

DocuSign Procedures

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

IMPORTANT

If Vice President Kistner 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 Janet Kistner in the name field and add fda-approvals@fsu.edu in the email field. Please **do not** send anything directly to Dr. Kistner.



The screenshot shows a DocuSign form with two input fields. The 'Name' field contains 'Janet Kistner' and the 'Email' field contains 'fda-approvals.fsu.edu'. To the right of the name field, there is a dropdown menu set to 'NEEDS TO SIGN' and a 'MORE' dropdown. A small warning icon is visible next to the email field.

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

1. Add Janet Kistner in the name field and add fda-approvals@fsu.edu in the email field. Please **do not** send anything directly to Dr. Kistner.
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.



The screenshot shows a DocuSign form with two input fields. The 'Name' field contains 'Jim Clark' and the 'Email' field contains 'Provost-Approvals@fsu.edu'. To the right of the name field, there is a dropdown menu set to 'NEEDS TO SIGN' and a 'MORE' dropdown.

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."

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