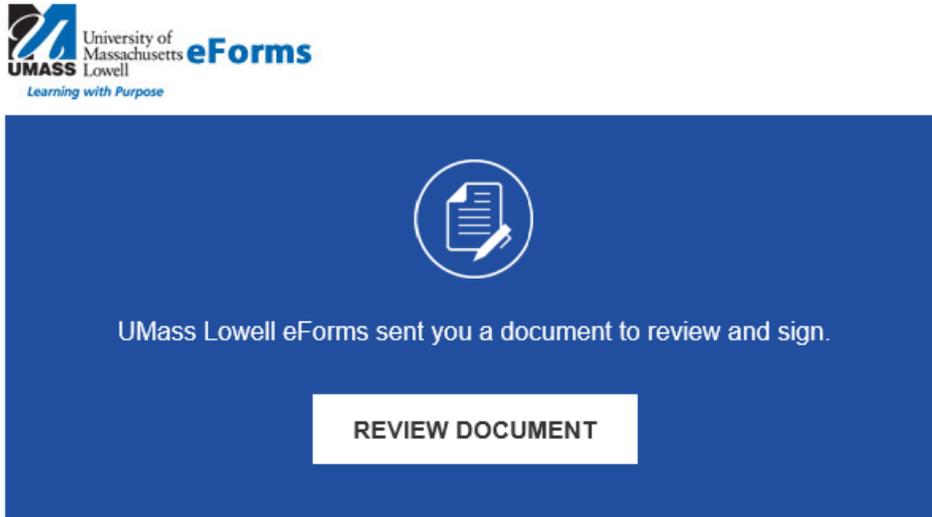


## DocuSign Job Aids for HR Salary Verification

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



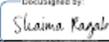
- b. When you are on DocuSign, click “continue” to proceed.



- c. Please enter the applicant’s annual salary without stipends here (in dollars) and initial; for example: \$25,000.00.

**Eligibility Verification:** Approved  Declined   
Additional comments:  
All requirements are met!

HR verification for salary savings (half pay for a full AY):  
Note: Kim Casey@uml.edu \$25,000.00

Declined Comments:  
[signature] 

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

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Email [Sabbatical@uml.edu](mailto:Sabbatical@uml.edu) for any sabbatical-related questions. Thank you.