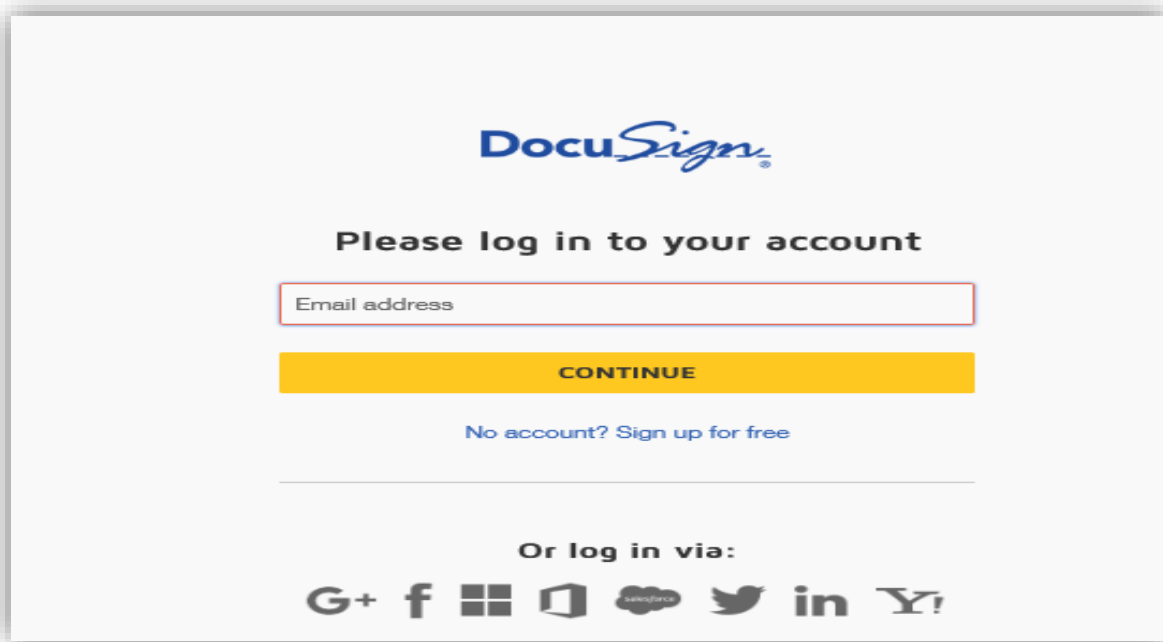
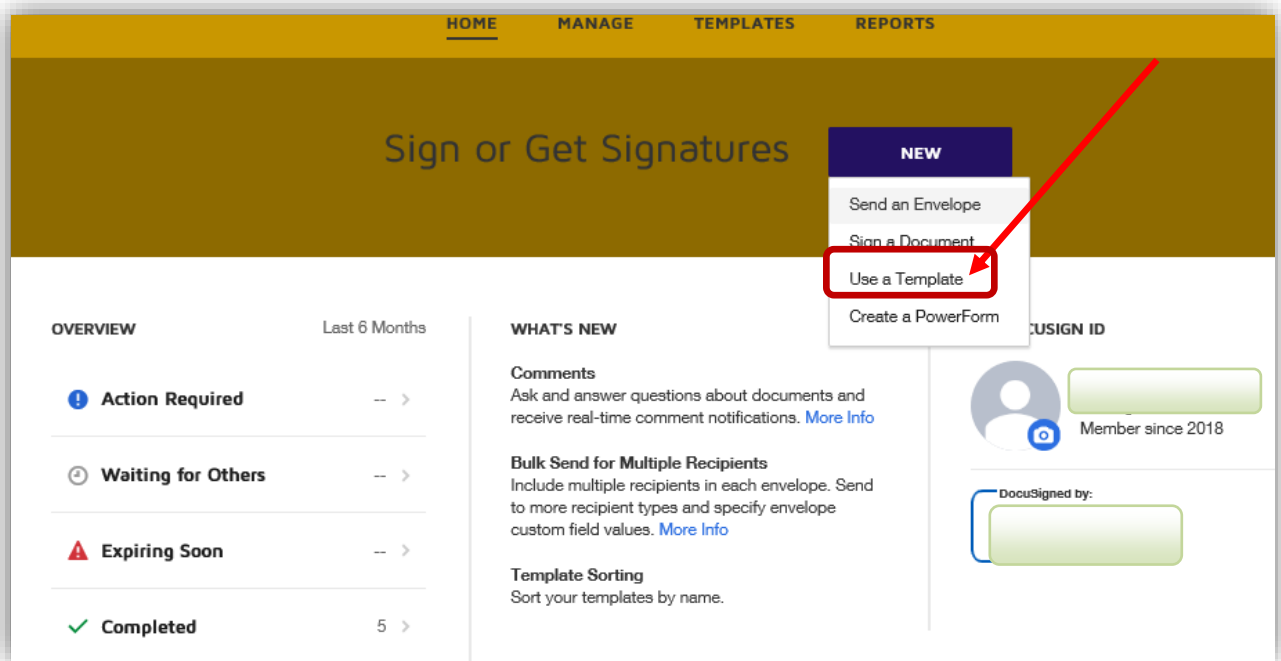


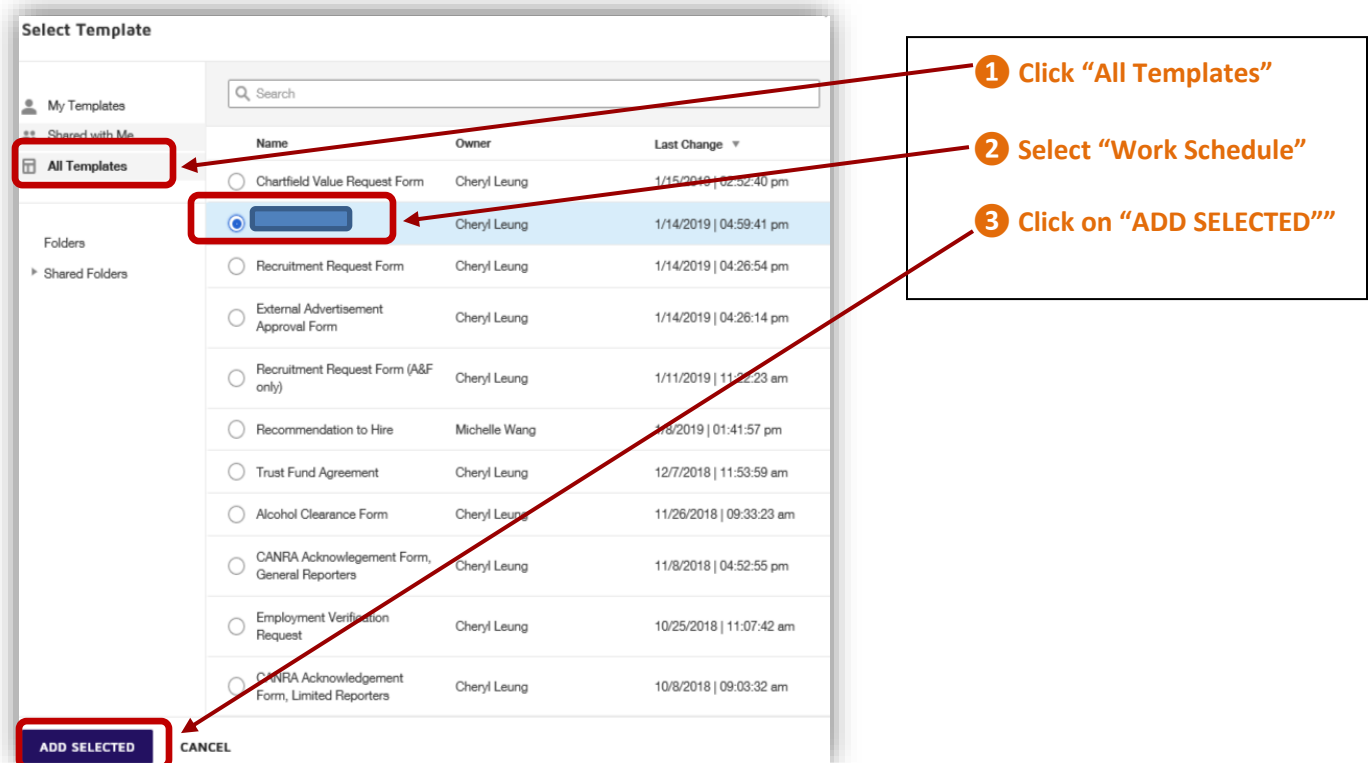
1) Log into DocuSign: <http://docusign.sfsu.edu/>



## 2) Click on "New" and "Use a Template"



## 3) Choose Work Schedule



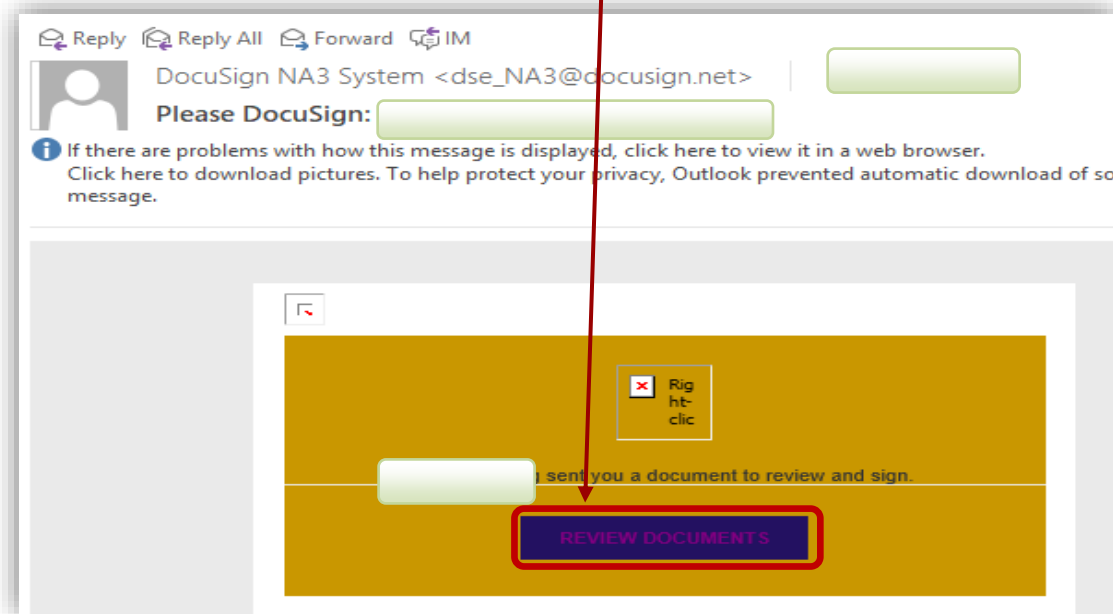
- 4) Initiator/Employee enters the routing information (i.e. recipient names and their email addresses).

The screenshot displays a DocuSign routing form with the following sections:

- Recipients**: A list of four recipients, each with a 'Name \*' and 'Email \*' field.
  - 1. Preparer
  - 2. Approver
  - 3. Employee
  - 3. Payroll Services Representative, Human Resources
- Message to All Recipients**:
  - Custom email and language for each recipient
  - Email Subject \***: A text box containing "Please DocuSign: [Employee\_UserName]" with "Characters remaining: 49".
  - Email Message**: A text box containing "Hello,".
- Buttons**: A row of three buttons: "SEND" (highlighted with a red box), "ADVANCED EDIT", and "DISCARD".

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 sign/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.