

# MAA Time Survey System Electronic Signature Instructions

\*\* accurate email addresses for participant and supervisor are required\*\*

1. **Participant:** Enter your hours into your Time Survey as usual and Certify when complete.
2. **Supervisor:** Run the Validation Error Report.
  - A. If there are errors, reject the time survey for the participant to correct and re-certify.
  - B. If no errors, Supervisor Approve the time survey.
3. **Participant:** After your Supervisor has Approved your time survey, select E-sign from your time survey and follow the DocuSign directions to electronically sign your Time Survey. \*\*

MAA Time Survey My MAA Marcia Brady Log off

My Time Surveys + Create Time Survey

Survey Period	Status	Supervisor	Total Hours	Last Action	Last Action Date
🔍 October - 2019	Approved	Sam Franklin	80.00	Approved by Carol Brady	05/12/2020 14:16:13
🔍 November - 2019	Certified		144.00	Certified by Marcia Brady	11/13/2019 10:28:26

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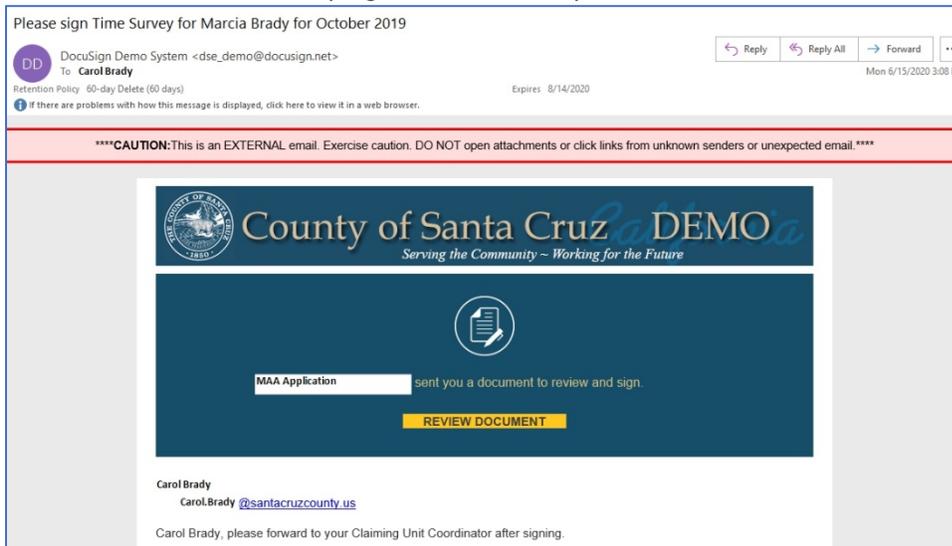
MAA Time Survey My MAA Marcia Brady Log off

ESign History My Time Surveys Day 1 - 10 Day 11 - 20 Day 21 - 31

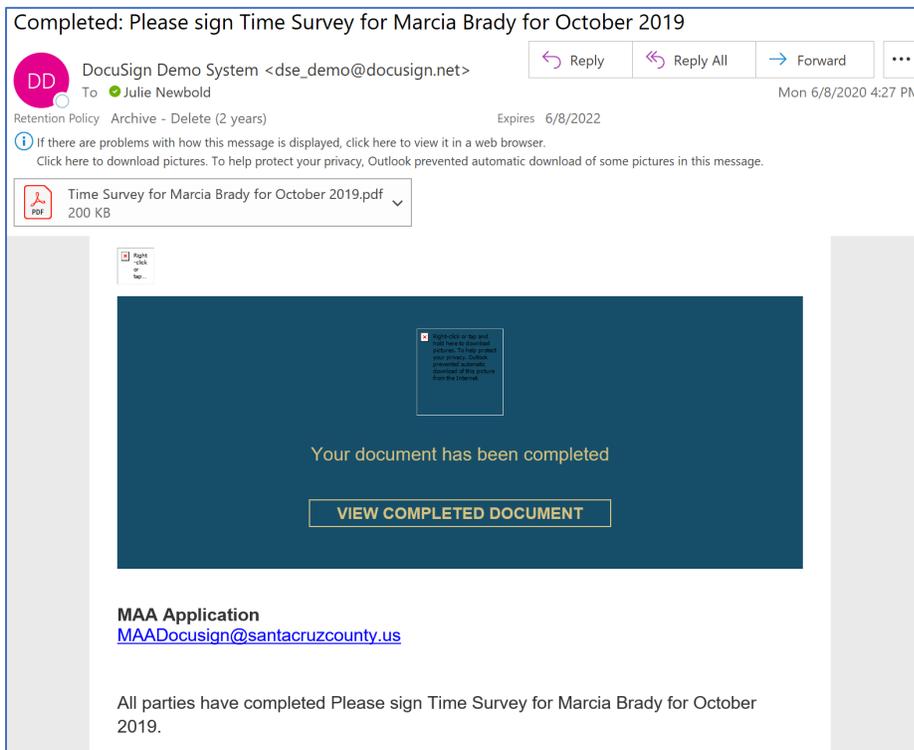
Name: Brady, Marcia Job Classification: Kids Employee #: nc001415 Claiming Unit: A Brady Bunch Training Unit (test CBO) Claiming Unit Location: 1800 Green Hills Road, Suite 240 Scotts Valley, CA 95066 Survey Period: Oct - 2019

Code	Activity	Oct 2019	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu	Total	% of Time
1	Other Programs/Activities													
4	Medi-Cal Outreach		8.00	8.00	8.00	8.00							32.00	40.00%
6	Referral, Coordination, and Monitoring of Medi-Cal Services													
8	Facilitating Medi-Cal Application													
15	PP & PD (A) (Non-Enhanced) for Medi-Cal Services for Medi-Cal Clients													
17	PP & PD (B) (Non-Enhanced) for Medi-Cal services for Medi-Cal and Non-Medi-Cal Clients								8.00	8.00	8.00	8.00	32.00	40.00%
20	MAA/TCM Implementation Training													
21	General Administration													
22	Paid Time Off (PTO)						8.00	8.00					16.00	20.00%
Status: Approved Daily Total			8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	80.00	100%

4. **Supervisor:** Receive the DocuSign email with Participant/Employee signature and follow the DocuSign instructions to electronically sign the time survey.\*\*



5. **Supervisor:** After both signatures have been obtained, email the Claiming Unit Coordinator and forward the DocuSign “envelope”/document. \*\*



6. **Claiming Unit Coordinator:** CU Accept the time survey when you receive the DocuSign Time Survey with both signatures.
7. **Claiming Unit Coordinator:** Confirm you have completed signing for all Unit participants. Email all your documents as attachments in one email (please put your Claiming Unit and the time survey month in the Subject field of your email) and send to Julie.Newbold@SantaCruzCounty.us (Please keep copies of your DocuSign documents as a backup).

## MAA System Roles/Actions Overview

1. **Participant** – Time survey as Usual, Certify when complete
2. **Supervisor** – Run Time Survey Timecard Validation Report
3. **Supervisor** – Approve Participant's Time Surveys
4. **Participant** – After Supervisor approval, DocuSign Time Survey
5. **Supervisor** - Receive the DocuSign email with Participant/Employee signature. Supervisor follow the DocuSign instructions and electronically sign the time survey.
6. **Supervisor:** After both signatures have been obtained, email the Claiming Unit Coordinator and forward the DocuSign "envelope"/document.
7. **Claiming Unit Coordinator:** CU Accept the Participants Time Survey when you receive the DocuSign Time Survey with both signatures.
8. **Claiming Unit Coordinator:** Generate the Time Survey Summary Report to confirm you have completed signing for all Unit participants. (You do not need to sign this report any longer, it is for your reference.)
9. **Claiming Unit Coordinator:** Email all your Signed DocuSign documents as attachments in one email (please put your Claiming Unit and the time survey month in the Subject field of your email). Send to Julie.Newbold@SantaCruzCounty.us (Please keep copies of your DocuSign documents as a backup).

# MAA/ DocuSign Electronic Signature FAQ

8/13/20

- When will E-signature go into effect?  
It is working now, please go ahead and start using when you are ready. E-sign will be used for all time surveys in FY 20-21 (July 2020- June 2021).
- Can I use E-sign for time surveys before July 2020  
Yes, if you have approval from your Claiming Unit Coordinator.
- When the supervisor approves the MAA survey, will employees get a notification that comes with that message that tells them that their MAA survey is ready to be E-signed?  
The E-sign button will appear in the participants time survey after supervisor approval. There is no other notification to the employee, the supervisor will notify the participant to initiate E-sign.
- Once employee E-signs, does the supervisor get a message that the survey is ready to be E-signed, or is the form automatically sent to the supervisor?  
Yes, DocuSign is routed to the supervisor email address noted in MAA after the employee completes signing.
- Can the supervisor E-sign before the employee?  
No, the supervisor cannot sign first since the document begins within the employee's time survey and is only accessible within that specific Time Survey. (This is to maintain State requirements re Electronic Signatures).
- Does the MAA Coordinator get a message when both E-signatures, from employee and supervisor, are obtained?  
No, the supervisor must forward the DocuSign document to the CU Coordinator (these directions are also part of the DocuSign email package).
- Will I get notification when my time survey has been signed and is complete?  
No, your Supervisor and/or Claiming Unit Coordinator are responsible for tracking who has or needs to E-sign the time surveys. The E-sign button does not go away after you e-sign.
- Will both E-signatures be saved in the employee's MAA account for that month?  
No, DocuSign documents are not part of the MAA System, but part of DocuSign. No copies of the E-signed documents are saved within this system or filed with us until the CU Coordinator sends them to the MAA office.
- Do we need to keep copies of the DocuSign documents?  
Yes, you should keep copies of these documents since the record retention policy for the State is longer than DocuSign.
- My signature in DocuSign is not blue. Is that ok?  
Yes. Blue ink is required for wet/paper signatures to verify they are originals. The Electronic Signature process verifies identity through an alternate process.
- DocuSign wants to track my location. Do I have to say yes?  
The choice is yours. You are not required to say yes.
- How do I electronically sign the TSSR? (CU Coordinator/Supervisors)  
You do not need to send your TSSR to the MAA offices, they are for your reference to confirm you have completed gathering the time surveys for all your participants.
- Do I send my signed time survey to MAA?  
No, your Claiming Unit Coordinator will gather all DocuSign Documents and email them to the MAA office as a batch.