DOCUSIGN STUDENT EMPLOYMENT HR FORMS SUBMISSMAL

Instructions for frequently used HR forms

*A full list of HR Forms can be found on the **UND HR website**. Please review the **HR Manager's Toolbox User Manuals** for instructions on completing your specific form.*

- **Additional / Reduce Pay Form**

  1. **Receives a copy: Joanne Barstad (Payroll Services)**
  2. Use when a correction is needed to ensure a student employee is compensated the correct amount for previous pay periods.
  3. If reducing pay, a payroll overpayment signed by the employee must be attached to the request.
  4. Student Employment does not need to review.

- **Job Data Change Form**

  1. **Receives a copy: Heidi Gerszewski (Human Resources)**
  2. Use when making changes to a student employee's position record, such as changing hours or pay.
  3. If reducing pay, a payroll overpayment signed by the employee must be attached to the request.
  4. Student Employment does not need to review.

- **Position Funding Form**

  1. **Receives a copy: Amanda Cearley (Resource Planning & Allocation)**
  2. To request a change in the funding source for a specific position. If the position is a Federal Work Study position, two separate FWS funding codes are required and at least one institutional funding code is required to be correctly processed.

3. Any changes made within an existing position will change for all current student employees active under the position number.
4. Student Employment does not need to review.

- **Position Request / Change Form**

  1. **Receives a copy: Heidi Gerszewski (Human Resources)**
  2. To request a change for an existing position or create a new position.
  3. Please note that changes to an existing position will impact ALL current student employees active under that position number.

- **Transfer Form**

  1. **Receives a copy: Heidi Gerszewski (Human Resources)**
  2. Use when an employee is transferring from one department position to a different position in the same department, and not changing FLSA status.

- **Student Employee Break Waiver**

  1. **Receives a copy: Student Employment**
  2. Waiver for a student employee to waive their right to an unpaid meal break.

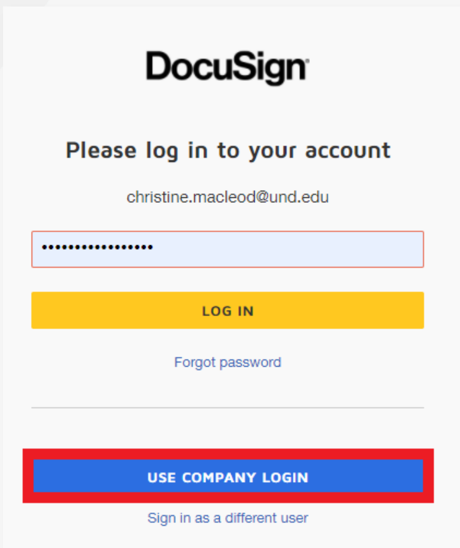
Utilizing DocuSign

The hyperlinked forms should have the required signers already included.

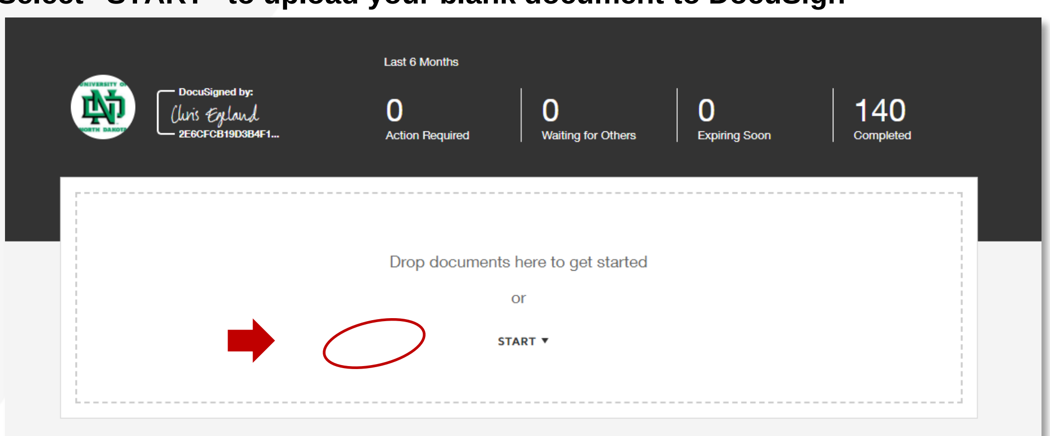
- **If utilizing DocuSign PowerForm:**
    1. The final processors will receive a copy by default. It will be up to the department submitter to identify department/process specific signers and to edit the signers/routing if necessary, by selecting "Advanced Edit".

- **If the submitter is NOT utilizing DocuSign PowerForm:**
    1. Follow the instructions below to upload to DocuSign.

1. Login to DocuSign using your NDUS credentials

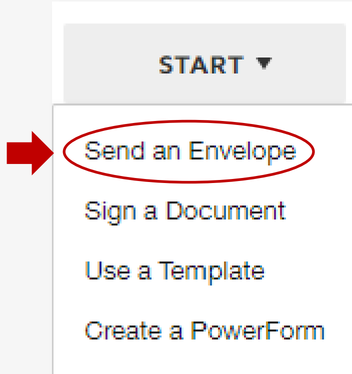


2. Select "START" to upload your blank document to DocuSign

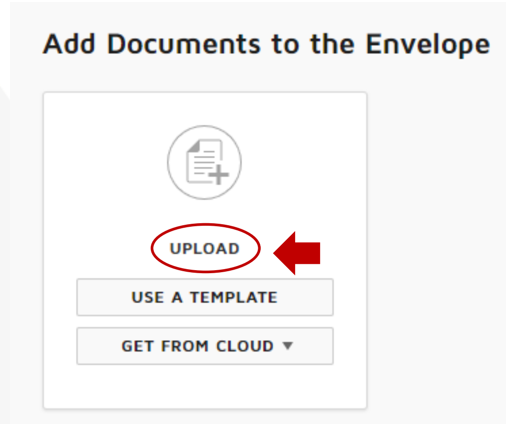


3.

4. **Select “Send an Envelope”**



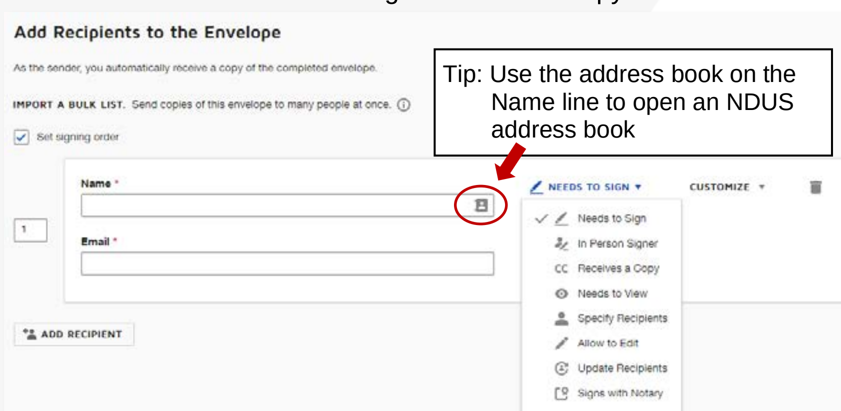
5.



6. **Select “UPLOAD” to open your file explorer.**

7. **Navigate to your saved document, select it, then click “Open”.**
   - Your document will show as uploaded to the page. Confirm that the number of pages matches in both places.

8. **Add Recipients to the Envelope**
   - Set a signing order. This ensures that notifications will only be sent to those who need to sign or receive a copy of the document.



9. **Confirm in the [HR Manager’s Toolbox User Manuals](#) who needs to sign your document**
10. **Add the name of the signer**
11. **Add “Student Employment” as the final required signer**
    - Name: Student Employment
    - Email: und.studentemployment@und.edu
12. **Add processor who must receive a copy**
13. **Select “Next”**
14. **Add required signature fields for each signer, then select “Send”**

The DocuSign envelope will now send in the order you requested signatures. Once Student Employment has reviewed and signed, your document will be sent to HR for final review.