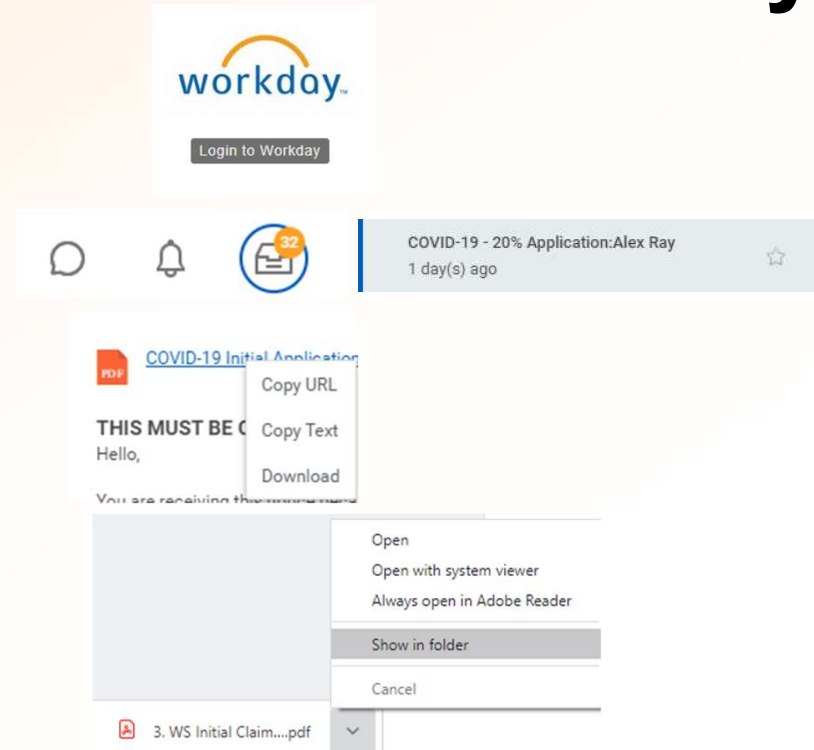# Submitting Your Application

COVID-19 Furlough

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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.

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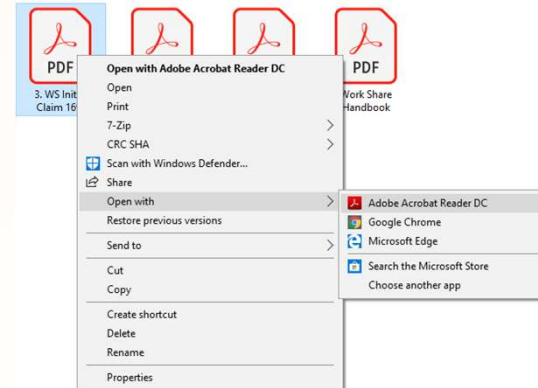
Completing the Forms

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

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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 payslips 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

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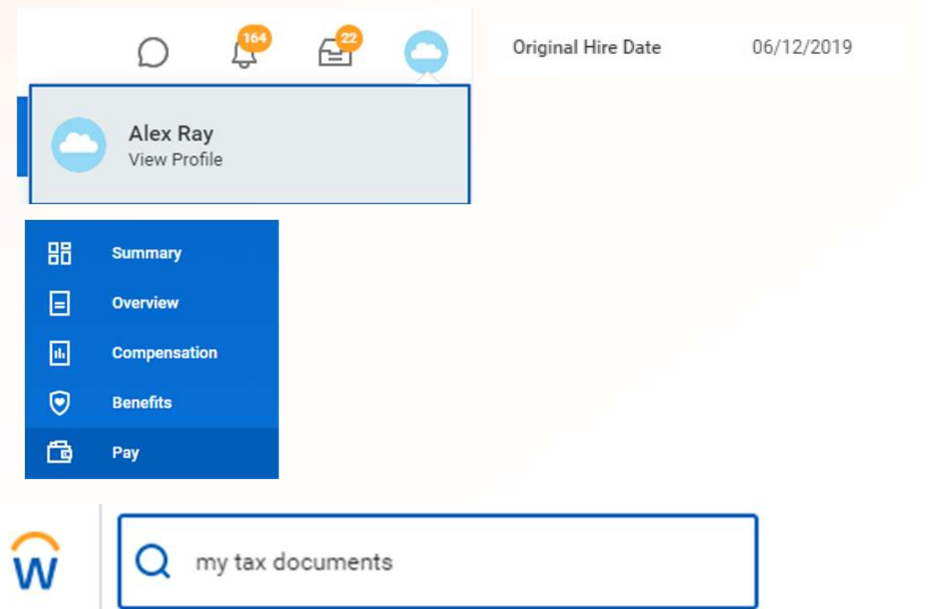
Digitally Signing the Forms

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

**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 (Revised 0516) Form 117H²

*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"

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
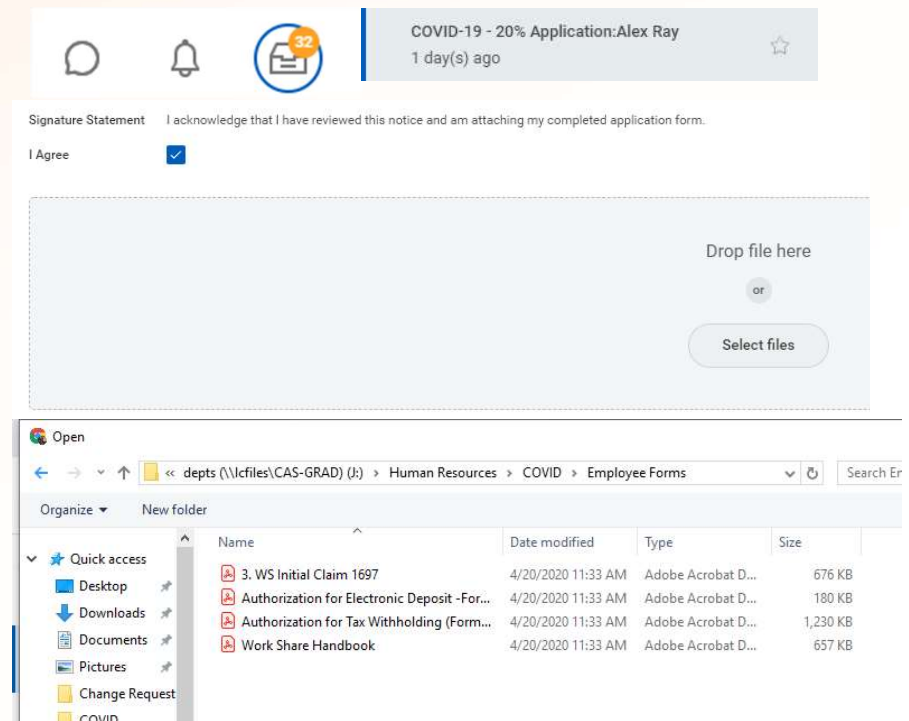

Lewis & Clark
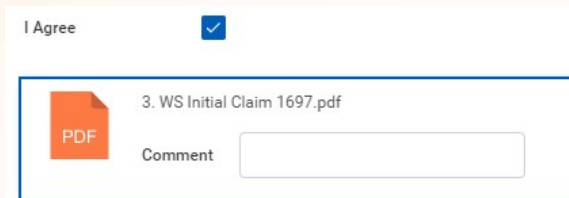
Uploading to Workday

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"

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.