

DocuSign is an electronic signature application that was recently acquired by the College for electronic documents and eSignatures.

1. Once the initiator sends a document for your review you will receive an e-mail from DocuSign.

Note: E-mail reminders will be sent via DocuSign every three days until signature is completed.

a. Click on "Review Document".

DD To Ana Gon	Tue 2/1/2022 8:19 AM DocuSign Demo System <dse_demo@docusign.net> Please DocuSign: BO-7721 - Overtime Request zalez</dse_demo@docusign.net>					
CAUTION: Th unless you re	roblems with how this message is displayed, click here to view it in a web browser. is email originated from outside South Texas College. Do not click links or open attachments ecognize the sender and know the content is safe.					
DocuSign						
Ana Gonzalez sent you a document to review and sign.						

- 2. You will now be routed to the following page where you will review the Overtime Request form.
 - a. You will get a pop-up to access location. Click "Allow".
 - b. Then Click on continue.



- 3. Once review and approved click on Finish.
 - a. Please note that should you not approve one or any of the staff indicated on the form you may select the drop-down option in the "Approved" column (Supervisors Only).

Please revie	ew the documents below.	FINISH	OTHER ACTIONS -
	±, ⊑ t. ()		Ľ
START	DocuSign Envelope ID: 22829D98-8FF5-4AD1-BD6A-E2AEDA02F808		

Select ar	n option from	the list						FINISH	отны
	¥ [↓] ⊒ ©								
	DocuSign Envelope ID: 639BA4BA-0C20-4909-8095-65C81BB43ADD								
	SOUTH TEXAS					Rec	South Texas College Juest for Overtime/Straight Time		
		Department: Business Office-			ayroll		For the Month of: June Fiscal Year: 2022	_	
		Employee Name		Employee Name	A #	Total Monthly	Justification	Optional ed	
			1	Ana Gonzalez	A00123456	10	Testing	Yes 🗸	
			2					select	
			3					Yes	
			4					No	

- 4. This should take you to the bottom of the page where you will electronically sign the document Click on the Sign box.
 - a. In this example we can see it's for the supervisor. (It will be the same process for Dean's, FM's and VP's Only different fields).

	Note: Number reflects estimated hours Any hours over 40 including benefit pay	per week and total hours pe such as holidays, vacation, s
SIGN	Sign	2/1/2022
	Approved, Supervisor	Date



- 5. This will give you the option to choose a style, draw or upload your signature.
 - a. Once chosen style you may click on "Adopt and Sign".

Confirm your name, initials, and signature.							
Full Name*	Initials*						
Ana Gonzalez AG SELECT STYLE DRAW UPLOAD							
PREVIEW Change Style							
DocuSigned by: Ina Gonzalez B88841E5B363D4FB							
By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.							
ADOPT AND SIGN CANCEL							

6. Once you have signed an e-mail will be sent to individuals to whom it corresponds to in sequential order after reviewing and approving. It will prompt you to log in to check the status but this is optional.

Note: Documents have a 31-day expiration date and will be voided if not completed by all signers within the time frame.





- 7. Once the Documents has been reviewed and approved by all then an e-mail notification will be sent along with the attachment.
 - a. Please note that you will not have to do anything further as this completed attachment will also be sent to the payroll office.

DocuSign
Your document has been completed
VIEW COMPLETED DOCUMENT

- 8. Please note that if you do not approve the overtime request you can Decline the Overtime Request Form.
 - a. When reviewing the document Click on "Other Actions".
 - b. Select "Decline to Sign" then press "Continue" on the Caution pop-up.

Please Review & Act on These Docu	uments		DocuSign
Ana Gonzalez STC DEMO			
Please review and if approved sign electronically.			
View More			
Please review the documents below.			OTHER ACTIONS -
Employee	NAME LAT INSTITUTION	Approvea	Finish Later
1 Ana Gonzalez	Caution	Yes ~	
2		Yes v	Print & Sign
3	If you select CONTINUE, this document will be voided.	Yes v	Decline to Sign
4	To request changes to this document, please select CANCEL and contact the sender directly with your	Yes v	
5	request. You can exit signing and save the information you've entered by using the FINISH LATER option in the	Yes v	Help & Support
6	OTHER ACTIONS menu.	Yes v	About DocuSign
7		Yes v	View History
8		Yes v	View Certificate (PDF)
	10 ²	Yes v	Session information
5			



c. Provide a reason for declining. Then press "Decline to Sign" see example below.

Decline to Sign	;
Please provide a reason for declining:	
I do not approve.	
483 characters remaining	
I withdraw my Electronic Record and Signature Disclosure consent for this and all subsequent envelop	063
from this sender's company. Checking this box effectively dissolves this electronic signing relationship.	
DECLINE TO SIGN CANCEL	

d. Once declined you will receive the message below and all parties who have singed will be notified including the initiator.



Helpful TIP's:

If you would like to see if you have any items pending you may log into DocuSign. Once logged in you will see the "Actions Required" section on your dashboard this will indicate the number of pending items. To access the documents, click on "Actions Required". <u>https://account.docusign.com/</u>

ocuSign eSignature	Home	Manage	Templates	Reports	Settings			
				Dev	veloper Environment			
		DocuSigned by: Ivr Gerrydry B8841E5B303D4FB		Last 6 Months 3 Action Required	O Waiting for Others	O Expiring Soon	10 Completed	