

# Submitting and authorising Abelard Consulting's timesheets electronically

Abelard Consulting's contractors have the option of submitting timesheets electronically. Our electronic timesheets are spreadsheet-like PDF forms, and they can be signed using a digital ID or signature. The instructions that follow explain how to create a **self-signed Adobe digital ID** and how to sign (and authorise) a timesheet using that digital ID.

Note that a self-signed Adobe digital ID is a free-to-use digital ID that can be generated by Adobe Reader and by a fully-featured Adobe Acrobat product (such as Adobe Acrobat Professional or Adobe Acrobat 3D).

The instructions that follow are Flash demonstrations. They are in two parts:

- Instructions for contractors
- Instructions for timesheet authorisers

Each demo takes only 2–3 minutes to view right through, and you can pause it at any time. Each explains how to create a self-signed Adobe digital ID—which you only need to do once—and how to sign with that digital signature each time you need to submit or authorise a timesheet. Once authorised, the timesheet is automatically emailed to Abelard Consulting.

Abelard Consulting encourages its contractors to use electronic timesheets. Electronic timesheets provide you, and your authorising manager, with electronic copies of all your timesheets. It also automates part of the payment workflow at our end (as no figures need to be transcribed) and it also means that authorisers can approve timesheets when they are not in the office. But if you can't convince your authorising manager to be part of the process, or it all seems too hard, you can still use the PDF timesheet to automatically calculate your hours. You will then have to print out the form, get it signed and the fax it to us.

If you have any queries, direct them to [support@abelard.com.au](mailto:support@abelard.com.au).

## Instructions for contractors

The demo begins with a completed timesheet that is ready to be dated, signed and submitted. Once it is signed, you submit it to your authoriser via email. Make sure that your authoriser understands that a timely payment is dependent on a timely authorisation.

[Click here to launch the demo](#)

## Instructions for timesheet authorisers

The demo begins with a dated and signed PDF timesheet that has been emailed to you by one of our contractors. All you need do is digitally sign it yourself and click a button on the PDF. The authorised PDF file is then automatically attached to a new email and sent to us.

Please note that a timely payment to the contractor is dependent on a timely authorisation.

[Click here to launch the demo](#)