

Office of Faculty Affairs and Development

To: Office of Faculty Affairs and Development
Subject: RE: ISA, TA, and GA Employees' (Unit 11) Training Courses for Timesheet Submission using Adobe Sign

From: Office of Faculty Affairs and Development
Sent: Monday, March 30, 2020 4:59 PM
Subject: ISA, TA, and GA Employees' (Unit 11) Training Courses for Timesheet Submission using Adobe Sign

Dear Unit 11 Colleagues,

As we mentioned in our last email, beginning Spring 2020 quarter, all Unit 11 employees must submit timesheets electronically via Adobe Sign. The following is a list of training courses that are available this week so that you can learn how to electronically submit your timesheets via Adobe Sign, and the registration link and Join ID are below:

Live training courses:

Wednesday, April 1, 2020:

8:30 AM-9:00 AM
9:00 AM-9:30 AM
9:30 AM-10:00 AM
10:00 AM-10:30 AM
11:00 AM-11:30 AM
11:30 AM-12:00 PM

Thursday, April 2, 2020:

1:00 PM-1:30 PM
1:30 PM-2:00 PM
2:00 PM-2:30 PM
2:30 PM-3:00 PM

On-demand training courses:

Available upon request.

Please register for the training course that you would like to take at the following link: [R11 Timesheet Training Sessions Registration](#). The **Join ID** for all courses listed above is **9095377270**. Please note that the Waiting Room feature in Zoom will be used to admit each of you to your training course, so you may be in a "wait" status until the host admits you to the session.

If your schedule does not permit you to attend a live training course, an on-demand training course is also available, and a separate email will be sent to you containing the access link to the on-demand training course after you register.

Whether you take a "live" or an "on-demand" training course, please make sure that you take this training course this week.

Thank you all for working with us through this transition!

Seval Yildirim
Associate Provost for Faculty Affairs and Development
Field Representative at California State University San Bernardino

Lark Winner
Vice President UAW Local 4123 and
Field Representative at California
State University San Bernardino