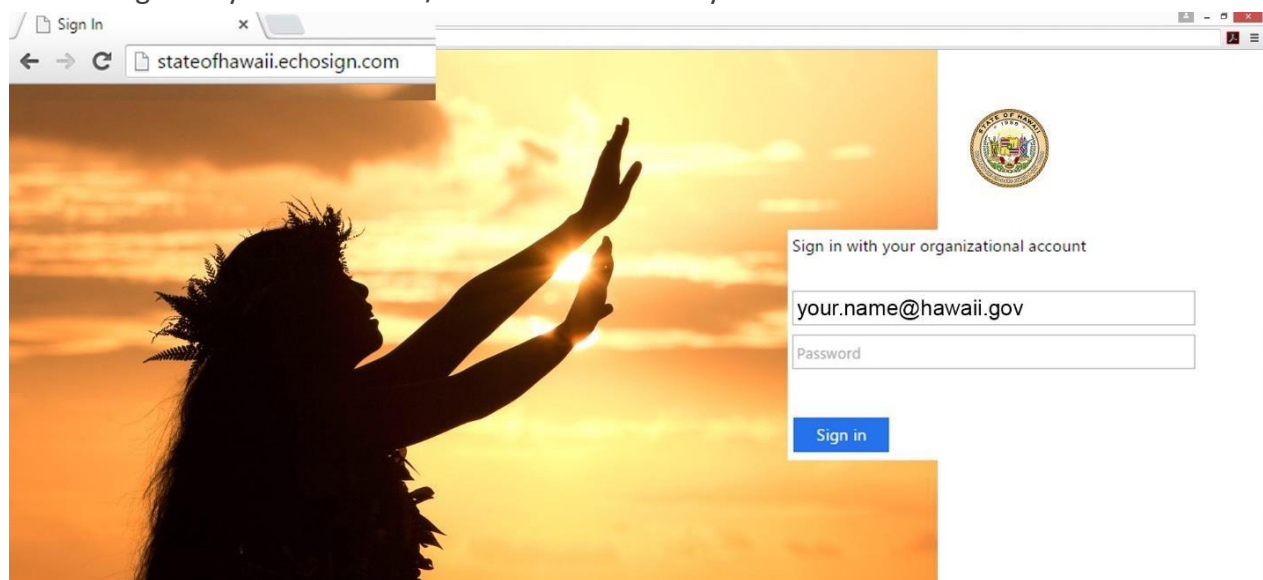
**IMPORTANT:** Please **confirm** with the individuals who sign your G1 form that they are aware to receive your G1 Leave of Absence form via eSign. eSigners do NOT need an eSign account but will need access to their email inbox and the internet.

This provided G1 Template is **solely a template** for you to use if it fits your individual use case. ETS observed a high demand of G1 usage via eSign that we decided to come out with a template to aid users not need to reconstruct the form each time. Please feel free to make modifications as you see fit, as it will not disturb the template we have uploaded.

Feel free to send in feedback to [esign@hawaii.gov](mailto:esign@hawaii.gov) as you put the G1 template to use.

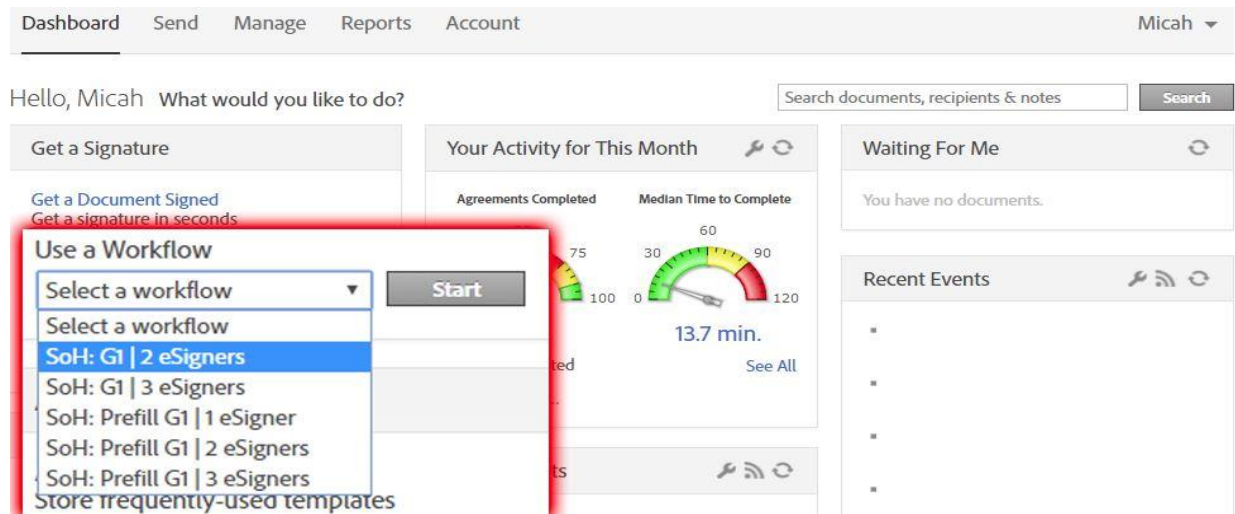
Thank you

1. Open your browser to "[esign.hawaii.gov](http://esign.hawaii.gov)"
2. Click "eSign Portal"
3. Login via your Office 365/State Active Directory Credentials



*Tip: You are welcome to use the browser of your choice, but we have received multiple reports that Internet Explorer causes spontaneous latency issues. We recommend using the Chrome Browser.*

#### 4. On the eSign Portal homepage, find drop down menu for “Use a Workflow”



5. Depending on your position, you will have (1) or (2) persons who eSign your G1
  - a. Select the document that applies your use case
6. Click “Start”
7. The screenshot below shows what you should see expect to see next.
  - a. We will be using the “3 eSigners” for this example

SoH: G1 | 3 eSigners

Employee:

Supervisor:

Department Head:

Leave Clerk:

Rename Your G1 File:

Message to Supervisor & Dept. Head:

Documents

State of Hawaii: G1 Leave of Absence

Additional Document (Optional)

#### How does this workflow work?

Welcome to the new G1 Template, with your feedback we have created a much more robust and fluid electronic G1 template for you to use!

1. Enter in your Supervisor's email address
2. Enter in your Department Head's email address
3. Enter in your Leave Clerk's email address
4. Rename your G1 to your dept's naming convention  
**EX: "SmithJohn\_021516\_Vacation G1"**
5. Click SEND

Next, you will fill out the data for your G1 then it will send for eSignature to the Supervisor identified. After your Supervisor eSigns it will then be sent to your Department Head for eSignature. Your Leave Clerk will automatically receive a copy of your G1 once its signed.

8. A list of instructions will appear on your right for your reference, we will walk through the process here.

9. Enter in your supervisor's, department head's (if using the 3 eSigner workflow), and your leave clerk's email addresses.
10. Rename the "G1 File Name" field to your department's naming convention
11. Change the message to your supervisor and department head if preferred

SoH: G1 | 3 eSigners

Employee:	<input type="text" value="micah.d.hwang@hawaii.gov"/>
Supervisor:	<input type="text" value="supervisor@hawaii.gov"/>
Department Head:	<input type="text" value="departmenthead@hawaii.gov"/>
Leave Clerk:	<input type="text" value="leaveclerk@hawaii.gov"/>
Rename Your G1 File:	<input type="text" value="HwangMicah_052217_Vacation G1"/>
Message to Supervisor & Dept. Head:	<input type="text" value="Thank you for using eSign to Electronically Sign my G1!"/>

Documents

State of Hawaii: G1 Leave of Absence

Additional Document (Optional) [Browse...](#)

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**Send**

12. Click Send
13. Your name and today's date will be automatically prefilled.

<b>STATE OF HAWAII</b>	
<b>APPLICATION FOR LEAVE OF ABSENCE</b>	
DATE <u>May 10, 2016</u>	
I, <u>Micah Hwang</u> , apply for a leave of absence as follows:	

*Tip: If your name is not displayed or is incorrect, please make sure that your profile is correctly setup via the eSign homepage under My Profile.*

14. Start by selecting whether this will be a G1 Leave of Absence With Pay or Without Pay

*	<input type="radio"/>	<b>a. WITH PAY</b> , charged to _____ of _____ working hours
for the calendar period from _____ to _____ : <small>(DAY) (MONTH) (YEAR) (DAY) (MONTH) (YEAR)</small>		
*	<input type="radio"/>	<b>b. WITHOUT PAY</b> , for the purpose of _____ <small>(TYPE OF LEAVE)*</small>
for the calendar period from _____ to _____ : <small>(DAY) (MONTH) (YEAR) (DAY) (MONTH) (YEAR)</small>		

A doctor's certificate **Select** attached

15. In this example, we will go over the WITH PAY
16. Fill in your reason for leave, EX: Vacation, Sick, Administrative Leave, etc....
17. Fill in all the following information as you would
18. If you select that you a doctor's certificate "IS" attached, you will be prompted with a file attachment block in which you may upload a scanned copy of your doctor's certificate

☒ a. WITH PAY, charged to Vacation of 8 working hours

for the calendar period from 1 January 2016 to 1 January 2016

(DAY) (MONTH) (YEAR) (DAY) (MONTH) (YEAR)

☐ b. WITHOUT PAY, for the purpose of \_\_\_\_\_ (TYPE OF LEAVE)\*

for the calendar period from \_\_\_\_\_ to \_\_\_\_\_

(DAY) (MONTH) (YEAR) (DAY) (MONTH) (YEAR)

A doctor's certificate IS attached.

(IS) (IS NOT)

[Click to Attach File Attac...](#) [Click here to sign](#)

19. If you want to add details about your leave request, please scroll to the bottom of the page to find a comment box available for your use.
- a. EX: 1/1/2016 – 1 hour; 1/2/2016 – 1 hour

<b>LEAVE STATUS OF EMPLOYEE</b>		<b>VACATION</b>	<b>SICK LEAVE</b>
1. Credits accumulated as of Jan. 1, this year.....			
2. PLUS credit earned from Jan. 1 to date .....			
3. Total credits to date .....			
4. LESS leave taken from Jan. 1 to date .....			
5. NET or unused leave credit as of this date.....			
6. Number of days leave taken LAST YEAR.....			

**INSTRUCTIONS**

1. This form is to be retained by each department for its use. Only when a specific need arises, such as an appeal hearing, will the Dept. of Personnel Services request that these forms be submitted.
2. Each department will specify the number of copies to be prepared by its employees.
3. One copy of this form will be given to the employee who has taken a leave.
4. FOR ALL LEAVES WITHOUT PAY AND SUSPENSIONS -- Such cases will be reported through State DPS Form 5, to the Dept. of Personnel Services and the State Comptroller.

\* Types of leaves -- Such as vacation, sick, maternity, health, military, education, sabbatical, etc.

Leave details if needed.

20. Your final task is to Click to apply your signature
- a. Here you are presented with two options; Type or Draw

21. Type; you will type your name in the box that says “Your Name”  
a. Which will apply a handwritten font of your name

The screenshot shows the eSign application in 'Type' mode. The top navigation bar has a 'Type' icon (a keyboard) and a 'Draw' icon (a stylus). The 'Type' icon is highlighted with a blue underline. Below the navigation bar, there is a text input field containing the text 'Your Name'. Underneath this field is a large white rectangular area where the text 'Your Name' is displayed in a handwritten font. To the left of this area is a red vertical button with a white Adobe logo and the word 'sign'. At the bottom of the interface are two buttons: a grey 'Cancel' button and a blue 'Apply' button.

22. Draw; add your personal signature to eSign  
a. Use a stylus, finger, touch device to apply your personal signature

The screenshot shows the eSign application in 'Draw' mode. The top navigation bar has a 'Type' icon (a keyboard) and a 'Draw' icon (a stylus). The 'Draw' icon is highlighted with a blue underline. Below the navigation bar, there is a text input field containing the text 'Your Name'. Underneath this field is a large white rectangular area where the text 'Sign Here' is displayed in a light grey, handwritten font. To the left of this area is a red vertical button with a white Adobe logo and the word 'sign'. At the bottom left of the interface is a checkbox with the label 'Save your signature'. At the bottom are two buttons: a grey 'Cancel' button and a blue 'Apply' button.

- b. You will have the option to “save your signature” on the bottom left. This will apply to any device you eSign from on from here on out. If you ever want to

change your saved signature, click the signature field once more and it will prompt you with a new box.

23. Once your signature is applied, click the “Click to sign” blue icon at the bottom of your screen

*I agree to the Terms of Use and Consumer Disclosure of this document*

Click to sign

24. This will now forward your G1 automatically to your designated G1 eSigners.
25. Once they eSign your G1, you will receive an email with your eSigned G1 attached.
  - a. Your G1 will also be automatically forwarded to the Leave Clerk you identified.

If you have, any further questions please contact: [esign@hawaii.gov](mailto:esign@hawaii.gov)

Thank you,

**Enterprise Technology Services: eSign Service Team**