

REQUESTING 2022 COVID-19 SPSL REQUEST FORM

Link to request the form:

https://adobesigndynamicworkflow.csusm.edu/hr_benefits

- Select **COVID Leave 2022 SPSL_Expanded** Request Form from the dropdown menu.
- Enter the necessary email addresses and click submit.
- Within a few moments an email from Esign HR Benefits Service Account will be received
 - Open that email, click on review and sign
 - At this point you may be prompted to log in and please do so using campus credentials.
- After logging in the form will be available to complete and sign.
- Upon completion, the form will automatically route for all necessary approvals.