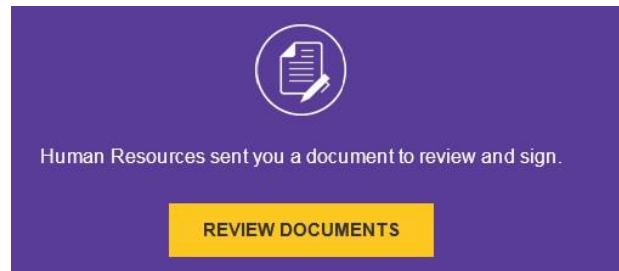
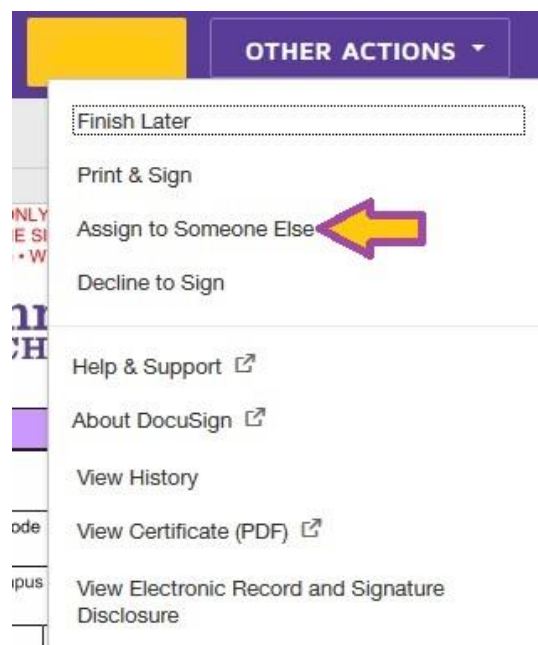


How to approve a Personnel Action Form (PAF):

1. After the Initiator has created the PAF, the person that was entered as the Director (Non-Academic) or the Chair/Director (Academic) will receive an email notice to review and sign the PAF. Once the Director or Chair/Director approves, the Vice President (Non-Academic) or the Dean/Vice President (Academic) will then receive an email notice to review and sign the PAF as illustrated below:



2. In order to review the PAF as an approver, select the Review Documents button from your email notification. DocuSign will open in a browser window.
3. If you need to assign the PAF to someone else to sign instead of yourself, select Other Actions then **Assign to Someone Else**.



How to approve a Personnel Action Form (PAF):

- If you intend to approve the PAF, select the checkbox after reading the Electronic Records and Signature Disclosure. You will then be able to select Continue to start reviewing the PAF. *If you have acknowledged the agreement before you may not have this option, simply select Continue.*

Please Review & Act on These Documents



Tennessee Tech



Powered by **DocuSign**

*Note - This message is NOT spam. It is being sent on behalf of Tennessee Tech Electronic Signature System DocuSign and requires your immediate action. You have a Personnel Action Form that needs your approval/signature.

▶ Please read the [Electronic Records and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE
OTHER ACTIONS ▾

DocuSign Envelope ID: 885A5AF7-2746-4C7D-991E-57F3E8FC158C
Rev. 10/2016

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www.docuSign.com

Personnel Action Form

Office of Human Resources

- Review the information on the PAF.

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Personnel Action Form

Office of Human Resources

EMPLOYEE INFORMATION		DATE			
BANNER ID or SSN (last 4 digits)	LAST NAME	FIRST NAME	MIDDLE	PREFIX/SUFFIX	
Street Address	City, State		Zipcode		
TTU Box No. (if any)	Email	Phone	Campus Phone		
Sex: <input type="radio"/> Male <input type="radio"/> Female	Birthdate	Citizenship If Not United States <input type="checkbox"/> Alien Authorized to Work	Hispanic/Latino <input type="radio"/> Yes <input checked="" type="radio"/> No	Race Asian or Pacific Islander	Edison ID (HR Only)
JOB INFORMATION					
Effective Date	Expiration Date (if applicable)	Type of Appointment	Appointment		
Class: <input type="checkbox"/> Academic - Temporary (Non-Tenure)	Status: <input type="checkbox"/> Temporary Part-Time	Separation: -- select --	Type of Change: -- select --		
DEGREE INFORMATION (if required or preferred for employment)					
Highest Degree	Institution Name	Major			
BUDGET/PAY INFORMATION					
Job Title	College/Division	Department			
Index Code	Position Number	Percent Employed	Annual Salary	Monthly/Hourly Salary	Budgeted Salary
TOTALS					
LABOR DISTRIBUTION					
COAS CODE	FUND CODE	ORG CODE	ACCOUNT CODE	PROGRAM CODE	ACTIVITY CODE
REMARKS					

How to approve a Personnel Action Form (PAF):

6. Select the Start button to be directed to the fields you are required to complete.

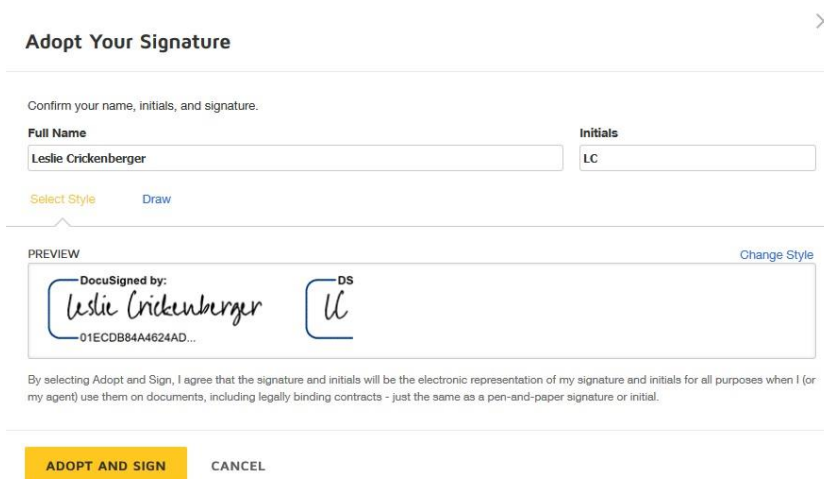


START

7. Select Sign in order to sign your name to the PAF. DocuSign will automatically date the document with the current date.



8. If this is your first time using DocuSign to sign a PAF it will ask you to set a font style for your signature. After doing so, please make sure your full name and initials are correct then click Adopt And Sign.



The image shows a dialog box titled "Adopt Your Signature" with a close button (X) in the top right corner. Below the title, it says "Confirm your name, initials, and signature." There are two input fields: "Full Name" with the text "Leslie Crickenberger" and "Initials" with the text "LC". Below these fields are two buttons: "Select Style" and "Draw". Below the input fields is a "PREVIEW" section with a "Change Style" link. The preview shows "DocuSigned by:" followed by a signature "Leslie Crickenberger" and initials "LC" in a box. Below the preview is a small disclaimer: "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." At the bottom of the dialog are two buttons: "ADOPT AND SIGN" and "CANCEL".

9. After entering and reviewing your information, select the Finish button. The Finish button will only be visible if all required information has been entered.



FINISH