

How to Save the Timecard Adjustment Form as a Signature in Outlook

1. Highlight the text below.

Please fill in all the fields below & send this form to fspay@uw.edu.

Employee Name:

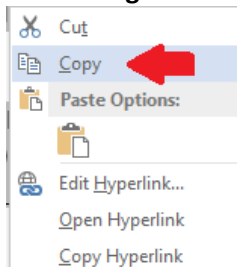
EID:

Work Date:

What Needs to Change:

(NOTE: Please include the Time Type, Work Order, Phase and hours OR Leave Code and hours, whichever applies).

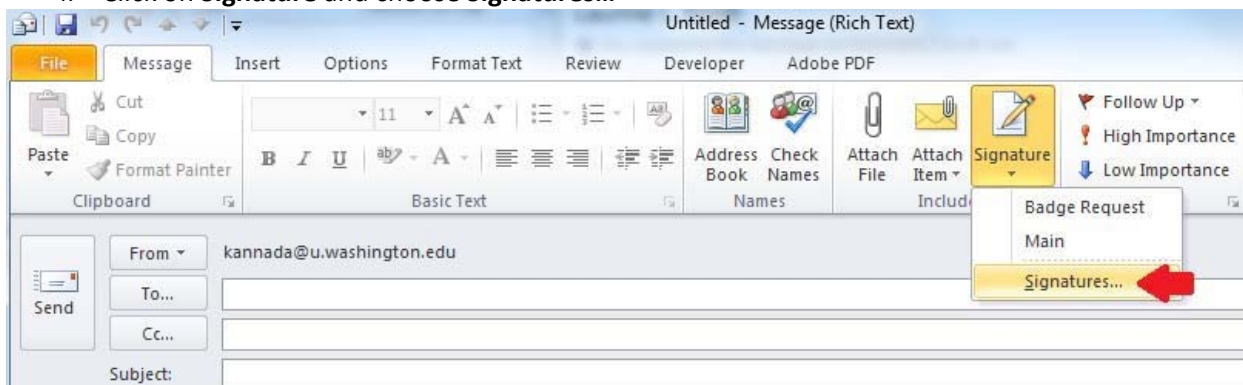
2. **Right-click** on the highlighted text and **left-click** on **copy**.



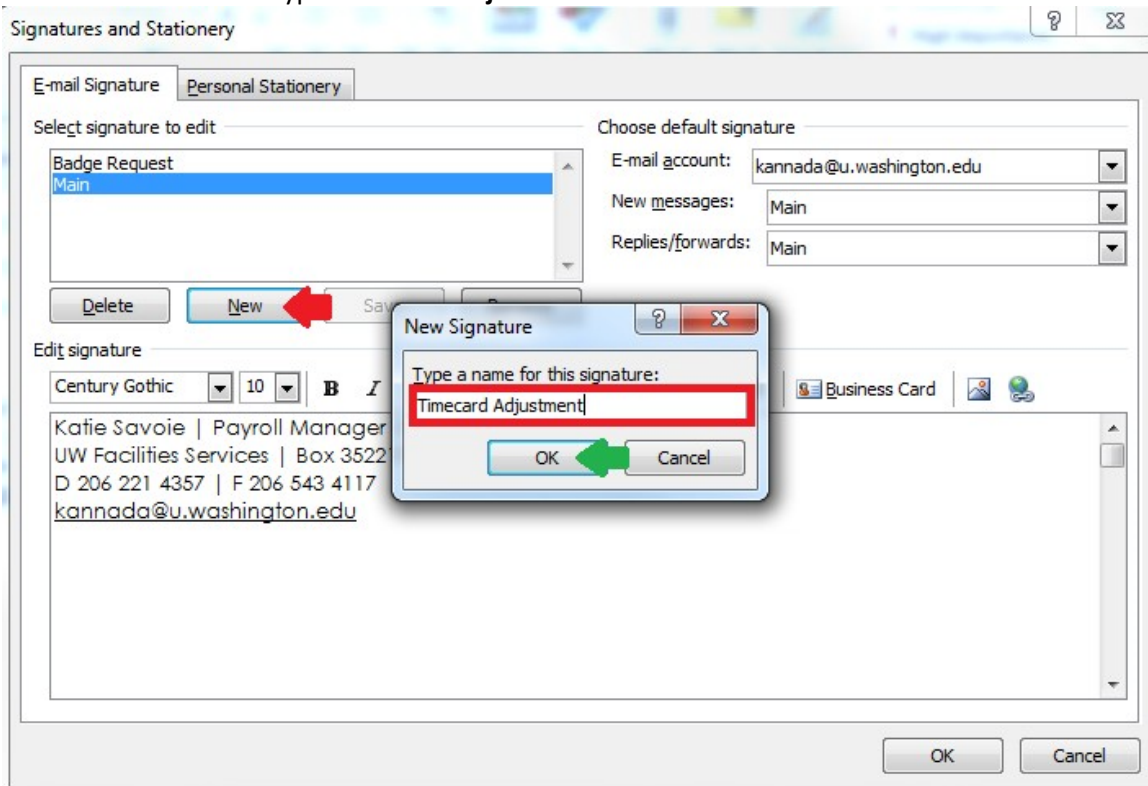
3. In Outlook, click on **New E-mail**.



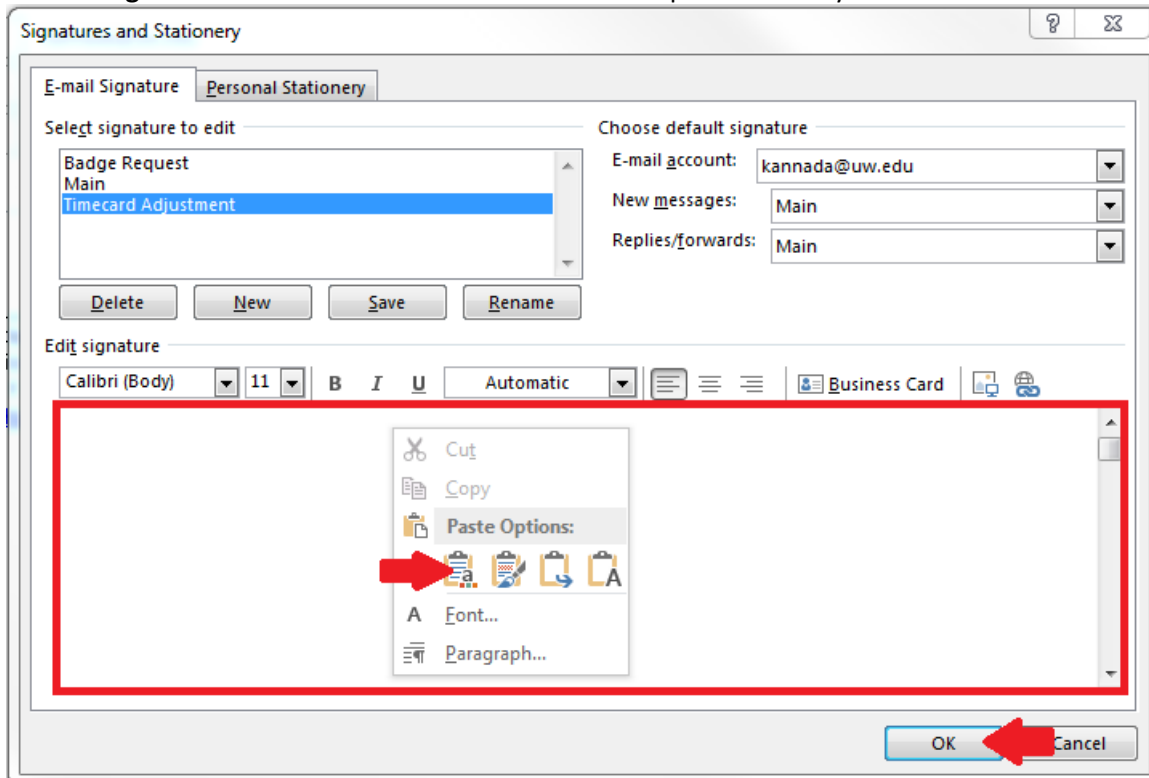
4. Click on **Signature** and choose **Signatures...**



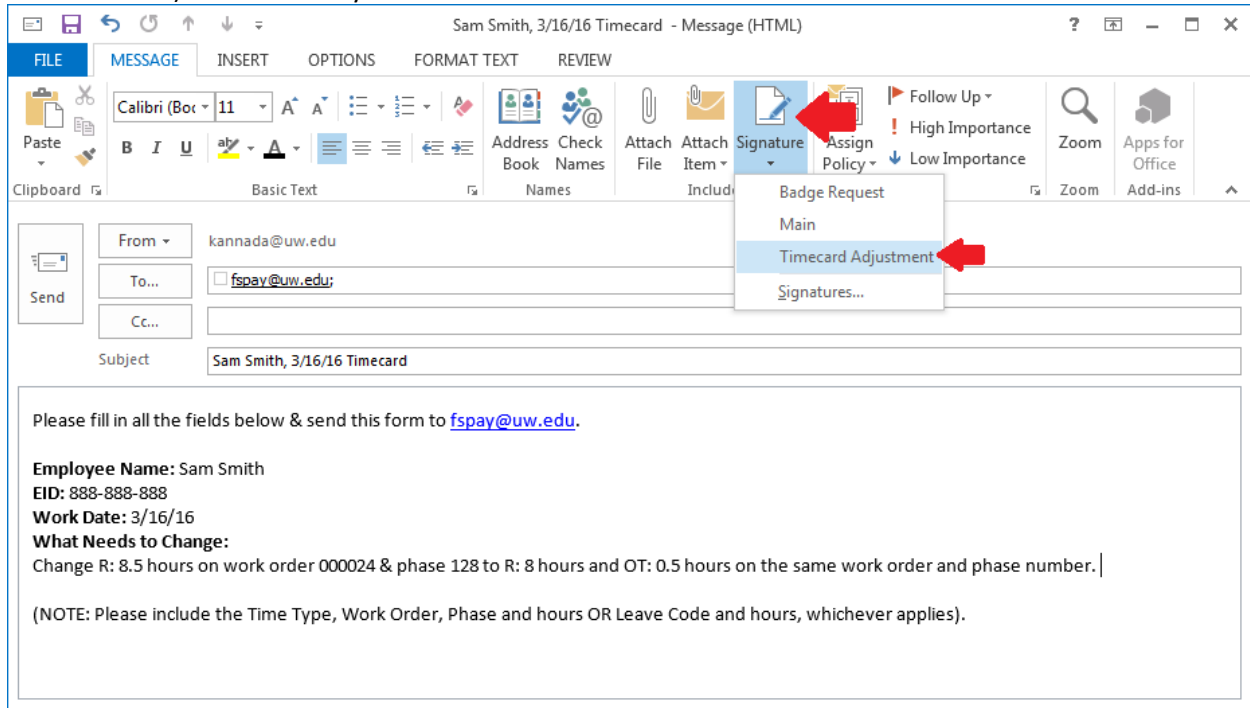
5. Click **New** and type **Timecard Adjustment**. Then click **OK**.



6. **Right-click** in the text box and click **Paste**. Then press **OK** and you're done.



Next time you have a timecard adjustment choose **New E-mail**, click on **Signature**, and choose **Timecard Adjustment**. Then just fill out the form to fspay@uw.edu and enter the subject (employee's name and timecard date). Hit send and you're done.



The screenshot shows an Outlook email composition window titled "Sam Smith, 3/16/16 Timecard - Message (HTML)". The ribbon includes FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, and REVIEW. The "Signature" button in the "Include" group is highlighted with a red arrow. A dropdown menu is open, showing options: "Badge Request", "Main", "Timecard Adjustment" (highlighted with a red arrow), and "Signatures...".

From: kannada@uw.edu
To: fspay@uw.edu
Subject: Sam Smith, 3/16/16 Timecard

Please fill in all the fields below & send this form to fspay@uw.edu.

Employee Name: Sam Smith
EID: 888-888-888
Work Date: 3/16/16
What Needs to Change:
Change R: 8.5 hours on work order 000024 & phase 128 to R: 8 hours and OT: 0.5 hours on the same work order and phase number. |

(NOTE: Please include the Time Type, Work Order, Phase and hours OR Leave Code and hours, whichever applies).