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”.

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: $25,000.00.

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.