



New hire documents for a new student employee (to be completed and signed via Adobe Sign)

1. Login to Peralta Portal and navigate to Adobe Sign application

1.2 Click "Home" and "Start from library"

The screenshot shows the Adobe Sign Sender web interface. At the top, there is a navigation bar with 'Home' highlighted in yellow, followed by 'Send', 'Manage', 'Reports', and 'Account'. Below the navigation bar, the main content area displays 'Welcome, Adobe Sign Sender' on the left. To the right, there are three status indicators: '6 IN PROGRESS', '0 WAITING FOR YOU', and a bell icon for 'EVENTS AND ALERTS'. The central focus is a large card titled 'Send a document for signature' with a subtext 'Request signatures on a new agreement, or start from your library of templates and workflows.' This card contains an icon of a document with a red pencil and a close button, and two buttons: 'Request signatures' (blue) and 'Start from library' (yellow). Below this card, there is a section titled 'Do more with Adobe Sign' which contains six icons with corresponding text: 'Fill and sign a document', 'Publish a web form', 'Send in bulk with Mega Sign', 'Create a reusable template', 'Manage and track all agreements', and 'Enhance your account'.



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2. Shared Workflows

2.1 Click "Workflows"

2.2 Select "New hire packet for Student Employment" under Account Workflows folder

2.3 Click "Start" to continue

The screenshot shows the 'Start from library' interface in Adobe Sign. On the left, a sidebar contains navigation options: 'Library', 'Recent', 'Templates', and 'Workflows' (which is highlighted in blue with a yellow 'Workflows' label). The main area features a search bar and a table of workflow items. The table has columns for 'Name' and 'Last Modified'. Under the 'Account Workflows' folder, there is one item: 'New Hire Packet for Student Employment' with a last modified date of '07/21/2020'. At the bottom right, there are two buttons: 'Cancel' and 'Start' (highlighted in blue with a yellow 'Start' label).

| Name | Last Modified |
|--|---------------|
| Account Workflows | |
| New Hire Packet for Student Employment | 07/21/2020 |



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3. Enter email address for signer (new student employee)

3.1 Enter your Peralta email address in the box for recipient

3.2 Enter a new document name or leave as default

3.3 Enter a custom message to signer or leave as default and click "Send"

The screenshot shows the Adobe Sign interface for sending documents. It includes fields for Signer, Recipient, CC, Document Name, Message, and a list of files. A 'Send' button is at the bottom left.

Recipients

Signer *
✉ **signer@email.address** [Email] [Message]

Recipient *
✉ **your_Peralta_email_address@email.address** [Email] [Message]

CC | Hide

Cc
epalafox@peralta.edu ✕

Document Name * Message Template ▾
New Hire Packet for Student Employment

Message *
Please review and sign.

Options
 Set Reminder

Files

| | | |
|----------------------------------|---|---|
| Conviction History * | 📄 | Conviction History (New hire) |
| Oath of Allegiance * | 📄 | Oath Form (New hire) |
| Acknowledgement of Receipt * | 📄 | Acknowledgement of Receipt Form (New hire) |
| Form I-9 (USCIS) * | 📄 | Form I9 2020 (student employment) |
| Direct Deposit Enrollment Form * | 📄 | Direct Deposit Form (New hire) |
| W4 and EDD State allowance * | 📄 | 2020 - Tax forms - W4 and CA DE4 (New hire) |

Send




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4. Sender to prefill before sending

4.1 Click start to populate PCCD information into designated prefill fields

4.2 Click send to submit new hire packet for signer to complete

New Hire Packet for Student Employment



Peralta Community College District

REQUIRED MANDATORY FORM

Conviction History


| | |
|-------------------------------|--|
| Applicant First and Last Name | |
| Position You Are Applying For | |

1. Have you ever been convicted of crime other than a minor traffic offense
 Yes No
2. Have you ever been convicted by a court of misdemeanor?
 Yes No
3. Have you ever been convicted by a court of a felony?
 Yes No
4. If "YES" to "1", "2", or "3", state WHAT CONVICTION, when where, and disposition of case(s):
Use additional pages if needed

Start

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New Hire Packet for Student Employment



Peralta Community College District

REQUIRED MANDATORY FORM

Conviction History

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Use additional pages if needed

Thank you for prefilling this document

Click to Send