## FACS DocuSign Workflow Matrix

### Financial Forms
- Request for Special Funding (RSF)
- Entertainment Forms (requiring Dean's signature)
- Entertainment Forms (Signatures Other Than Dean)
- MOU
- Study Away Programmatic & Financial Unit Approval Form
- Petty Cash Requisitions
- PC-Deadline Extension Request
- Petty Cash Reconciliation Request
- Request for Salary Action (RSA)
- Faculty Request to Fill
- Staff Request to Fill
- Temporary Worker Request
- Employee Performance Evaluation Form
- Backpay Request Form
- Overpayment Request Form
- Salary Supplement Agreement
- PT Faculty Letters of Agreement (PTLFOA)
- Summer Teaching Contracts
- GA Offer Letters
- GA Performance Evaluation
- Annual Progression Towards Degree
- FYO Forms
- Teaching Overloads

### HR Forms
- Graduate Program Faculty Status

### Summer Teaching
- FYO Forms
- Teaching Overloads

### GA & Miscellaneous Forms
- Financial Review Forms
- Request for Special Facility (SRF)
- Entertainment Forms (Signature Other Than Dean)
- MOU
- Study Away Programmatic & Financial Unit Approval Form
- Petty Cash Requisitions
- PC-Deadline Extension Request
- Petty Cash Reconciliation Request
- Request for Salary Action (RSA)
- Faculty Request to Fill
- Staff Request to Fill
- Temporary Worker Request
- Employee Performance Evaluation Form
- Backpay Request Form
- Overpayment Request Form
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- GA Performance Evaluation
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- FYO Forms
- Teaching Overloads

### Uploads Unsigned Form

**Context for forms will need to be entered by department/requestor. Area identified here will upload the filled-in form to DocuSign and route for signatures; please email your forms to the responsible party’s department email address (facsbu, facshr, etc.).**

### Signatures Required

The order in which a document needs to be reviewed and signed varies by form and will be set up in DocuSign by the group that uploads the document. **Order Noted, 1, 2, 3, 4, 5**

### Copied for Record or Action

**FACSBUS**

**FACSHR**

**Assistant to Associate Deans**

**Department Liaison**

**Associate Dean(s)**

**CBO**

**University HR / Faculty Affairs**

**Requestor**

**Supervisor or Advisor**

**Department Head/Director**

**Business Manager**

**BFO - Finance Team**

**BFO - HR Team**

**Employee (Includes Graduate Students)**

**Petty Cash Custodian**

**Petty Cash Reconciler**

**UP for Instruction**

**Budget Manager/Professorship Holder**

**Assistant to Department Head**

**Assistant Dean**

**Department Head/Director**

**Assistant to the Dean**

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