

Timesheets - Electronic Signatures Process

Due to the impact of COVID-19 on College activities, **date-stamped electronic signatures will be accepted** on timesheets with effect from **1 March 2020**.

“Wet ink” signatures remain acceptable and are the only accepted form of signature before 1 March 2020. During the current period of remote working, the Research Office strongly encourages all staff to sign and authorise using electronic signatures if they are required to complete timesheets.

[Adobe Reader DC](#) should be installed on your device to enable an electronic signature. If required, temporary admin rights for College computers can be requested from the [ICT Service Desk](#).

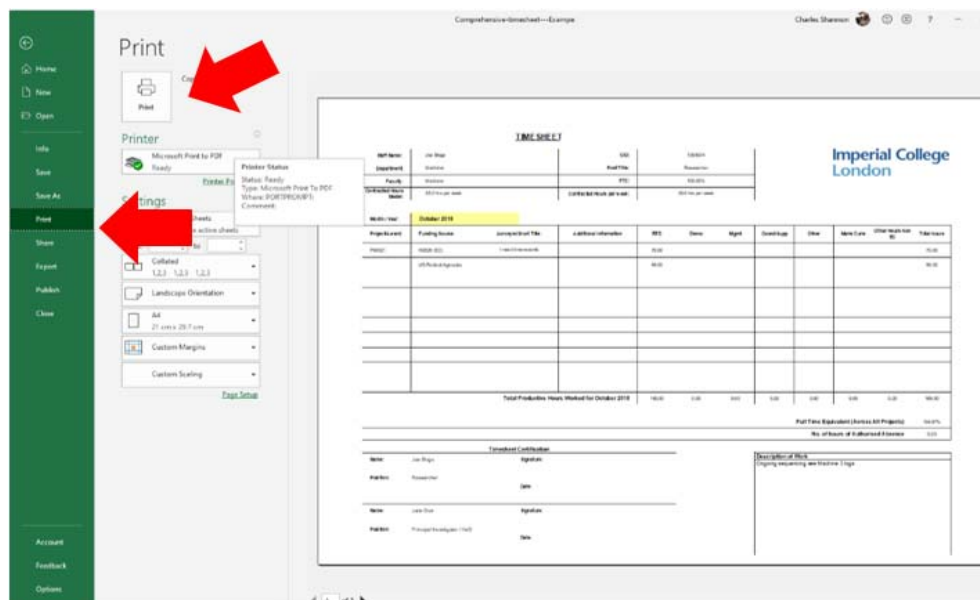
- Follow steps 1 to 10 below to complete the timesheet, sign it and obtain authorisation.
- **Approvers** should follow steps 5 to 9 to authorise the timesheet.

This process **must** be completed every month as per normal practise:

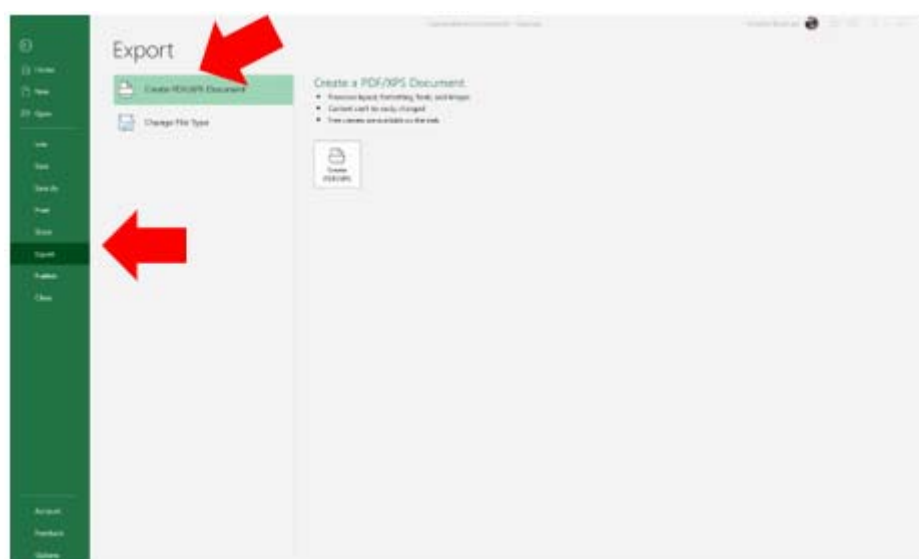
1. Please complete the timesheets as normal using the Excel timesheet template (see weblink below). Video guidance on how to complete the timesheet (as well as funder specific requirements) can also be found here.

<https://www.imperial.ac.uk/research-and-innovation/research-office/managing-projects/timesheets/>

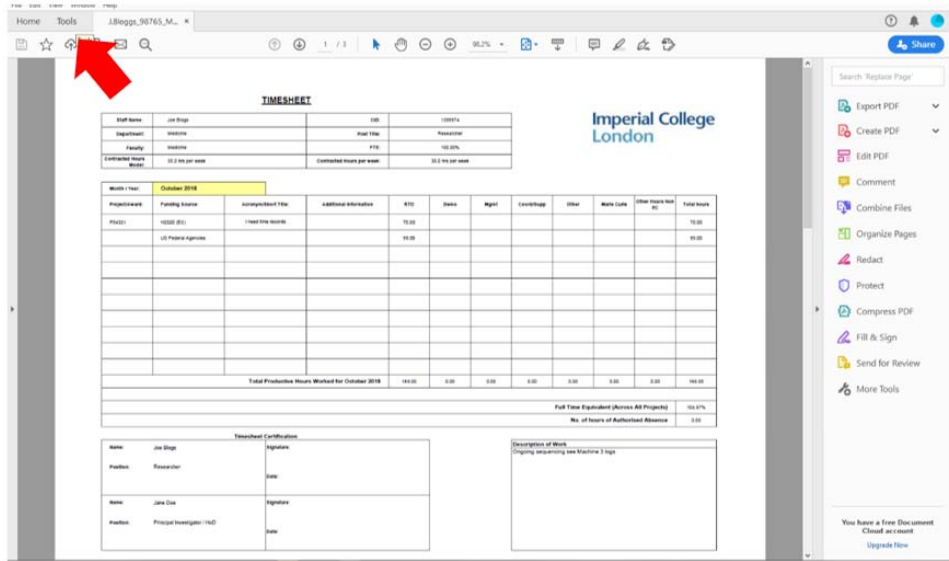
2. When you reach the print stage, select **Print to PDF** or **Create PDF**



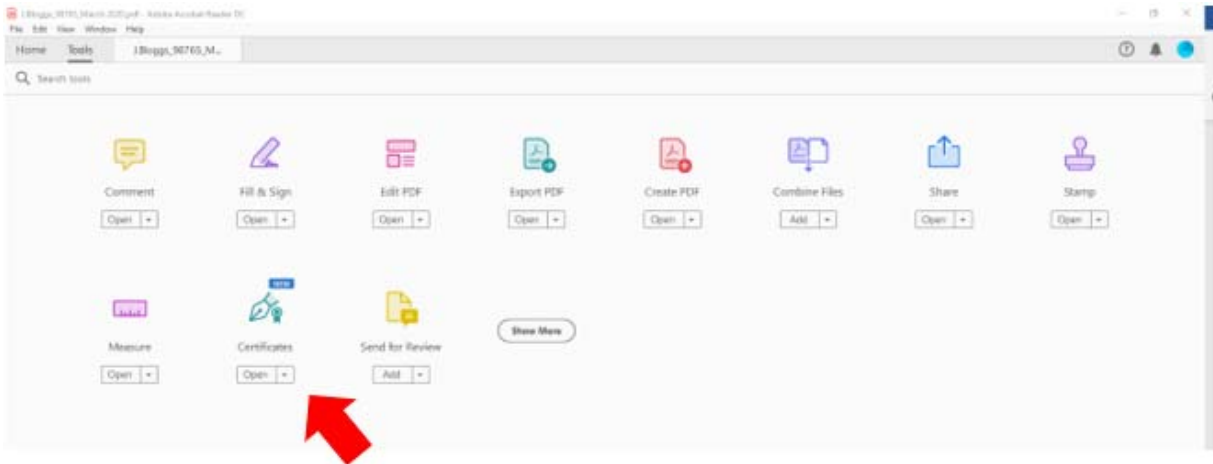
OR



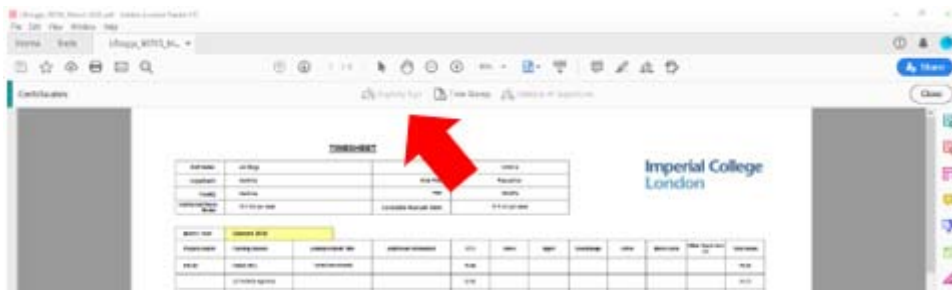
- When you select the print option, it will require the document to be saved to a folder of your choice. The following file name convention is suggested: Your Name, CID, Month of the timesheet, e.g. J.Bloggs_12345_March2020.
- Once saved, open the document in Adobe Reader DC.
- Click on the **Tools** tab



- Select **Certificates** under Tools

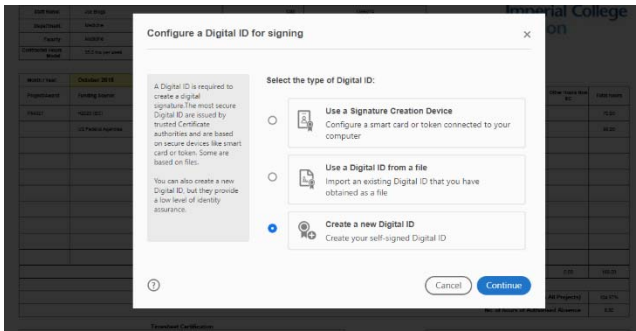


- Select **Digitally Sign** on the document. It will bring up an information box asking you to select the area you wish to sign in.

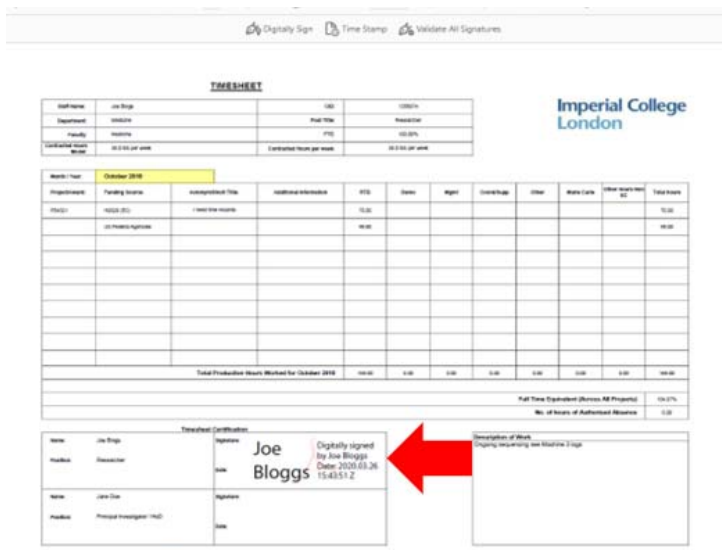


- Select the box area where the signature should be placed. Create a new digital ID and follow the instructions. Once created, you can select this signature for signing any future documents.

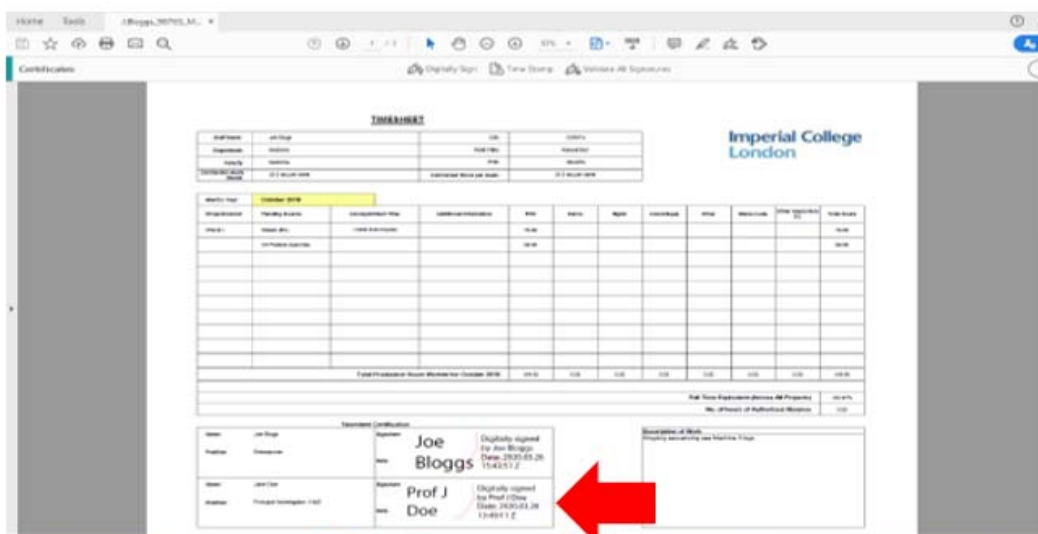
You will need to remember your password



- Once you have created the digital ID, a date stamped signature will appear in the box area selected in step 8



- Save the document and email it to your Supervisor to sign the document as well.
- Your Supervisor will need to follow steps 5 to 9 in order to set up their own digital signature and authorise the timesheet.



12. The Supervisor will need to email the document back to you and this can then be saved.
13. Send the signed and authorised document to your **Department Manager** or **Section Manager**. It is strongly advised that timesheets are stored on a shared drive or cloud drive which can be accessed in the event of an audit in the future.
14. The Department Manager or Section Manager should review the timesheet before sending it to **Faculty Research Services / Joint Research Office** for their records (NB: this should be done at least every 3 months).
15. Questions about this process should be directed to ro.audit@imperial.ac.uk

Examples of an electronic timesheet that will not be accepted

Example 1:

Typed date and signature (not digitally date stamped).

Example 2:

Scanned signature (copied and pasted)