

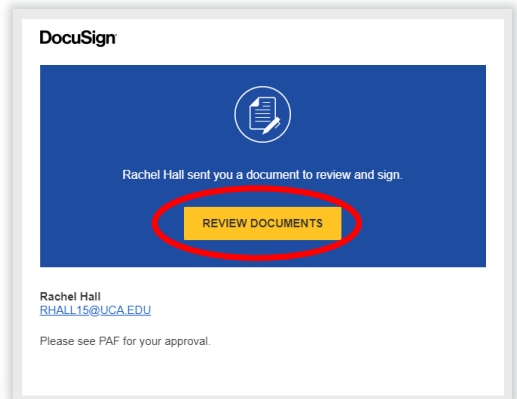
HOW TO APPROVE A PAF IN DOCUSIGN

Receiving the PAF for your approval:

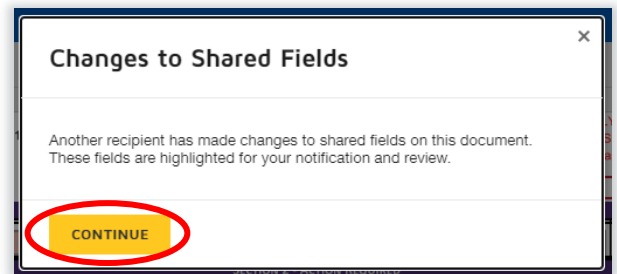
- ◆ When a PAF is ready for your approval, you will receive an email notification. The sender will be “Rachel Hall via DocuSign” and the subject line will read, “PAF: [Employee Name]”

Rachel Hall via D... PAF: Employee Name

- ◆ Open the email and click **REVIEW DOCUMENT**



- ◆ Click **CONTINUE** to review the PAF.
- ◆ You will get an automated message that says, *Another recipient has made changes to shared fields on this document. These fields are highlighted for your notification and review.* Click **CONTINUE**.



- ◆ As an approver you will need to review all information provided on the PAF. **Any fields outlined in grey are fields that are able to be edited if needed for correction.**
- ◆ After reviewing, please **SIGN** or **INITIAL** where needed.

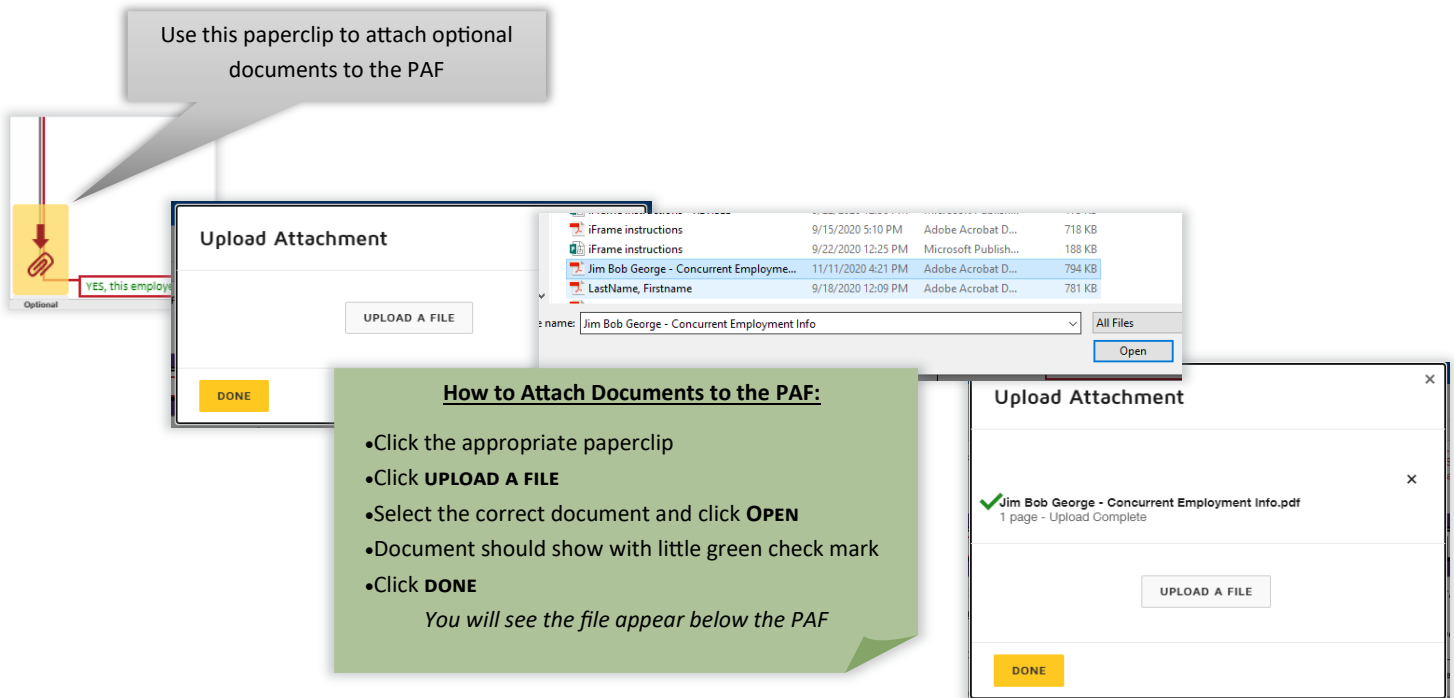
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If you need to attach additional documents to the PAF:

- ◆ Other Attachments may be added using the paperclip on the bottom left corner of the PAF. Examples of other attachments may include resignation letter, time sheet, budget transfer form, etc.

Note: DO NOT use this paperclip to attach the concurrent form. You must use the paperclip at the top of the PAF for the concurrent form!

Use this paperclip to attach optional documents to the PAF



How to Attach Documents to the PAF:

- Click the appropriate paperclip
- Click **UPLOAD A FILE**
- Select the correct document and click **OPEN**
- Document should show with little green check mark
- Click **DONE**

You will see the file appear below the PAF

Upload Attachment

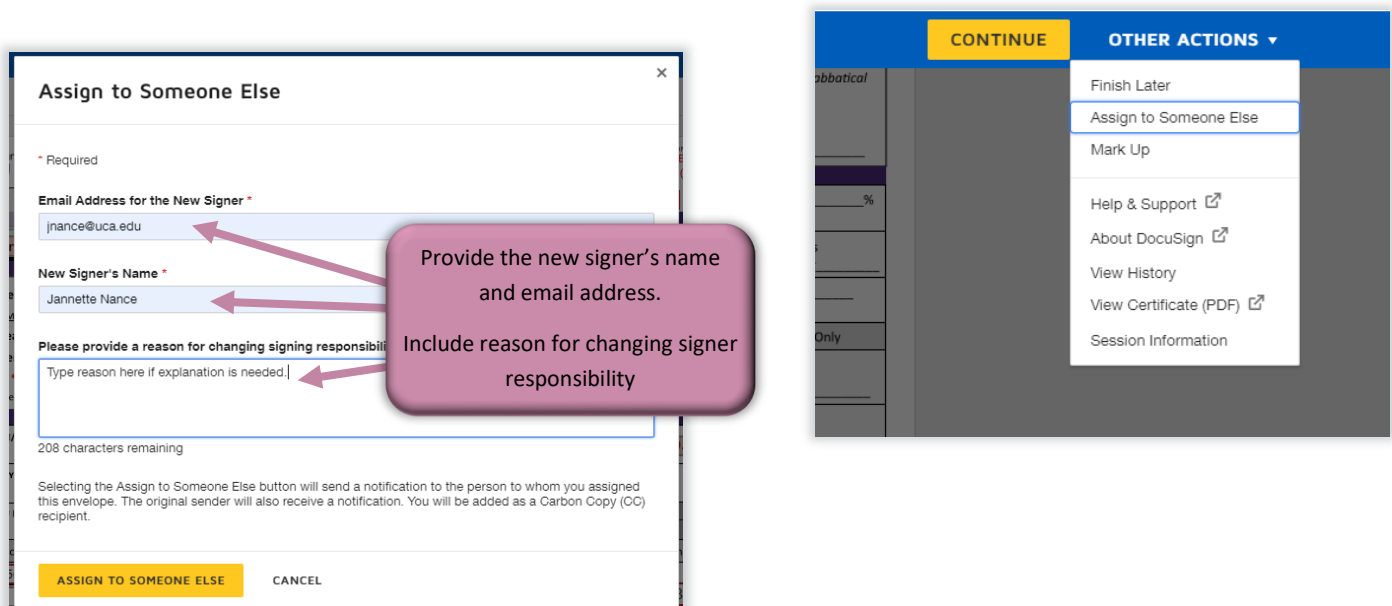
Jim Bob George - Concurrent Employment Info.pdf
1 page - Upload Complete

UPLOAD A FILE

DONE

How to assign the PAF to someone else to approve in your place:

- ◆ In the event that you cannot sign a PAF, you may assign it to someone else to sign for you.
- ◆ Click on **OTHER ACTIONS** on the blue bar at the top. Select **ASSIGN TO SOMEONE ELSE**.



Assign to Someone Else

* Required

Email Address for the New Signer *

jnance@uca.edu

New Signer's Name *

Jannette Nance

Please provide a reason for changing signing responsibility

Type reason here if explanation is needed.

208 characters remaining

Selecting the Assign to Someone Else button will send a notification to the person to whom you assigned this envelope. The original sender will also receive a notification. You will be added as a Carbon Copy (CC) recipient.

ASSIGN TO SOMEONE ELSE CANCEL

Provide the new signer's name and email address.

Include reason for changing signer responsibility

OTHER ACTIONS

- Finish Later
- Assign to Someone Else
- Mark Up
- Help & Support
- About DocuSign
- View History
- View Certificate (PDF)
- Session Information

HOW TO APPROVE A PAF IN DOCUSIGN

Once you are done signing the PAF:

- ◆ Once you have completed the PAF and attached any and all necessary documents, click **FINISH**. There is a **FINISH** button at the bottom if you scroll past the PAF and any attached documents and there is another one at the top right part of the screen.

The screenshot shows the top of the PAF form with a blue header bar containing three buttons: **FINISH** (yellow), **FINISH LATER** (blue), and **OTHER ACTIONS** (blue). Below the header, there are checkboxes for ☐ Non-Exempt, ☐ Concurrent Sent, and ☐ N/A. The **STATUS** section includes checkboxes for Full-time, Overload, Part-time, and Tenure Track Position. The **SALARY** section includes a dollar sign, a grade dropdown, and checkboxes for 12 mos, 9 mos, and 10 mos. The **ACADEMIC TERM** section includes checkboxes for Spring, Summer I, Summer II, and Other. At the bottom, there are checkboxes for Payroll Office Only and HR Office Only.

- ◆ If you have forgotten to fill in some part of the PAF, you will not be able to finish until you do. The yellow **SELECT** arrow on the side will go to where you need to provide info and put red dots around the missing information.

The screenshot shows the PAF form with a yellow **SELECT** arrow pointing to the form. Red dots highlight missing information in the **SECTION 1 - EMPLOYEE DATA** and **SECTION 2 - ACTION REQUIRED** sections. The **SECTION 1** fields include LAST, FIRST, MI, EMAIL ADDRESS, and UCA ID. The **SECTION 2** fields include Re-Hire, Change in Status/Revision, Other, New Hire, and IS THIS A GRADUATE ASSISTANT?. The **EMPLOYEE INFORMATION** section includes Supervisor, Benefits Eligible, Appointment, Extra Help, and Emergency Hire. The **Leave of Absence** section includes From, To, and SPECIFY THE TYPE OF LEAVE. The **Termination** section includes Resignation, UCA Retirement, and Other. The **Last day present for work** field is also present. A note at the bottom states: *UCA Retirement is age 59 1/2 with at least 10 years of UCA benefit eligible service or any age with 28 years of benefit eligible state service.

- ◆ In the event that you get interrupted and cannot sign the PAF, select **FINISH LATER** up on the blue bar at the top. You will be asked to provide your email address so DocuSign can send you the link to the saved form.

The screenshot shows the top of the PAF form with a blue header bar containing three buttons: **FINISH** (yellow), **FINISH LATER** (blue, circled in red), and **OTHER ACTIONS** (blue). Below the header, there are checkboxes for ☐ Non-Exempt, ☐ Concurrent Sent, and ☐ N/A.

The screenshot shows the **Finish Later** dialog box. It contains the text: "Enter your email to receive a link to finish this document later. Your completed entries will be saved." Below this is an **Email** field with the text "dbaker@uca.edu". At the bottom are two buttons: **SAVE & CLOSE** (yellow) and **CANCEL** (blue).

- ◆ After you have signed the PAF and clicked **FINISH**, you will be asked if you would like to Save a Copy of Your Document. You have the option to download or print it at this point; do what is best for your department. This is NOT the final approved PAF.

When the PAF is final and approved, you will receive a completed copy; you will receive an email notification with the subject line that says, "Completed: PAF: Employee Name". It is recommended to save the Final Approved PAF for your records.

You have now APPROVED an electronic PAF via DocuSign!

The screenshot shows the **Save a Copy of Your Document** dialog box. It contains the text: "Your document has been signed. If you would like a copy for your records, select Download or Print and save." Below this are three buttons: **DOWNLOAD** (yellow), **PRINT** (blue), and **CLOSE** (blue).