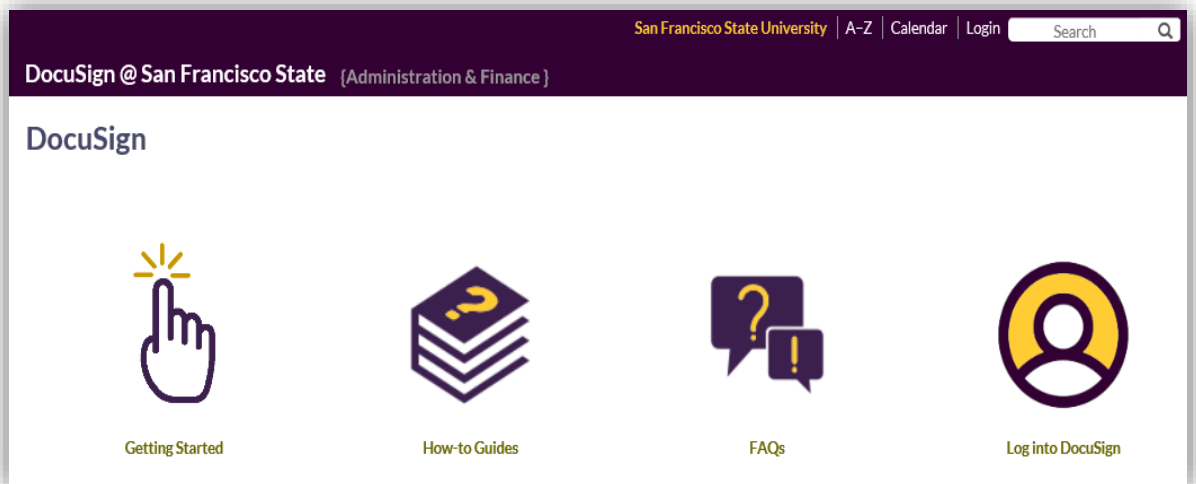
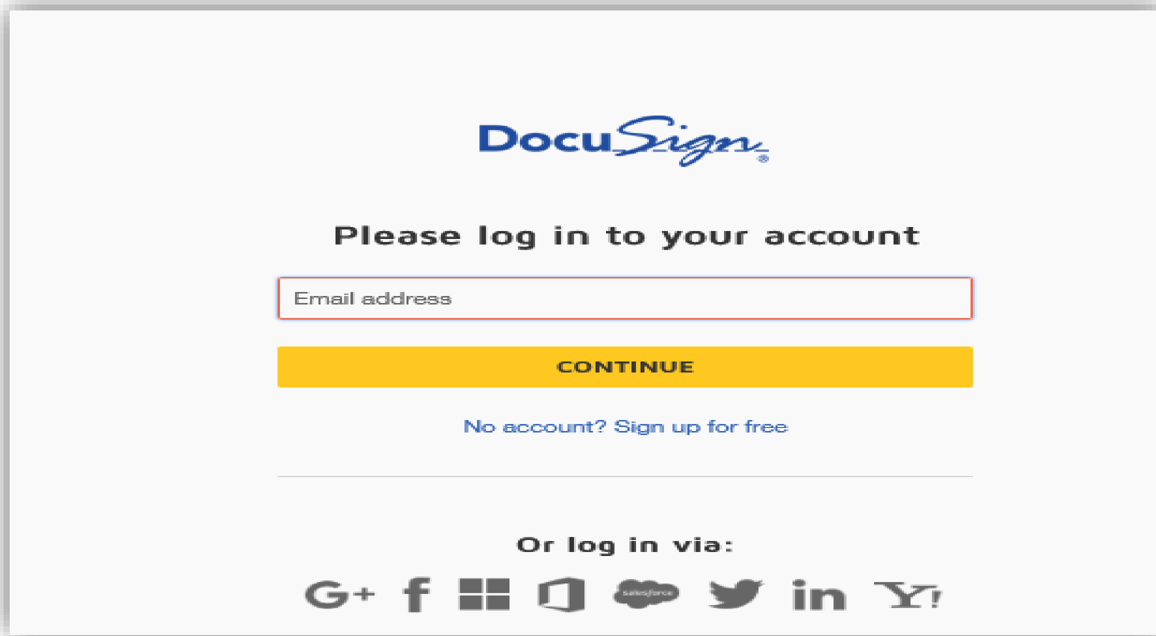
How to Submit Work Schedule Via DocuSign

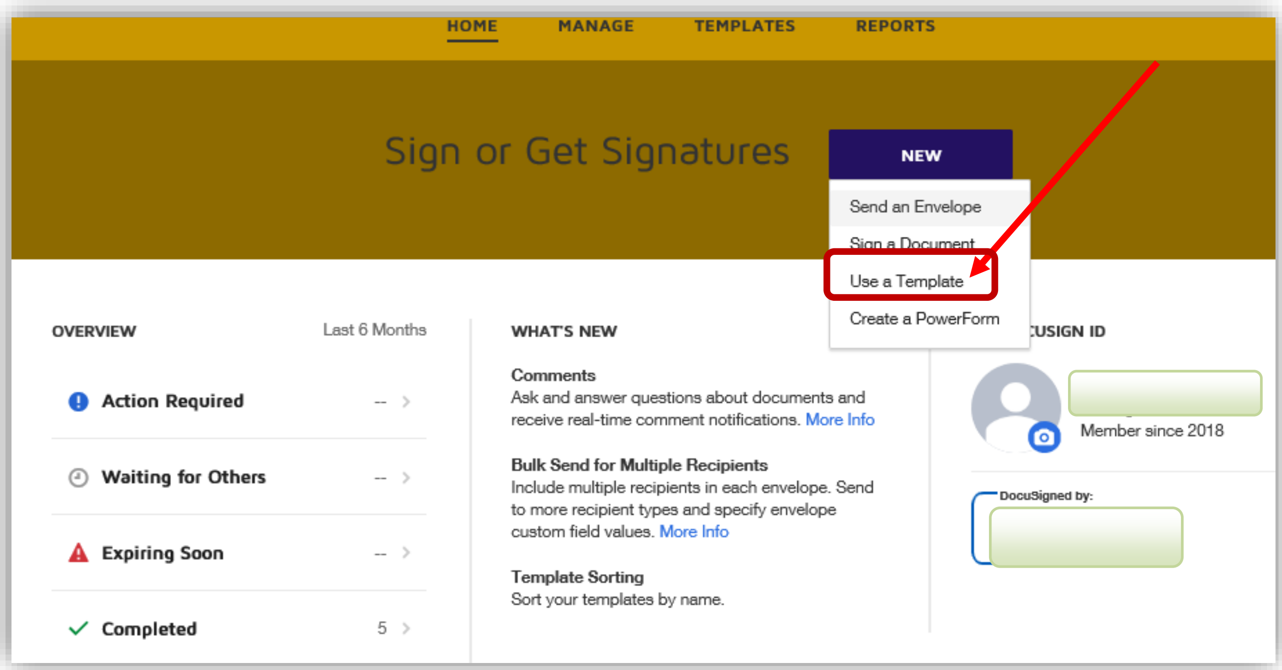
01.2019

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

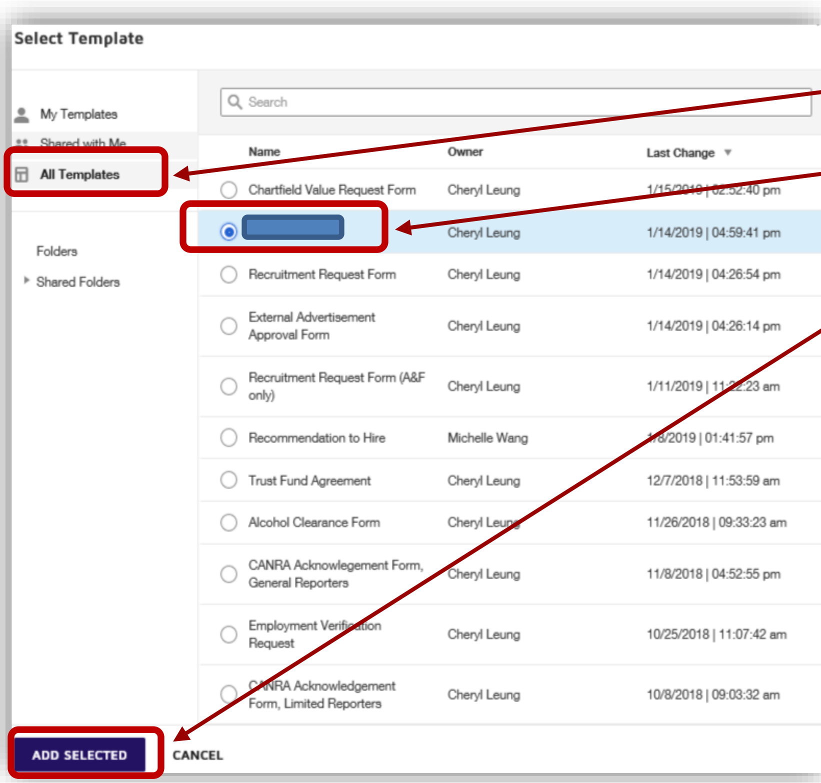




2) Click on "New" and "Use a Template"



3) Choose Work Schedule

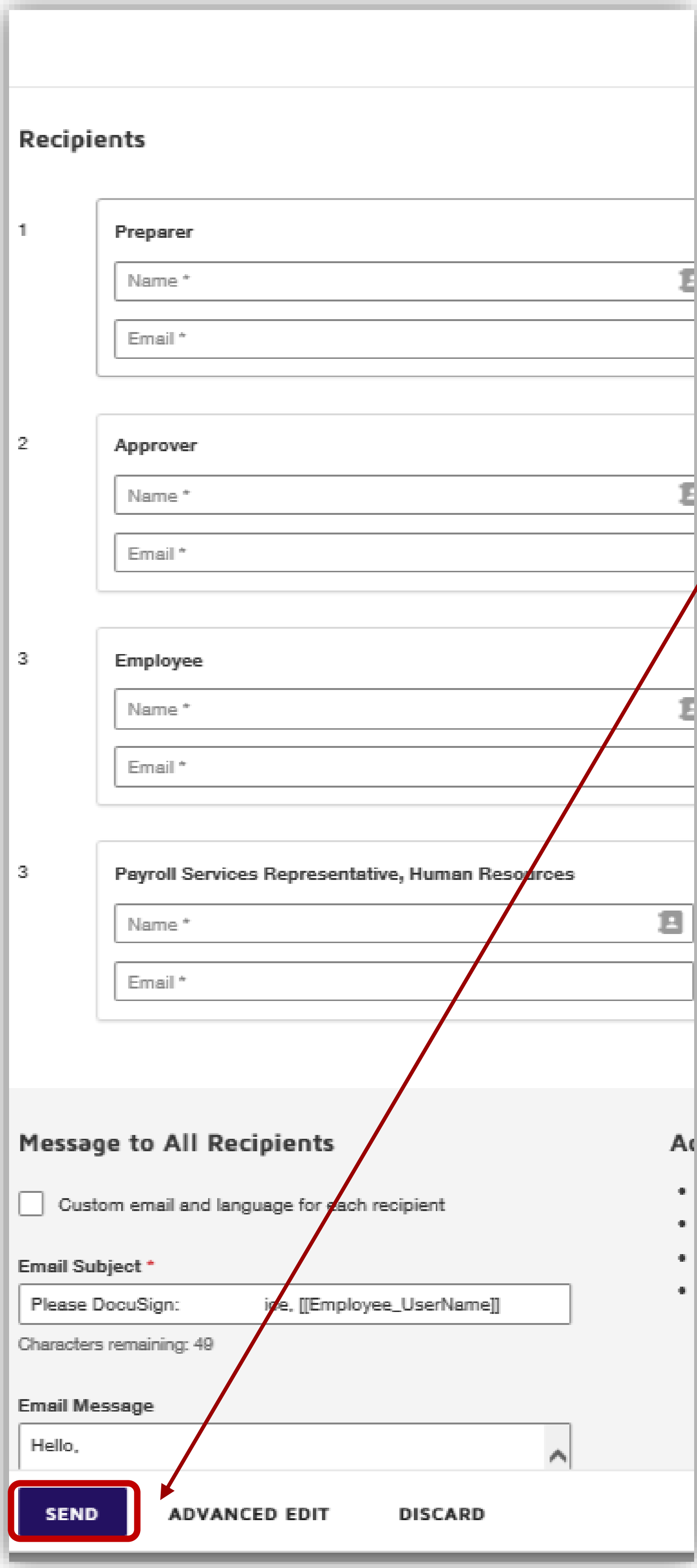


1 Click "All Templates"

2 Select "Work Schedule"

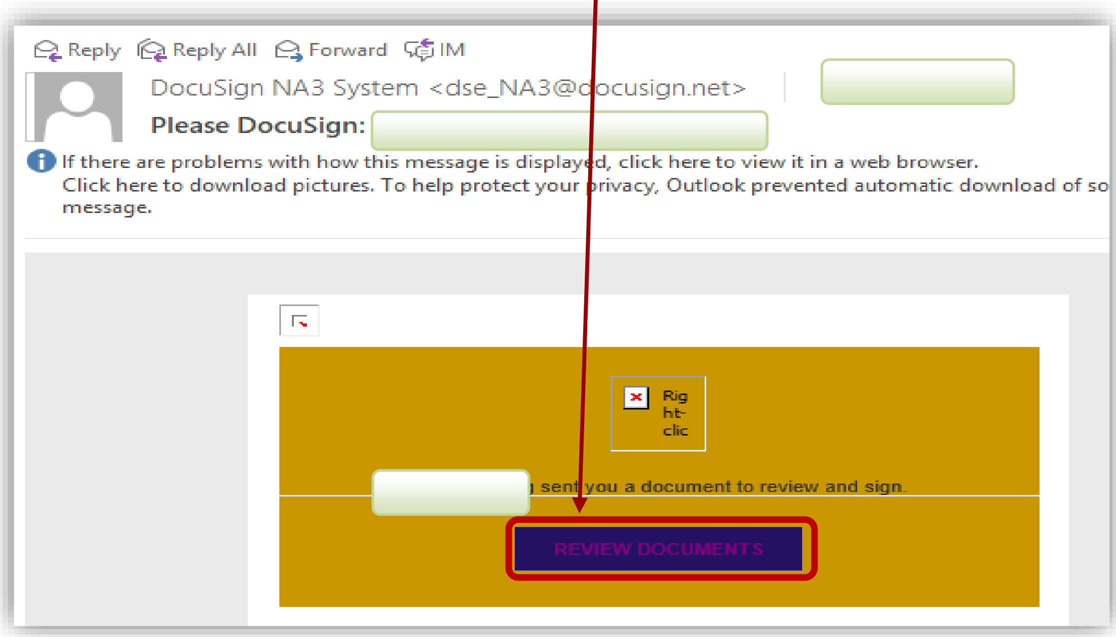
3 Click on "ADD SELECTED""

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 FINSHED, all parties in the routing, Payroll & TMCS will receive a copy of completed form via email.**