How to Mark Up Forms

If you have a more complex form that you have asked our implementation or support teams to assist you with, you will need to send us a regular and a marked up copy of your form. The marked up copy will assist the team so they know what you need the form to look like.
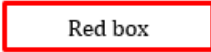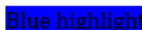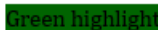
> ***Note*** Contact your TempWorks Project or Account Manager if you are interested in having our team build your forms. There may be additional pricing and considerations.
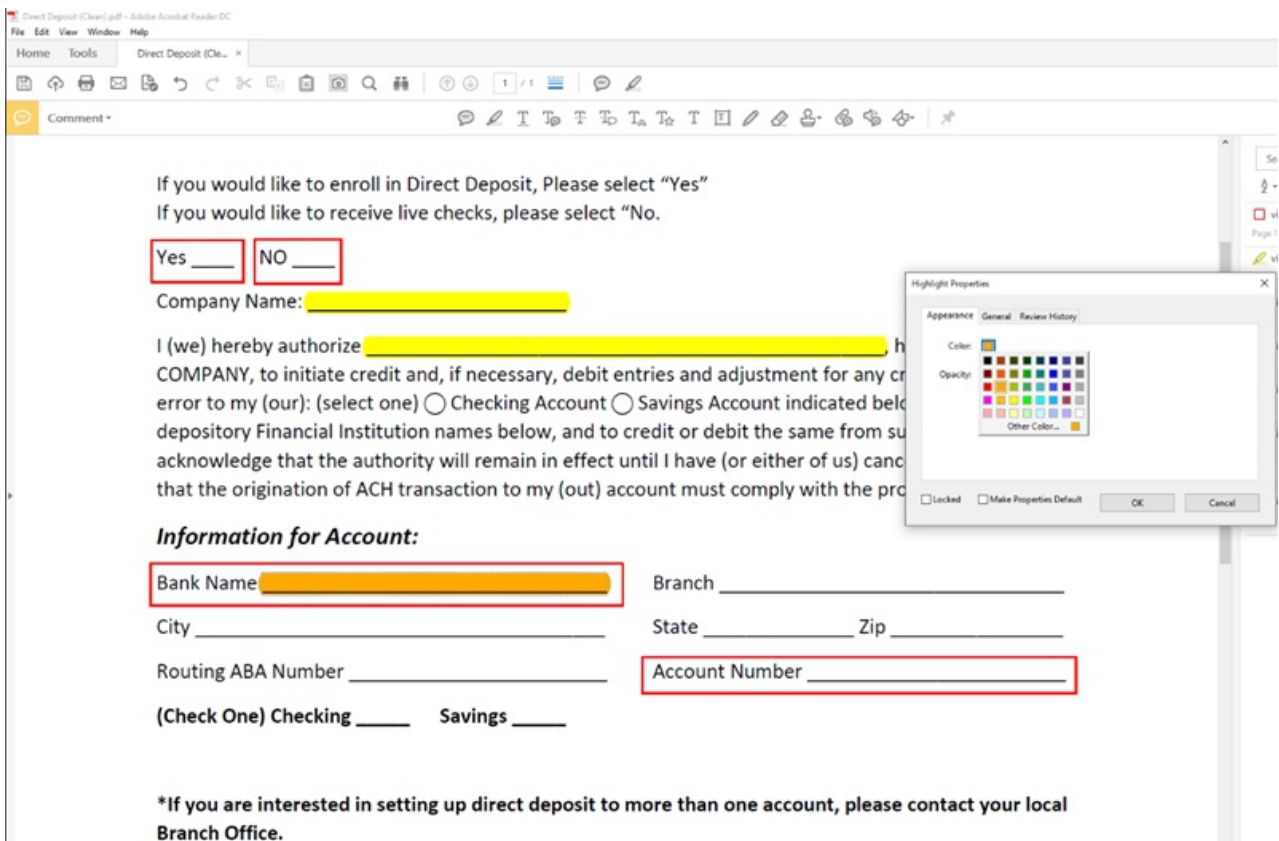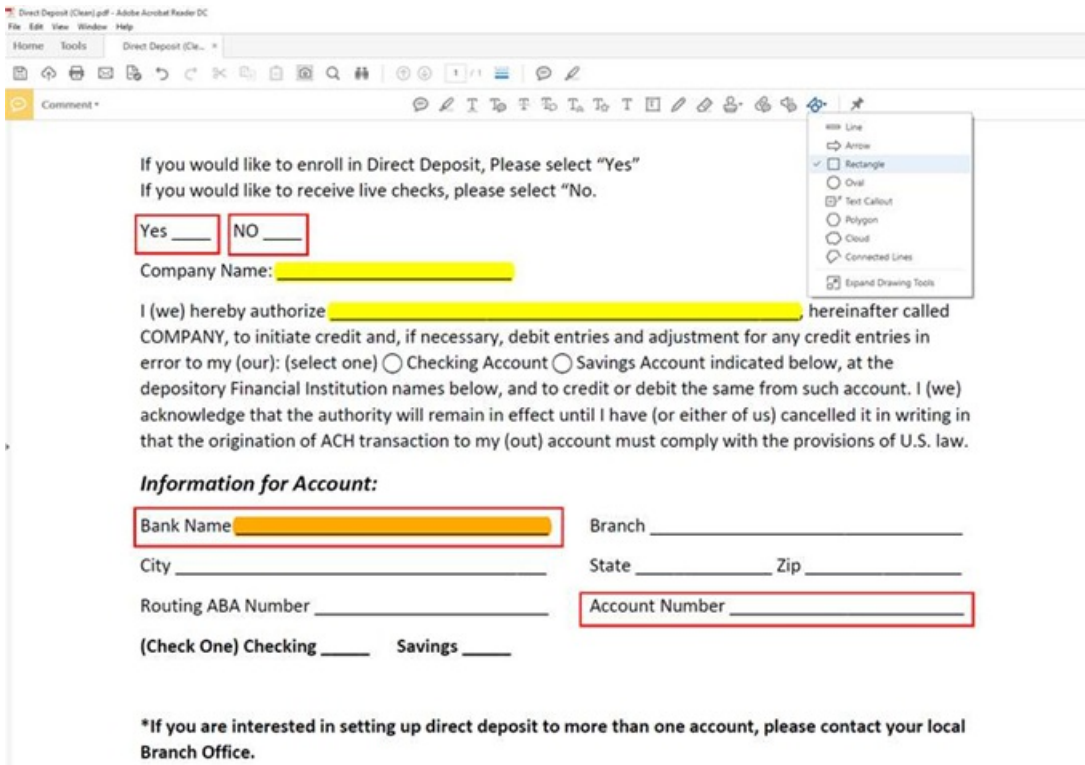
Feel free to also consider marking up your own forms this way to help plan out your form before you create it.

Marking Up Forms Using Adobe Acrobat

This document shows you how to use Adobe Acrobat Reader to indicate Pre-fill, Post-fill, Required, and Signature fields. For a visual example, please reference the "Direct Deposit (Clean)" and "Direct Deposit (Mark Up)" PDFs attached to your HRCenter email.

Color Indicator	Description
Yellow highlight = Prefill field	Information from the Employee record within Enterprise that can be pulled into the form to eliminate the need to retype it in the HRCenter form. Example (Employee Name, SSN, Aident, Address, Driver's License number, etc.). By default prefill fields will NOT be editable unless specified.
Orange highlight = Postfill field	Information entered into the form by the employee that can be automatically updated back into the employee's file within TempWorks after the supervisor approves the form, to eliminate the need to reenter the same information as is on the form. Example (Tax setup information, Convictions, Direct Deposit Setup Information, Race, Gender, etc.).
Red box = Required field	Add a red box around the fields that must be completed.
Blue highlight = Employee signature field	Employee's signature, automatically fills during signing.
Green highlight = Employer signature field	Employer's signature, to be signed by employer or Service Rep (typically signature and a date).
Purple box = Employer completed field	Non-signature field that the Employer will complete.

In Adobe Acrobat Reader, you can highlight text and choose a color, or use Draw Tools to make a rectangle. These items are accessible under the **Comments** toolbar. See screenshots below.

If you would like to enroll in Direct Deposit, Please select "Yes"
If you would like to receive live checks, please select "No."

Yes _____   NO _____

Company Name: _____

I (we) hereby authorize _____, hereinafter called
COMPANY, to initiate credit and, if necessary, debit entries and adjustment for any credit entries in
error to my (our): (select one) ○ Checking Account ○ Savings Account indicated below, at the
depository Financial Institution names below, and to credit or debit the same from such account. I (we)
acknowledge that the authority will remain in effect until I have (or either of us) cancelled it in writing in
that the origination of ACH transaction to my (out) account must comply with the provisions of U.S. law.

Information for Account:

Bank Name _____   Branch _____

City _____   State _____ Zip _____

Routing ABA Number _____   Account Number _____

(Check One) Checking _____   Savings _____

*If you are interested in setting up direct deposit to more than one account, please contact your local
Branch Office.

Related Articles