How To Complete A DocuSign Form For HR

1 Navigate to **https://powerforms.docusign.net/05232abe-924c-4e1f-8ada-04d49ec76f18?env=na3&acct=0df82721-ac1d-4c63-a607-e443830d0cf0&accountId=0df82721-ac1d-4c63-a607-e443830d0cf0**

2 Add your full name and email here

Please enter your name and email to begin the signing process.

Prepared By

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Employee (for HR Tracking DO NOT change email)

Name: *

3 Enter the full name of the employee, *do not change* the email address

Employee (for HR Tracking DO NOT change email)

Name: *

Full Name

Email: *

compensation@isu.edu

Supervisor

Name: *

Full Name

Email: *

Email Address

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4 Enter the full name and email of the Supervisor **tab** to next field

Supervisor

Name: *

Full Name

Email: *

Email Address

University Business Officer or Delegate

Name: *

Full Name

Email: *

Email Address

Additional Department Chair, Dean, Director,

5 Enter the full name and email of the UBO or Delegate **tab** to next field

University Business Officer or Delegate

Name: *

Full Name

Email: *

Email Address

Additional Department Chair, Dean, Director, or Delegate (Optional)

Name:

Full Name

Email:

Email Address

6 Enter the full name and email of the Department Chair/Dean, Director or Delegate **tab** to next field

Additional Department Chair, Dean, Director, or Delegate (Optional)

Name:

Full Name

Email:

Email Address

Dean/Director or Delegate

Name: *

Full Name

Email: *

7 Enter the full name and email of the Dean/Director or Delegate **tab** to next field

Dean/Director or Delegate

Name: *

Full Name

Email: *

Email Address

Vice President or Delegate

Name: *

Full Name

Email: *

Email Address

Budget Office

8 Enter the full name and email of the VP or Delegate **tab** to next field

Vice President or Delegate

Name: *

Full Name

Email: *

Email Address

Budget Office

Name:

Budget Office

Email:

budget@isu.edu

Human Resources

9 Do not change anything here

Budget Office

Name:

Budget Office

Email:

budget@isu.edu

Human Resources

Name:

Compensation

Email:

compensation@isu.edu

10 Do not change anything here

Budget Office

Email:

budget@isu.edu

Human Resources

Name:

Compensation

Email:

compensation@isu.edu

Begin Signing

11   Click "Begin Signing"

budget@isu.edu

Human Resources

Name:

Compensation

Email:

compensation@isu.edu

Begin Signing

12   Click "Got it"

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ppointment

CONTINUE   FINISH LATER   OTHER ACTIONS ▼

equest either a temporary or permanent increase. For a bonu
us Request and Payment Authorization Form.

Use the Finish Later option to continue
signing this document at a later time. Learn
more...

GOT IT

Department:

Adjustment Type: -- select --

Position Control Number (PCN):

r Request (check all that apply):

Market/Equity/Retention Considerations ☐

Change in FTE/hours ☐

Proposed Appointment:

Title:

13 Click "Continue"

14 Provide the employee information

15 Check the primary purpose for the request (select all that apply)

College/Division: Campus Operations	Department: Human Resources
Position Type: Non-Classified ▾	Adjustment Type: Ongoing Adjustment ▾
Employee Name: Best Employee	Position Control Number (PCN): 000000

Primary Purpose for Request (check all that apply):

Job Change/Additional Duties ☑	Market/Equity/Retention Considerations ☑
Faculty Admin Appointment Change ☑ _Optional_	Change in FTE/hours ☐

Current Appointment:	**Proposed Appointment:**
Title:	Title:
FTE:	FTE:
Appointment Months Per Year: -- select -- ▾	Appointment Months Per Year: -- select -- ▾
Total Annual Salary:	Total Annual Salary:
Potential End Date:	Proposed Effective Date:

Labor Distribution

Current Appointment:	**Proposed Appointment:**

16 Enter the current and proposed position information

Employee Name: Best Employee	Position Control Number (PCN): 000000

Primary Purpose for Request (check all that apply):

Job Change/Additional Duties ☑	Market/Equity/Retention Considerations ☑
Faculty Admin Appointment Change ☐	Change in FTE/hours ☐

Current Appointment:	**Proposed Appointment:**
Title: Title of Now	Title: Title of Tomorrow
FTE: 1	FTE: 1
Appointment Months Per Year: 12 Months ▾	Appointment Months Per Year: 12 Months ▾
Total Annual Salary: $50,000	Total Annual Salary: $60,000
Potential End Date: 11/17/2024	Proposed Effective Date: 11/17/2024

Labor Distribution

Current Appointment:			**Proposed Appointment:**		
Index(es)	Account	Amount	Index(es)	Account	Amount
	-- select -- ▾			-- select -- ▾	
	-- select -- ▾			-- select -- ▾	

17 Enter the current and proposed index and budgetary information

Potential End Date: 11/17/2024			Proposed Effective Date: 11/17/2024		
Labor Distribution					
Current Appointment:			**Proposed Appointment:**		
Index(es)	Required - Dropdown 6cec8d43-99b5-403b-94a4-639a5c66035b		ndex(es)	Account	Amount
INDEX	-- select --			-- select --	
	-- select --			-- select --	
	-- select --			-- select --	
	-- select --			-- select --	
	-- select --			-- select --	

-- select --
6101 (FAC)
6102 (NC)
6107 (Stipend)
6109 (Addl Mos)

Reclassification & Salary Adjus... ...Classified_Faculty.pdf   1 of 2

Docusign Envelope ID: 0A3ACFB9-10B1-4CB6-B659-CA3FECE46F6F

Additional information on funding source verification for proposed increase and recommendation (UBO/Budget):

18 Provide the rational for the proposed salary increase

Primary Rationale for Proposed Salary Increase. Please explain why a salary adjustment is being requested outside of the annual merit increases process. Why is it in the best interest of the unit to consider this salary [Required]nt at this time? Attach additional sheets if necessary.

SIGNATURE APPROVALS REQUESTING HR REVIEW	
I confirm this document has been completed accurately and support the recommendation from the request for this salary adjustment is in the best interest of the department/college/division/university, pending HR review of applicable policy and the availability of funds.	
Supervisor:	Date:
Dean/Director:	Date:
University Business Officer:	Date:

19 Attach the required Updated Position Description and any other optional information such as an updated organizational chart and market and equity review of the salary.

20 Click "Finish"