FACS DocuSign Workflow Matrix

	Financial Forms									HR Forms										Summer Teaching		GA & Miscellaneous Forms						
	Financial Review Forms	Request for Special Funding (RSF)	Entertainment Forms (requiring Dean's signature)	Entertainment Forms (Signatures Other Than Dean)	MOUs	Study Away Programmatic & Financial Unit Approval Form	Petty Cash Requests	PC-Deadline Extension Request	Petty Cash Reconciliation	Request for Salary Action (RSA)	Faculty Request to Fill	Staff Request to Fill	Temporary Worker Request to Fill	Employee Perfomance Evaluation Form	Backpay Request Form	Overpayment Request Form	Supplement Request Form(s)	Salary Supplement Agreement	PT Faculty Letters of Agreement (PTLFOA)	Summer Teaching Contracts	Summer Pay Worksheets	GA Offer Letters	GA Performance Evaluation	Annual Progression Towards Degree	FYO Forms	Teaching Overloads	Special Pay (Extra Comp) Request	Graduate Program Faculty Status
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 (facsbus, facshr, etc.).																										
FACS BUS	X	X				X	X	X	X						X	X									X			
FACS HR										X	X	X	X	X			X	X	X							X	X	
Assistant to Associate Deans																												
Department Liaison			X	X	X															X	X	X	X	X				X
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*																										
Dean		4	1	Budget Managers Should Sign for Use of Funds, DH or Unit Leader for Departmental Funds, Professorship Holders for Professorship Funds, etc.	TBD, Based on MOU	3				4	3	4					4		2					3	4	5	2
Associate Dean(s)																				3						3		
CBO	3	3				2	4	3		3	2	3	3				3										4	
University HR / Faculty Affairs										5							5											
Requestor		1																										
Supervisor or Advisor										1		1	1	1	1	1	1						1	2			2	1
Department Head/Director	2	2				1	3	2	3	2	1	2	2		3	3	2	1	1	2	2	2	4	4	2	2	3	
Graduate Coordinator		FACSBus to send to CBO for funding recommendations prior to Dean approval													2	2						1	3	3				
Business Manager	1																											
BFO - Finance Team															4	4					3							
BFO - HR Team															5													
Employee (Includes Graduate Students)														2				2	3	1	1	3	2	1	1	1	1	
Petty Cash Custodian							1	1	2																			
Petty Cash Reconciler							2		1																			
VP for Instruction																									4			
Budget Manager/Professorship Holder																												
Copied for Record or Action																												
FACSBUS	X	X			X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X				X	X	
FACSHR										X	X	X	X	X	X	X	X	X	X			X	X			X	X	
Business Manager		X			X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X			X	X	X	
Graduate Coordinator's Assistant																						X		X				
Assistant to Department Head											X	X	X						X					X	X	X	X	
Assistant Dean																												X
Department Head/Director										X	X	X	X				X	X	X							X	X	
Assistant to the Dean					X																							X