

DocuSign Procedures

*Please do **NOT** send any documents directly to Vice President Taylor.*

IMPORTANT

If Vice President Taylor is the final signer before HR

(i.e. paid parental leave, leave of absence, pPAF, provisional hire, supervisory change, telecommuting agreement, instructor credentials certification)

1. Add Jeanette Taylor in the name field and add fda-approvals@fsu.edu in the email field. Please **do not** send anything directly to Vice President Taylor.

The screenshot shows a DocuSign interface for adding a signer. The 'Name' field is labeled 'Name *' and contains 'Jeanette Taylor'. The 'Email' field is labeled 'Email *' and contains 'fda-approvals@fsu.edu'. To the right of the name field is a dropdown menu set to 'Needs to Sign', a 'Customize' button, and a trash icon.

If Vice President Taylor is NOT the final signer and the item needs Provost approval before HR (i.e. ADI, salary increase, counteroffer)

1. Add Jeanette Taylor in the name field and add fda-approvals@fsu.edu in the email field. Please **do not** send anything directly to Vice President Taylor.

The screenshot shows a DocuSign interface for adding a signer. The 'Name' field is labeled 'Name *' and contains 'Jim Clark'. The 'Email' field is labeled 'Email *' and contains 'Provost-Approvals@fsu.edu'. To the right of the name field is a dropdown menu set to 'Needs to Sign', a 'Customize' button, and a trash icon.

2. If the item needs Provost approval, add Jim Clark in the name field and add Provost-Approvals@fsu.edu in the email field. Please do not send anything directly to Paul Harlacher or to Provost Clark.
3. If you have questions regarding the status of the Provost's signature, please contact Leslie Reithmiller (lreithmiller@fsu.edu).

FINAL STEP

HR will automatically receive the completed document if they are added to signing order at the very end. Use Human Resources in the name field and hr-edmdocs@fsu.edu for the email.

Make sure you change the drop-down menu to "CC Receives a Copy."

June 2025