1) Log into DocuSign: http://docusign.sfsu.edu/
2) Click on “New” and “Use a Template”

3) Choose Work Schedule

   1. Click “All Templates”
   2. Select “Work Schedule”
   3. Click on “ADD SELECTED”
How to Submit Work Schedule Via DocuSign

4) Initiator/Employee enters the routing information (i.e. recipient names and their email addresses).

Complete All Routing Information, and click on “SEND”
5) Initiator/Employee will receive an email Subject “Please DocuSign: Work Schedule” 
Open the Email and click on “REVIEW DOCUMENTS”.

6) Initiator/Employee will complete the Work Schedule, sign, and click on “FINISH”.

7) Approver will receive an email Subject “Please DocuSign: Work Schedule” to 
signs/approves and clicks “FINISH” to complete the document.

8) Once the Work Schedule is FINISHED, all parties in the routing, Payroll & TMCS will 
receive a copy of completed form via email.