

SIGNATURES OF EMPLOYEES AND SECTION 34 DELEGATED MANAGERS

Options related to the approval of all staffing and compensation related transactions
(in accordance with guidelines and instructions issued by the Chief Financial Officer Branch)

Below are the options to confirm your digital signature and/or approval to process staffing and pay-related actions (i.e. letters of offer, contracts, leave forms, etc). You may provide your signature using an Entrust digitally signed PDF document or a wet signature (if you have access to print and scan the documents of authority). If the Adobe Reader or the wet signature options are not possible, the digital signature will be accepted via the Outlook process by digitally signing an email.

Adobe Reader process

Signature of PDF forms with Entrust



Open the form

in Adobe Reader + [Complete the document as required](#)

Click on "Tools"

in the top menu + Select "Certificates"

Select "Digitally Sign"

on the "Certificates" menu



Add your digital signature

Follow instructions + Go to the desired signature area in the form + Select area to cover

In "Sign Document" box

select the identification under your name (Delivered by : GC) + Click "Continue"



Select an 'Appearance'

from the drop-down + Review how your digital signature is displayed

If you are the last person to digitally sign the document:

Check the box "Lock document after signing" under your digital signature

Click "Sign"

Log in to your Entrust account to confirm + 'Save as'



Upload

documents via the [HRSC](#) as per normal practice

Wet signature process



As per normal practice you may:

Print

Sign

Scan or take a photo of the signed documentation

Upload

authoritative documents via the [Human Resources Service Centre \(HRSC\)](#) as per standard practice



Outlook process

Signature of emails with Entrust



Complete

the applicable email template:

- [employee template](#)
- [Sec 34 Delegated Managers template](#)

Email subject line

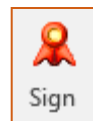
Write "digital signature" and HRSC request number only

Attach

supporting document(s) to the email

Digitally sign your completed email

Click on the "Sign" icon located under the "Message" tab of the Outlook toolbar



Send the email

with supporting documents

Log in to your Entrust account to confirm your digital signature.

You may also transfer your Entrust Certificates to your [mobile phone](#)