# Opening and Working with Financial Services' Fillable PDF files

All Financial Services related forms can be found in the Loop under: <u>https://loop.bcit.ca/docs/DOC-10292</u>

Many of these forms are now electronically fillable PDF files.

Due to the number of different web browsers available, how the forms open varies from browser to browser. For Windows, BCIT only supports Chrome, Firefox and Internet Explorer. After clicking on the file link, we highly recommend that the PDF files be saved and then opened with Adobe Reader for best results and to avoid any difficulties using these files. Adobe Reader can be downloaded here: http://get.adobe.com/reader/

### To download the PDF File:

#### For Chrome:

Click on the 'Download arrow' in the upper right corner or 'right-click' on the original link and then 'Save link as' to save it.

🧃   且 🦻 🦿 후   Untitled - Paint					
Home View			0		
↓ Cut ↓ Crop   Paste Copy ↓ Resize   Clipboard Image ✓ ▲	Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Brushes Br	Appes Colors	Edit colors		
Bott bcit :: financial services :: X	-	A 4.4.4			
← → C 🖌 🗋 www.bcit.ca/files/fir	ancialservices/pdf/pts-time	ie_sheet.pdf	☆ 🛵 🔕 📴 🗉		
Apps 🗋 Customize Links 🗋 Free Hotmail	🗅 Suggested Sites 🗋 Web Slice	e Gallery 🕒 Windows Marketplace 🕒 Windows Media 🛛 💋 Windows 🦲	Imported From Firefo: >>		
bcit : : financial services : : pts-time shee	ı	1/1	> ± a		
Banner ID (required) Name		For Payroll use only.			
Position No. Fund Org	Account Program				
Month and Year (MMM/YY)	Contract No. (PTS Only)				
+ t <u>□</u>	†⊒ 1092 × 653px 🛛 🖼	]	100% 😑 — 🕕 🕂		

## For Internet Explorer:

Click on the 'Save a copy' button in the upper left corner or 'right-click' on the original link and then 'Save target as' to save it.

	IT http://www.bcit.ca, $\mathcal{P} \star \mathcal{C}  imes $		x ☆ \$
x 🔁 Conv	ert ▼ 👼 Select		
🖹 🖶	Q () 1 / 1		
Save a copy (		ESHEET For Payroll use only.	-
0	Banner ID (recuired) Name 123 123 Position No. Fund Org Account Program		
Q	Month and Year (MMM/YY) Contract No. (PTS Only)		
4	Dates   1   2   3   4   5   6   7   8   9   10   11   12   13     PTS hours	14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Total Hours	
	Employee Signature	Data	
	Print Name		
	Please scan and email compl	eted and approved timesheet to PTS_Payroll@boit.ca	
			-

## For Firefox:

If clicking on the link does not already open Adobe Reader (BCIT issued machines come pre-installed with Adobe product), 'right-click' on the original link and then 'Save link as' to save it.