DocuSign Job Aids for HR Salary Verification
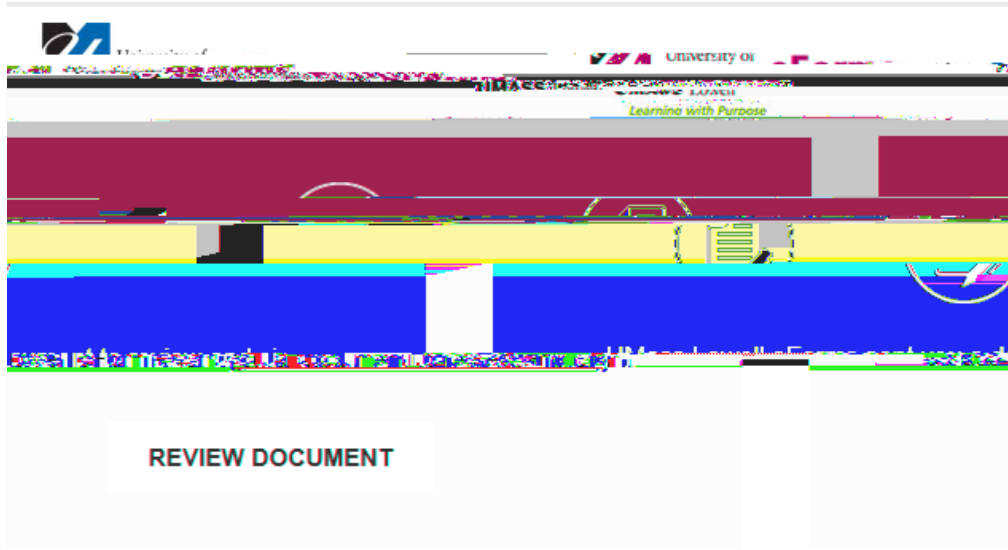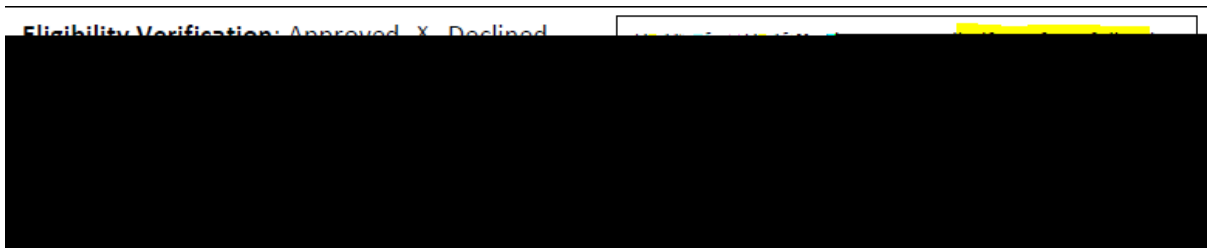
a. When you receive an email notification from DocuSign asking you to Review or Sign documents as in below, click "Review Document".
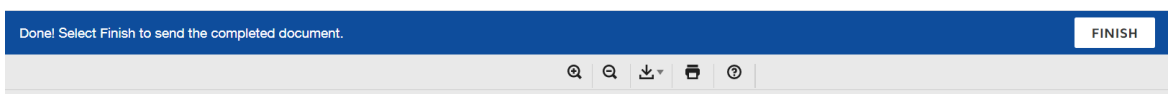

REVIEW DOCUMENT

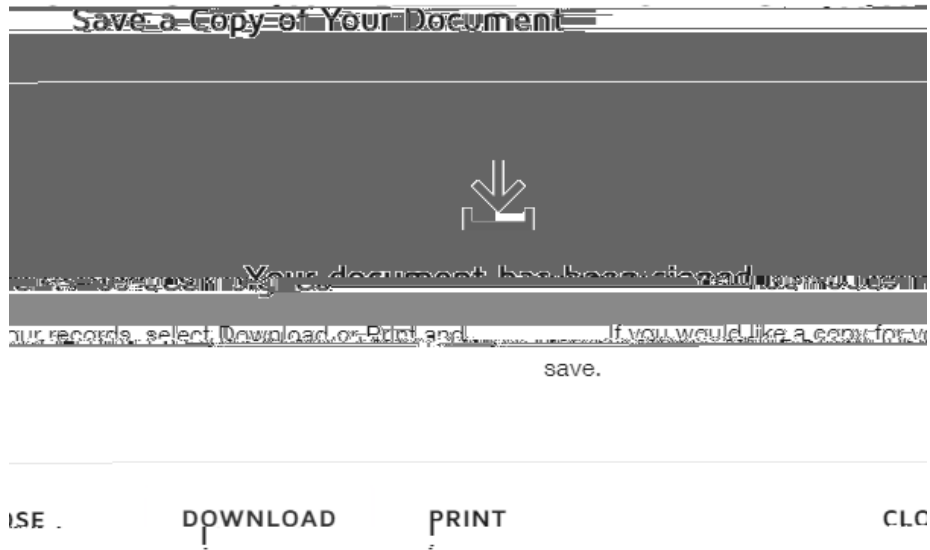b. When you are on DocuSign, click "continue'' to proceed.

c. Please enter the applicant's annual salary <u>without stipends</u> here (in dollars) and initial; for example: $25,000.00.

Click "finish" to submit to the next approval queue.

d. A following screen confirming your completion will pop up.

Email Sabbatical@uml.edu for any sabbatical-related questions. Thank you.