

## How to use the UNO DocuSign Hiring Process for New Hires

### ACCESSING YOUR HIRING POWERFORMS

HR will send you the Hiring Sheet with all Hiring Powerform Links. Save this sheet where it can be accessed whenever you need to send hiring paperwork to your new hire. These links will also be available in **BOX** and in **SAPPHIRE**

Updated Power Forms for all Hiring (Staff, Student, Hourly, Faculty)

Dated 2/1/2021

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[Academic New Hire Packet - 1](#)

[Salaried Staff New Hire Packet - 1](#)

[Hourly Staff New Hire Packet - 1](#)

[Student New Hire Packet - 1](#)

### FILLING OUT AND SENDING YOUR POWERFORM TO A NEW HIRE

Choose the Powerform for the type of hire you need to send paperwork to (Academic, Salaried, Hourly or Student). Each Powerforms' content is unique:

**Academic** – Welcome announcement from Vanessa Warren and General Paperwork

**Salaried** – Welcome announcement from Aileen Warren and General Paperwork

**Hourly** – Welcome Announcement from Aileen Warren, General Paperwork and Comp Time Agreement

**Student** – Welcome Announcement from Rachel Radel in Staffing, General Paperwork and Student Unemployment Letter

**FYI:** The General Paperwork inside of each packet includes the following:

- Welcome Announcement (including I-9 information to complete Section 1)
- PDF (Personnel Data Form)
- Direct Deposit
- Federal and State W-4
- NU Confidentiality Non-Disclosure Agreement
- Security Agreement UNO Specific
- UNO Policy Acknowledgement
- Race, Ethnicity and Gender Demographic form
- I-9 reference sheet – list of acceptable documents

Click on your chosen Powerform Link – The docusign Powerform will open. Fill it out as requested

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

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

**Power Form Initiator**

**Your Name: \***

Full Name

**Your Email: \***

Email Address

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

**New Hire**

**Name:**

Full Name

**Email:**

Email Address

**Business Manager**

**Name:**

Full Name

**Email:**

Email Address

If you are the Powerform Initiator (or sender) , put your name and email in these boxes

Place the name and email of your New Hire in these boxes

Put the name of the business manager (or who will be completing the EPAF or PAF) in these boxes

- When you have finished filling in the fields, click on **BEGIN SIGNING** .
- The Packet will open. You can scroll through it if you like just to see the content.
- You will notice that there is nothing for you to sign and the forms appear like PDF's. That's ok. When the new hire receives the packet, there will be fields for them to fill out.
- To send off the form, click on **CLOSE** and then click **Close** again.
- You can now exit Docusign. The Powerform is on its' way to the new hire.

**FYI:** The workflow of the powerform is below:

## Recipients

The screenshot shows a list of recipients for a document. The first three recipients are enclosed in a red box, and the last two are enclosed in a green box. Red arrows point from text annotations to the 'New Hire' and 'Business Manager' entries.

1		<b>Power Form Initiator:</b>
2		<b>New Hire:</b>
3		<b>Business Manager:</b>
4		<b>Chris: Chris Elston - Human Resources</b> christopherelston@unomaha.edu
4		<b>Evelyn: Evelyn Gould - Human Resources</b> egould@unomaha.edu

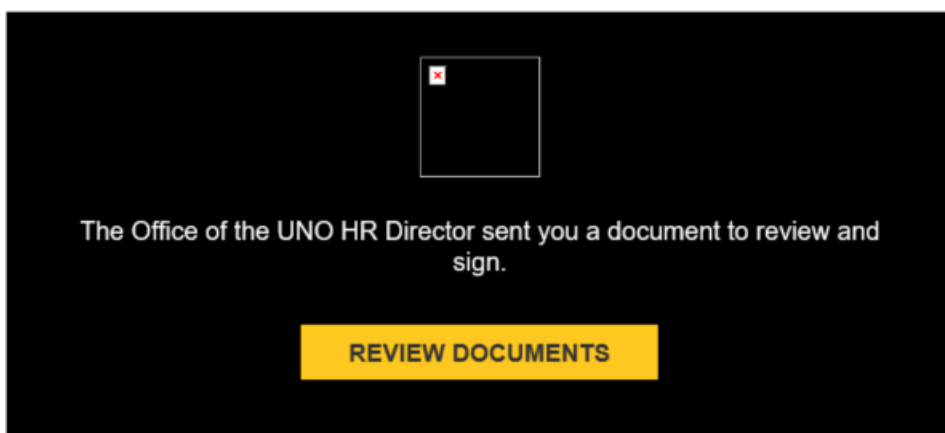
What you see

HR is blind copied when paperwork is completed

**FYI:** Because the Powerform is controlled by HR, you will not be able to track where the paperwork is in the workflow. If you need to check on the status of a Powerform, please contact Carolyn in HRIS to send you a screen shot of where your Powerform is in the process.

## RECEIVING YOUR POWERFORM

When the new hire has completed the forms, the Business Manager (or the person you assigned as the PAF Coordinator) will receive a notice in their email to open the document



Open the Powerform

The Business Manager (or PAF Coordinator) will need to fill in a few with areas within the document.

1. **PDF form** – fill in the Org Unit Name, Org Unit Phone, Effective Date and whether the PDF is New or an Update. Also work address information (if you have it)
2. **Direct Deposit form** – Work address, department and work phone (if you have it)
3. **Information Security Agreement** – requires a signature of a Supervisor (or **witness**)

Click **FINISH**. This will forward the document on to HR (*it will not move on to HR unless you do this*)

You now have all the information necessary to complete the EPAF or PAF. Human Resources has already receive a copy in the workflow (**do not** send your paper copy to HR)

**FYI:** You will only be entering Race, Gender and Ethnicity from the newly added Demographics form. HR Records will be entering Disability and Vets information

## **ROUTING THE PAF & EPAF FOR APPROVALS VIA EMAIL**

At this time, please continue to route your PAF via email.

- PAF is completed and routed as an adobe PDF for approval via email
- When all approvals have been obtained, the PAF and Approvals are sent to HR (via email) for processing
- **All corrections must be made at the department level before emailing to HR** – HR reserves the right to send the PAF back via email for corrections

**\*\*Important note** – **DO NOT** route any new & rehire forms with the PAF via email (Hiring forms have already been received in HR via DocuSign)