**DocuSign Job Aids for HR Salary Verification**

a. When you receive an email notification from Docusign asking you to Review or Sign documents as in below, click “Review Document”.

![DocuSign notification](image)

b. When you are on Docusign, click “continue” to proceed.

c. Please enter the applicant’s annual salary **without stipends** here (in dollars) and initial; for example: $50,000.00.
Click “finish” to submit to the next approval queue.

d. A following screen confirming your completion will pop up.

Save a Copy of Your Document

Your document has been signed
If you would like a copy for your records, select Download or Print and save.

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Email Sabbatical@uml.edu for any sabbatical-related questions. Thank you.