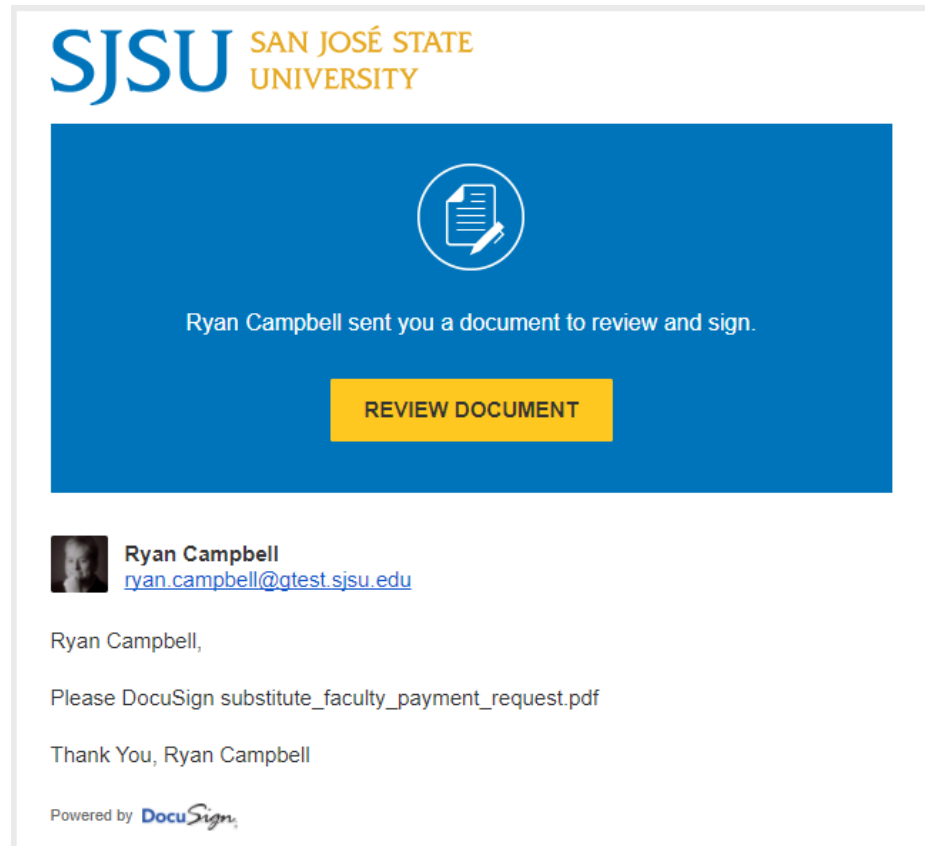


Signing Documents Using DocuSign

Signing documents using a DocuSign is a quick and easy way to add your signature and required information to an electronic document without having to print it out, add your signature, and scan it back in. Many documents are approved for electronic signatures on campus. If a department has sent a document for your signature through DocuSign, you'll receive an email notification.

1. Click the **Review Document** link in your email
2. If you are not signed in, you may be prompted to sign in to DocuSign. You can sign in using your SJSU ID and password



You may be prompted to read and agree to the Electronic Record and Signature Disclosure.

3. Click the link to read the disclosure if you like
4. Check the box to acknowledge *I agree to use electronic records and signatures* if required
5. Click **Continue**. The button will not be active until you have not agreed to the terms
6. Enter any data requested. Fields that are required are highlighted in red
7. Click 'Sign' to sign the document


Please Review & Act on These Documents

SJSU SAN JOSÉ STATE UNIVERSITY
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Ryan Campbell
San Jose State University

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures. **CONTINUE** OTHER ACTIONS ▾

DocuSign Envelope ID: B27A6664-BF92-492F-AE61-693F1727458E


SUBSTITUTE FACULTY PAYMENT REQUEST
 HUMAN RESOURCES | 408-924-2250

Instructions: Print using blue or black ink pen. Complete and submit to Faculty Affairs, Admin 150, 0021.
REQUEST FOR SUBSTITUTE FACULTY PAYMENT

REQUEST FOR SUBSTITUTE FACULTY PAYMENT

The Dread Pirate Roberts _____ Replaced Prince Humperdink _____
 (Name of Substitute) (Name of Regular Faculty Member)

For a total of 6 Hours, as follows _____

Date/Hours	Date/Hours	Date/Hours
1-22-2017 / 2	1-24-2017 / 2	1-26-2017 / 2

Class title of substitute teacher (check one): (Rate shall apply to individuals who meet the qualification requirements for appointments to the academic rank in parentheses.)

Rate A (Assistant or Instructor)
 Rate B (Assistant Professor)
 Rate C (Associate Professor or Professor)

Type of class taught by the substitute teacher:

Lecture Class (Total Hours 6)
 Laboratory or Activity (Total Hours _____)

Please provide the following information about the substitute teacher:

PeopleSoft Position ID 009999

Employee ID

Employed by the College in another capacity? Yes No If yes, where? _____

APPROVAL SIGNATURES

Signature of Dept. Chair/Designee


7/28/2017

Signature from Dean

Signature from Faculty Affairs

You will be prompted for your signature.

8. Enter or confirm your full name and initials
9. If this is your first time signing a document with DocuSign, you will be prompted to choose a signature. If you want to choose a new style, you can click **Change Style**
10. You can click **Draw** to draw your signature if you like, though this may be difficult if you are not using a touchscreen device. You can also upload a signature image if you have one already saved
11. Select the style you like and click **Adopt and Sign**

Your signature will appear on the document

12. Click Finish to submit the signed document. You're done! The person who requested your signature will receive a signed copy of the document

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

Ryan Campbell

Initials*

RC

Select Style Draw Upload

PREVIEW

Change Style



By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

Done! Select Finish to send the completed document.

FINISH

OTHER ACTIONS

Rate A (Assistant or Instructor) Rate B (Assistant Professor) Rate C (Associate Professor or Professor)

Type of class taught by the substitute teacher:

Lecture Class (Total Hours 6) Laboratory or Activity (Total Hours)

Please provide the following information about the substitute teacher:

PeopleSoft Position ID 009999

Employee ID 02222222

Employed by the College in another capacity? Yes No If yes, where? _____

APPROVAL SIGNATURES

Signature of Dept. Chair/Designee

Digitally signed by Ryan Campbell

7/28/2017

Signature from Dean

Signature from Faculty Affairs

HR Revised 06/22/2016

Page 1 of 1

substitute_faculty_payment_request.pdf

1 of 1

FINISH