

## SHAF Form Instructions

1. Download PDF SHAF form and save it to your computer.
2. Open the SHAF Form from saved location on computer using Adobe Acrobat (not web browser).
3. Complete information in Section A and Section B for the action requested. Utilize Section C to input any additional comments.
4. Type in "Requesting Supervisor Name" under Section D and date.  
(Please Note: This is not a signature.)
5. Send completed document to CHES HR Admin; Joanne Rocha.  
(Please do not print or scan this document, doing so will make it incompatible with DocuSign).
6. CHES HR Admin will complete Section C and Section E.
7. CHES HR Admin will process through DocuSign to obtain the necessary signatures.
8. The completed SHAF will be sent via email to the appropriate individuals in the requesting unit.