Supervisor Signature on the RED Form

After the one-on-one meeting is held, the supervisor logs into Formstack and signs the employee’s RED Form. To access the Workspace in Formstack,

1. Login into signon.stjohns.edu
2. Enter your username and password.
3. Click on the Formstack tile on the dashboard.

4. You may be asked to provide the two-factor authentication. Click on Send code, enter the code and click Verify. Result: You will be brought to the Workspace.
5. Click on Recognize Excellence and Development Workflow v4.2.1

6. Click on the Workflow # that corresponds to the employee’s RED Form you need to sign.
7. While on the screen that displays the employee’s RED Form, click on **Open Form** to open the RED Form.

8. Scroll through the RED Form until you arrive at the **Supervisor Signature** section. **Important**: You should sign the form only after the one-on-one meeting with the employee has been conducted.

9. Enter your **First Name, Last Name, Supervisor Completion Date** (date of the meeting with the employee, or date you are completing the form, if different).

10. Click on **Submit Form**.
Result: You will receive confirmation that the form was submitted.
Employee Countersigns the RED Form

After the supervisor signs the employee's RED Form, the employee receives a workflow assignment requesting their signature on the RED. The employee needs to access the Formstack Workspace by clicking on Visit Workspace to Complete Task to sign the employee's RED Form. Alternatively, the employee can access the Workspace through Formstack.
Accessing the Workspace through Formstack.

1. Login into signon.stjohns.edu
2. Enter your username and password.
3. Click on the Formstack tile on the dashboard.
4. You may be asked to provide the two-factor authentication. Click on Send code, enter the code, and click Verify. Result: You will be brought to the Formstack Workspace.
5. Click on Recognize Excellence and Development Workflow v4.2.1

6. Click on the Workflow # that corresponds to your RED Form that you need to sign.

7. Before you can access your RED Form, you may be asked to accept Formstack’s Terms of Service.
   a) Check the box that states, “You have read and agree to all of the above.”
   b) Click on Proceed to your account.
8. When your RED Form is displayed on the screen, click on **Open Form** to open the RED Form.
9. Scroll through the RED Form until you arrive at the Employee Signature section.

**Note:** At this point you have the option to enter additional comments if you do not agree with the supervisor’s comments or wish to provide additional explanations in response to the supervisor’s comments.

10a. **If you wish to add comments,**

a) Select Yes in response to the question that asks for additional comments.

b) Enter comments in the text box.

c) Enter First Name, Last Name, Employee Completion Date (when you sign the form)

d) Click on Submit Form.
10b. If you have no additional comments to make, select **No** in response to the question that asks if you would like to include additional comments,

a) Enter **First Name**, **Last Name**, and **Employee Completion Date** (when you sign the form).

b) Click on **Submit Form**.

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Result: You will receive confirmation that the form was submitted.
11. After the employee signs and submits the RED Form, Formstack sends to both the supervisor and the employee an email notifying them that the process has been completed and transmits a final copy of the RED. The final copy will not have the SAMPLE watermark featured on the document.
12. Copies of the finalized RED Form are sent to the employee, supervisor, Human Resources, and a copy is uploaded to Banner Xtender.

13. Human Resources will upload all the employee ratings into Banner. Supervisors do not need to enter ratings into UIS.