How To Complete A DocuSign Form For HR

1 Na c76

Navigate to https://powerforms.docusign.net/05232abe-924c-4e1f-8ada-04d49e https://powerforms.docusign.net/05232abe-924c-4e1f-8ada-04d49e <a href="mailto:c76f18?env=na3&acct=0df82721-ac1d-4c63-a607-e443830d0cf0&accountId=0df82721-ac1d-4c63-accountId=0df82

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: *

Employee (for HR Tracking DO NOT change email)

Name: *

Employee (for HR Tracking DO NOT change email)

Name: *

Compensation@isu.edu

Supervisor

Name: *

Full Name

Email: *

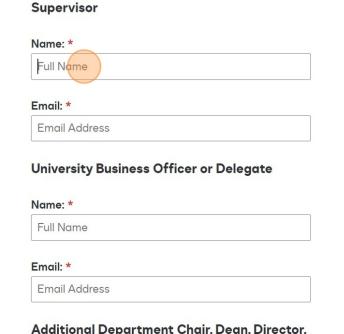
Email: *

Email: *

Email: *

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

Supervisor



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** Enter the full name and email of the Department Chair/Dean, Director or Delegate 6 tab to next field Additional Department Chair, Dean, Director, or Delegate (Optional) Name: Full Name Email: **Email Address**

Dean/Director or Delegate

Name: *

Fmail· *

Full Name

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** Enter the full name and email of the VP or Delegate **tab** to next field 8 Vice President or Delegate Name: * Full Name Email: * **Email Address Budget Office**

Name:

Email:

Budget Office

budget@isu.edu

Human Resources

Budget Office

Name:

Budget Office|

Email:

budget@isu.edu

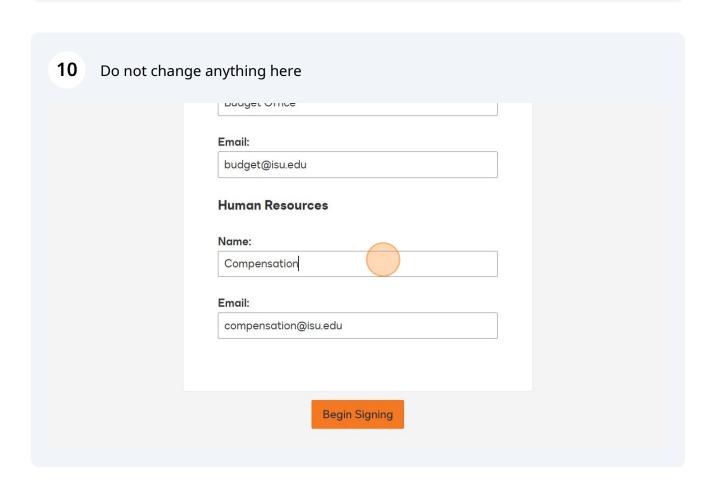
Human Resources

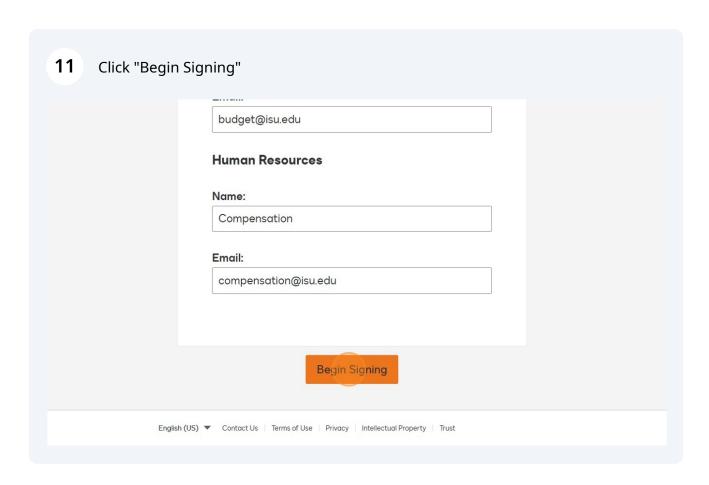
Name:

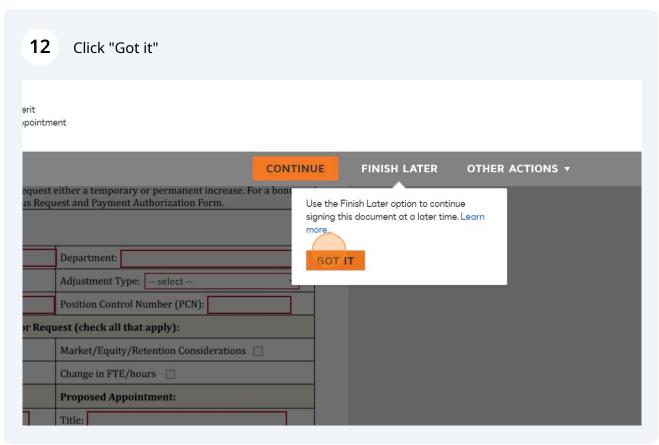
Compensation

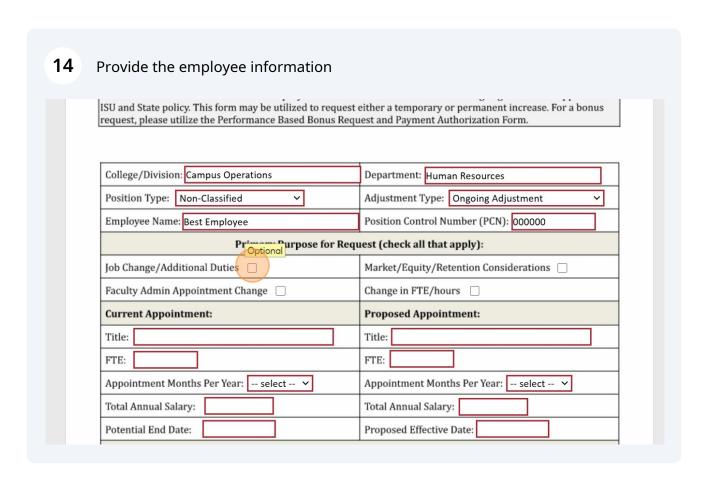
Email:

compensation@isu.edu

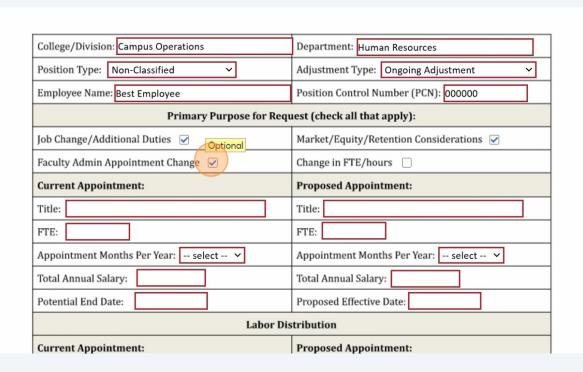




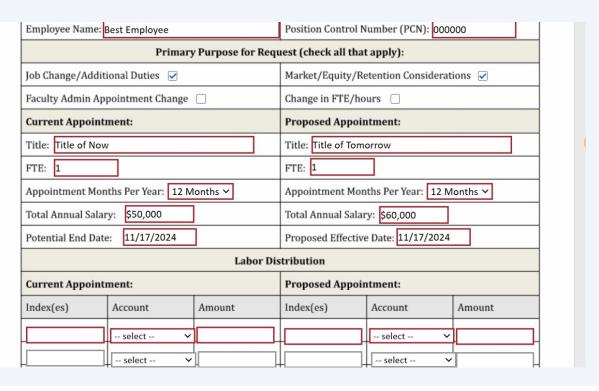




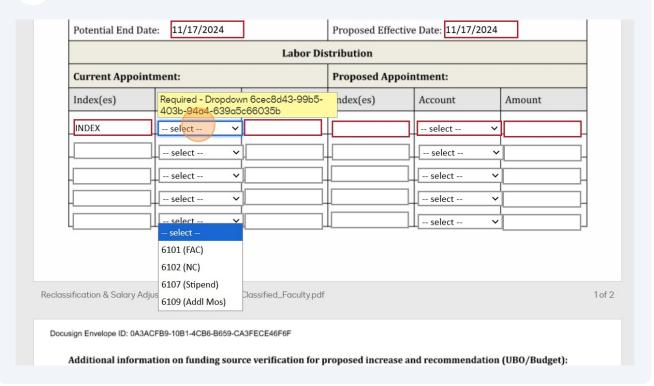
15 Check the primary purpose for the request (select all that apply)



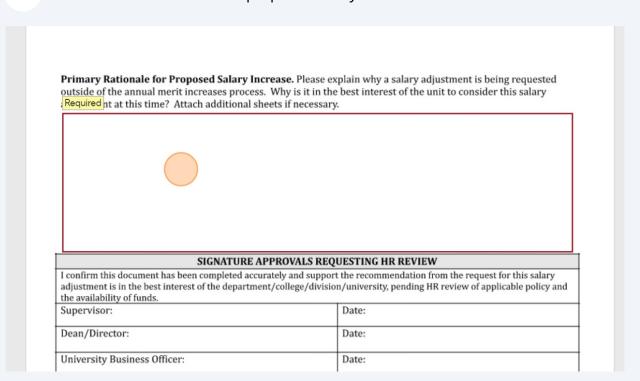
16 Enter the current and proposed position information



17 Enter the current and proposed index and budgetary information



18 Provide the rational for the proposed salary increase



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.

