

# Submitting Your Application

COVID-19 Furlough

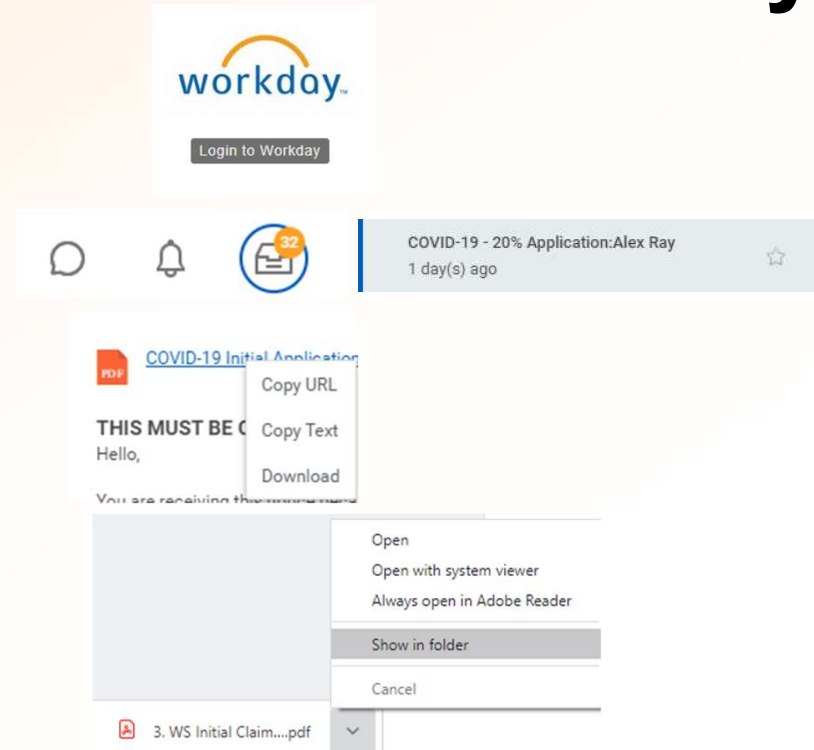
Heyke Kirkendall-Baker, AVP of Human Resources  
Alex Ray, HRIS Analyst

Lewis & Clark



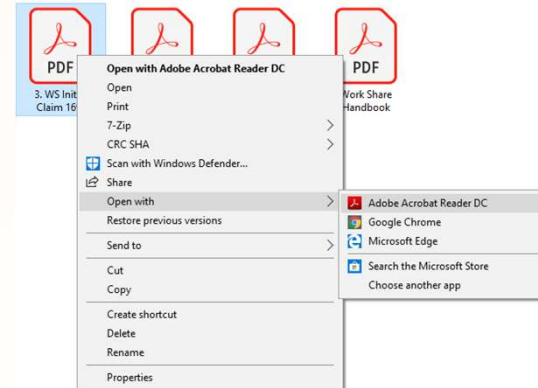
# Downloading Forms from Workday

1. Log into Workday
2. Click on your inbox and find the task
3. Right-click on the form and click on download
4. File goes to bottom, click on arrow and select show in folder
5. Must be done for each form



# Opening from your Desktop

1. If Acrobat is your default PDF program, double click on the form.
2. If not, right click on the form and select open with > Acrobat
3. If you don't have Acrobat Reader installed and need assistance installing it, contact the Service Desk.



# Completing the Forms

1. Click on each field and type to fill it out
2. Each field must be filled out to the best of your ability
3. The application and tax form are required, the direct deposit form is optional
4. A scan or photo of a voided check must be uploaded with the direct deposit form. You can also choose to mail this form with a voided check

State of Oregon  
Employment  
Department

WORKSHARE

**INITIAL CLAIM FORM**

**IMPORTANT: Please answer ALL questions completely. Failure to do so may result in denial of benefits.**

- When a date is required, please provide the month, day and year in the following format: 01/01/2001
- To complete your initial claim, you must add your signature and the date of signing. Once complete, return this form to your employer as soon as possible.

Social Security Number:      Name: (Last, First, MI)      Phone:

Applicant's Mailing Address: (Street or P.O.)      City:      State:      Zip Code:



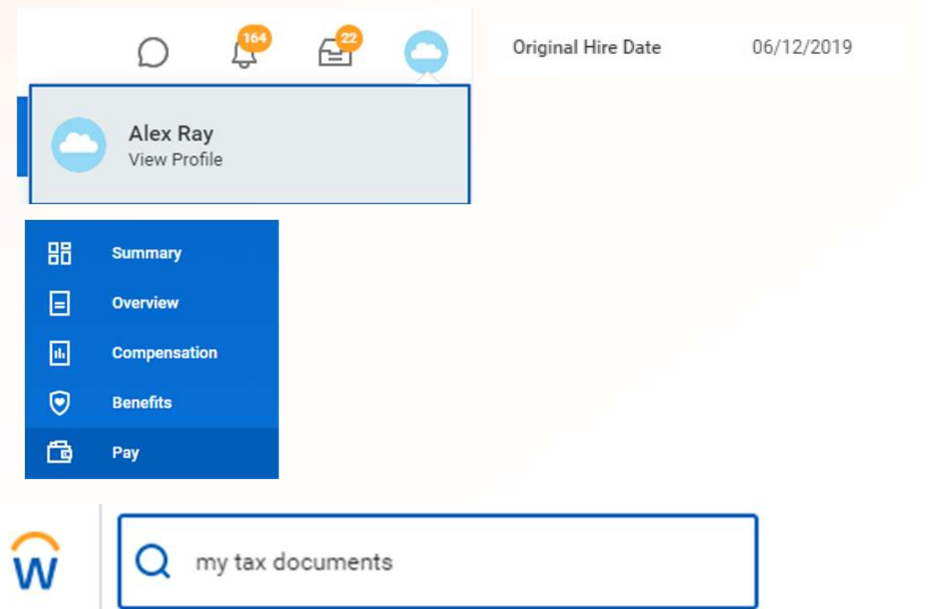
**TAX LIABILITY UNEMPLOYMENT INSURANCE**



**Authorization for Electronic Deposit**

# Completing the Forms (cont)

1. Hire date can be found by clicking on the cloud icon in the upper right-hand corner, then clicking on your name. Under “Job Details” look for “Original Hire Date”
2. From this page, you can access your paylips by clicking on “Pay” in the left-hand menu
3. For prior year tax returns, search for “my tax documents” in the upper right-hand bar



# Digitally Signing the Forms

1. Find the signature field with the red flag and click on it.
2. If you do not see this, you likely do not have the form open in Acrobat
3. Once signed, the form is considered complete and you may not be able to fill out certain fields.
4. Once signed, you will be asked to save to your computer. Make note of the location

By checking this box, I certify that I understand that it is my responsibility to know the information in both the Claimant and Work Share Handbooks. These handbooks can be found at [www.OregonWorkShare.org](http://www.OregonWorkShare.org)  
\*\*By signing this form electronically, I understand that this electronic signature has the same meaning and validity as my handwritten signature.

Signature:  Date:

I understand that this authorization will override any previous authorization, and will remain in effect until the Employment Department receives written notice of its termination, or one year has passed since I last claimed.

Signature Today's Date

Oregon Employment Department | [www.Employment.Oregon.gov](http://www.Employment.Oregon.gov) (Revised 0516) **Form 117/H\***

\*I understand that my election to discontinue withholding will remain in effect until I submit to the Employment Department a signed request that withholding be restarted. I understand that benefits previously withheld for taxes will not be refunded to me by the Employment Department.  
I understand, and acknowledge that I am signing this form electronically. I understand that this electronic signature has the same meaning and validity as my handwritten signature.  
I understand that this authorization will override any previous authorization.

Your Signature:  Today's Date:

# Signing the Forms (cont)

1. If you already have an ID set up, click on “continue”
2. Enter your password to digitally sign.
3. If you do not have a digital ID, click on “Configure New Digital ID”

The image shows two screenshots of a digital signing interface. The top screenshot is titled "Sign with a Digital ID" and prompts the user to "Choose the Digital ID that you want to use for signing:". It lists a single option: "Alex Ray (Digital ID file)" with a subtext "Issued by: Alex Ray, Expires: 2025.04.21". There are "Refresh" and "View Details" buttons. The bottom screenshot is titled "Sign as 'Alex Ray'" and shows the "Appearance" dropdown set to "Standard Text" with a "Create" button. It displays a preview of the signature: "Alex Ray" in large font, a red scribble, and the text "Digitally signed by Alex Ray Date: 2020.04.22 15:49:47 -07'00'". Below the preview are checkboxes for "Lock document after signing" and "Review document content that may affect signing" (with a "Review" button). At the bottom, there is a password field and "Back" and "Sign" buttons.

# Signing the Forms (cont)

1. Select “Create a new Digital ID” and click on continue
2. Click on “Save to File” and click on continue
3. Complete the top 4 fields and click on continue
4. Set a password then click on save
5. Sign the file using the signature and password you just created

The screenshot shows a two-step process for creating a digital ID. The first step, 'Create a new Digital ID', includes a 'Continue' button. The second step, 'Save to File', includes a 'Save' button. The form fields are as follows:

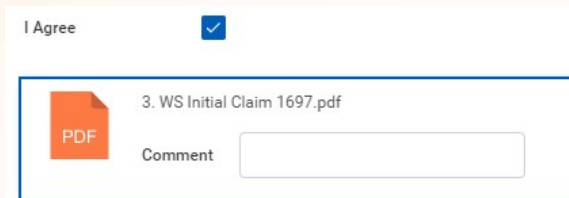
Name	<input type="text" value="Enter Name..."/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="Enter Email..."/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

Below the form, there are two password fields: 'Apply a password to protect the Digital ID:' and 'Confirm the password:'. The 'Save' button is located at the bottom right of the form.




# Uploading to Workday

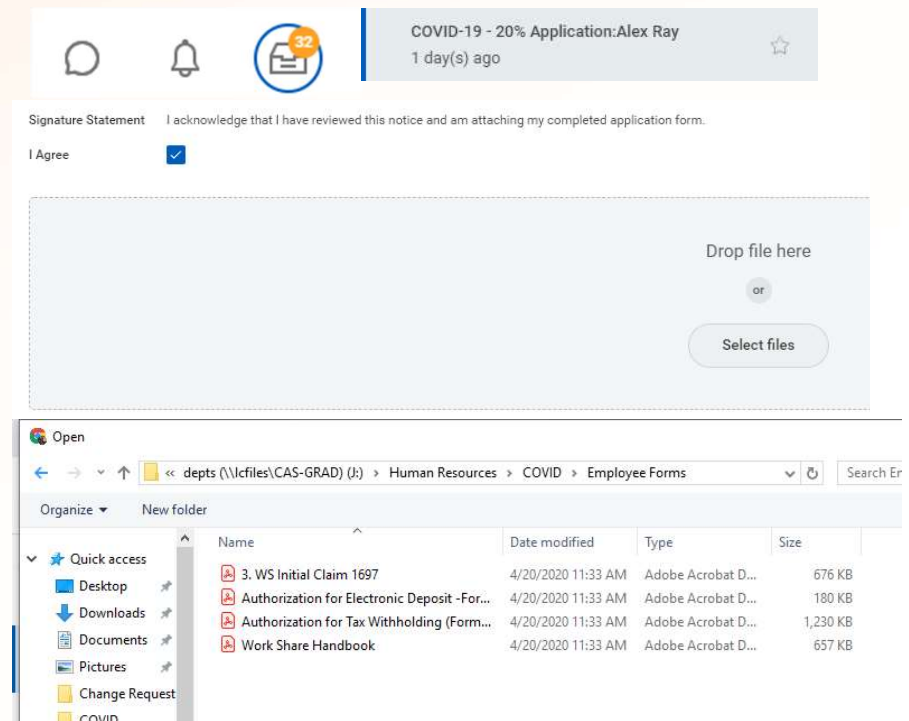
1. Find the task again in Workday
2. Tick the box and then click and click the Select Files button
3. Select the signed form from where you saved it
4. Once the form uploads successfully, you will see a comment field
5. Upload each form under the appropriate section. You must submit a voided check with a direct deposit form.
6. When complete, click on “submit”



I Agree

 3. WS Initial Claim 1697.pdf

Comment



COVID-19 - 20% Application: Alex Ray  
1 day(s) ago

Signature Statement I acknowledge that I have reviewed this notice and am attaching my completed application form.

I Agree

Drop file here  
or  
Select files

Open  
depts (\\\\files\CAS-GRAD) (J) > Human Resources > COVID > Employee Forms

Name	Date modified	Type	Size
3. WS Initial Claim 1697	4/20/2020 11:33 AM	Adobe Acrobat D...	676 KB
Authorization for Electronic Deposit -For...	4/20/2020 11:33 AM	Adobe Acrobat D...	180 KB
Authorization for Tax Withholding (Form...	4/20/2020 11:33 AM	Adobe Acrobat D...	1,230 KB
Work Share Handbook	4/20/2020 11:33 AM	Adobe Acrobat D...	657 KB

# Entering Time (Hourly)

1. From the Workday home page, click on the “Time” icon then click on “This Week” under “Enter Time”
2. Click under the day to create a time block to enter time
3. Enter your worked hours for the day on the pop-up box and click OK.
4. When you have completed time entry for the week, click on the “Submit” button in the lower left corner
5. Time must be entered and submitted every week by Friday in order to qualify for the benefit.

The image displays two screenshots of the Workday 'Enter Time' interface. The top screenshot shows a weekly overview with a 'Time' icon on the left and a central box labeled 'Enter Time' containing 'This Week (0 Hours)'. The bottom screenshot shows a detailed daily entry form for '04/22/2020'. It includes a 'Time Type' dropdown set to 'Time Worked', an 'Hours' input field with '7.5', a 'Details' section with a 'Comment' text area, and buttons for 'OK', 'Cancel', 'Submit', and 'Enter Time'.