Administration & Finance

DocuSign@SFSU

Winter 2019

TRAINING!

Customized Online & In-person trainings are regularly offered to SFSU faculty and staff:

- Receive hands-on DocuSign education
- Get familiarized with DocuSign terminology

Result: Participants are ready to use DocuSign for campus transactions.

HIGHLIGHTS:

- 40
- 285
- 70%

DocuSign training sessions have been delivered
Employees completed the trainings
Overall attendance rate

DocuSign Users

332 registered DocuSign accounts

Most Active Departments:

- Housing, Dining, and Conference Services
- Enterprise Risk Management
- Fiscal Affairs

DocuSign TEMPLATES

1. Alcohol Clearance Form (Enterprise Risk Management)
2. Trust and Special Project Agreement (Fiscal Affairs)
3. Chartfield Value Request Form (Fiscal Affairs)
4. CANRA Acknowledgement Form, General Reporters (Human Resources)
5. CANRA Acknowledgement Form, Limited Reporters (Human Resources)
6. Dock Notice (Human Resources)
7. Employment Verification Request (Human Resources)
8. External Advertisement Approval Form (Human Resources)
9. Recruitment Request Form (Human Resources)
10. Recommendation to Hire Form (Human Resources)

From 10/15 to 11/14:

- 167 DocuSign transactions were sent.
- 64% completed within a day.
- Over 1,000 pages were saved.

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