FTE Voluntary Reduction Request Form - Procedures

- Please review Page 2 prior to completing form
- Contact HR Compensation at unmccompensation@unmc.edu for questions about this form.

1. **To input information into the fields then sign the document > select the Fill & Sign icon on the right side of the screen.**


2. **A pop-up will ask "Who needs to fill and sign", select Fill and Sign under 'You' to add text and fill out all required fields.**

FTE Voluntary Reduction Request Form - Procedures

3. **Once finished filling out each area > select Sign Yourself at the top of the screen > select Add Signature.**
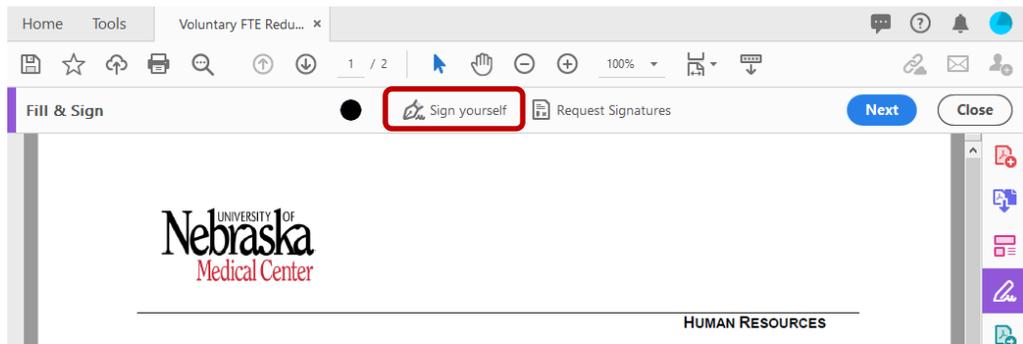

4. **Once your name has been "written", drag it to the place a signature is required. After signing and dating > select Next > select Request Signatures > select Continue.**
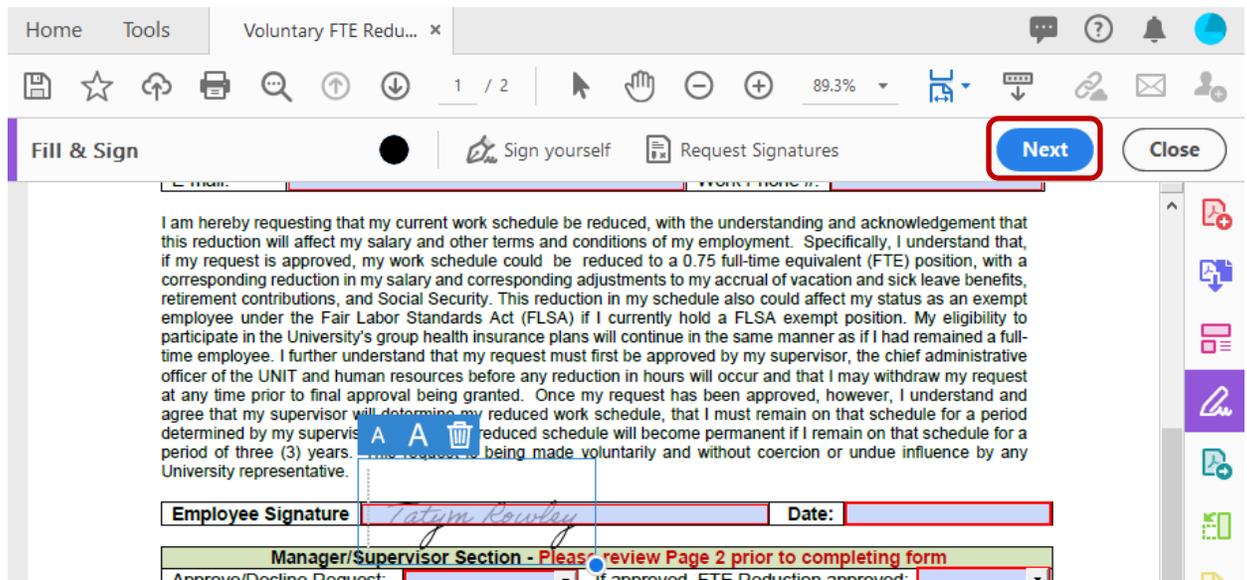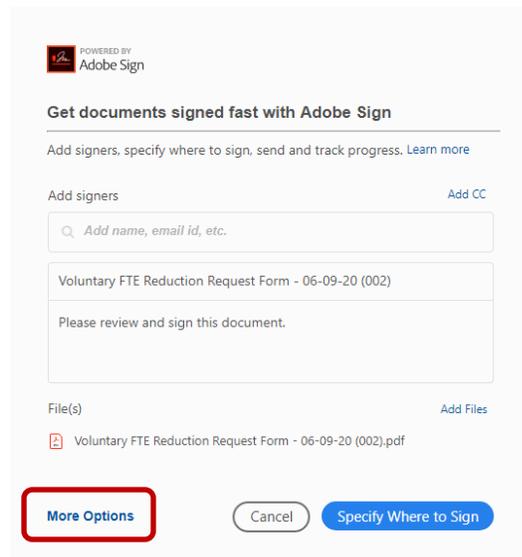
FTE Voluntary Reduction Request Form - Procedures

5. **If you have never requested signatures before, a pop-up box will appear and ask "How do you want to send your file?" > select Request Signatures > then select Get Started.**
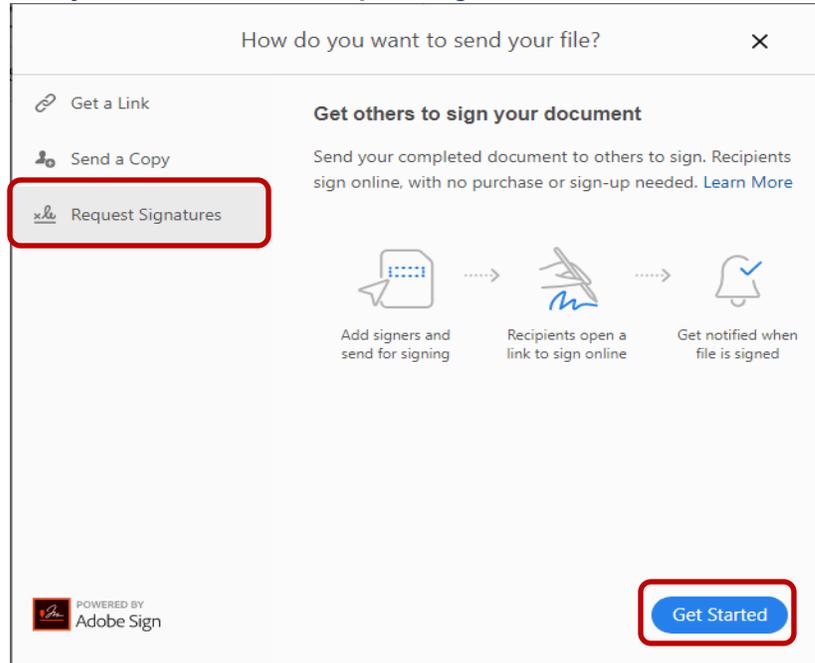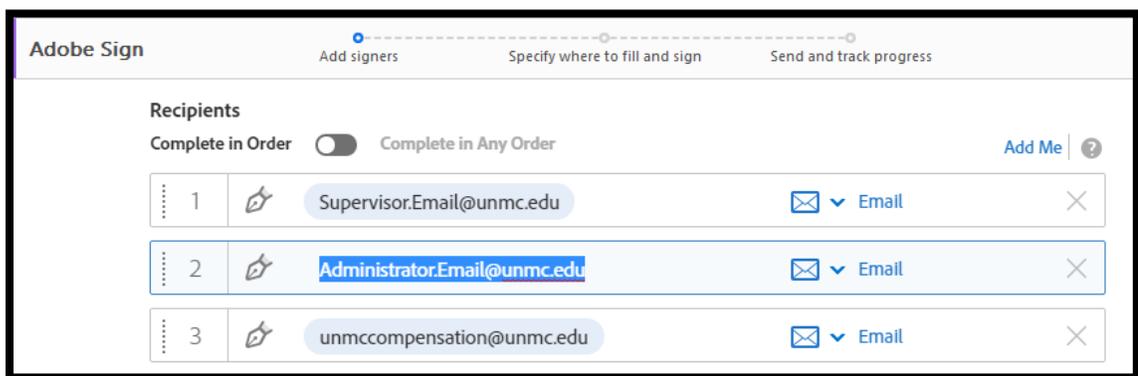

6. **If you have requested signatures before > select more options to input the Approvers' information.**
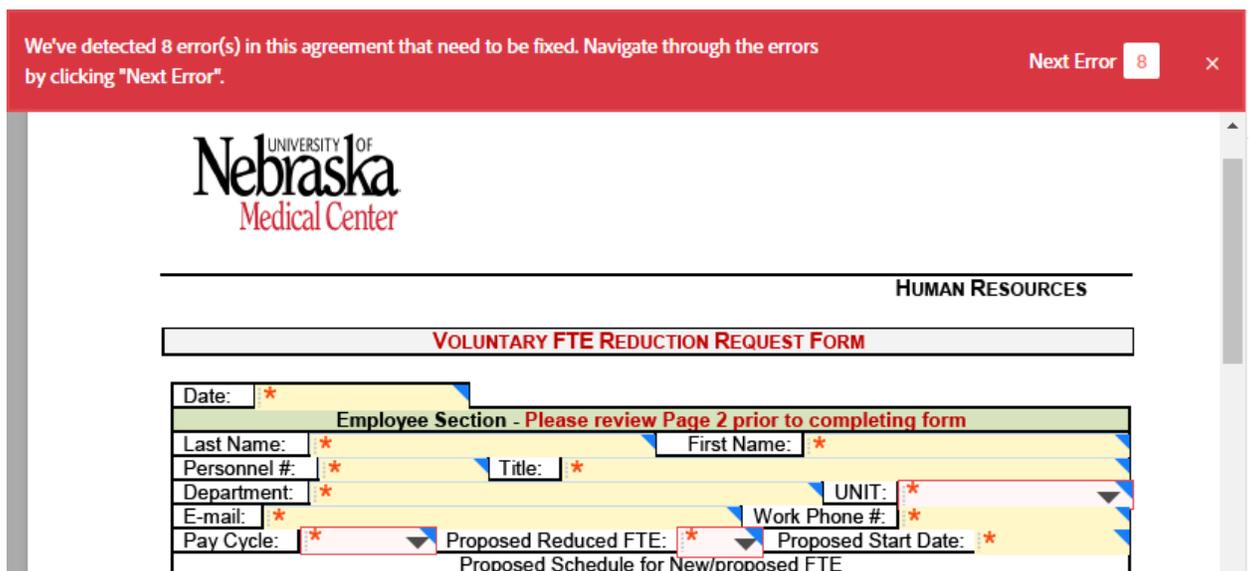
FTE Voluntary Reduction Request Form - Procedures

7. **Complete in Order the Recipients (Approvers) email addresses > Add unmccompensation@unmc.edu as the last recipient > select Next at the bottom of the page.**

8. **Once all the recipients' email addresses have been entered and Next has been selected, the screen will direct you to a final review of the document.**
   If you have errors, a red notice bar will appear at the top of the page > please correct any errors before proceeding.

FTE Voluntary Reduction Request Form - Procedures

Example of Error:

Must delete blank option in each dropdown. To correct this > select the dropdown > highlight the blank option > click delete > select okay > select next error in upper right hand corner.

9. **Once all errors have been fixed (if applicable), the text fields for each Approver must be assigned to respective fields.**

FTE Voluntary Reduction Request Form - Procedures

To assign fields > double-click the colored arrow in the right corner of each text box > a pop up box will appear with the appropriate options for each field. For each box > select the drop down box located next to Assigned To and select the appropriate Approver. Repeat this motion for each text box except the Signature.
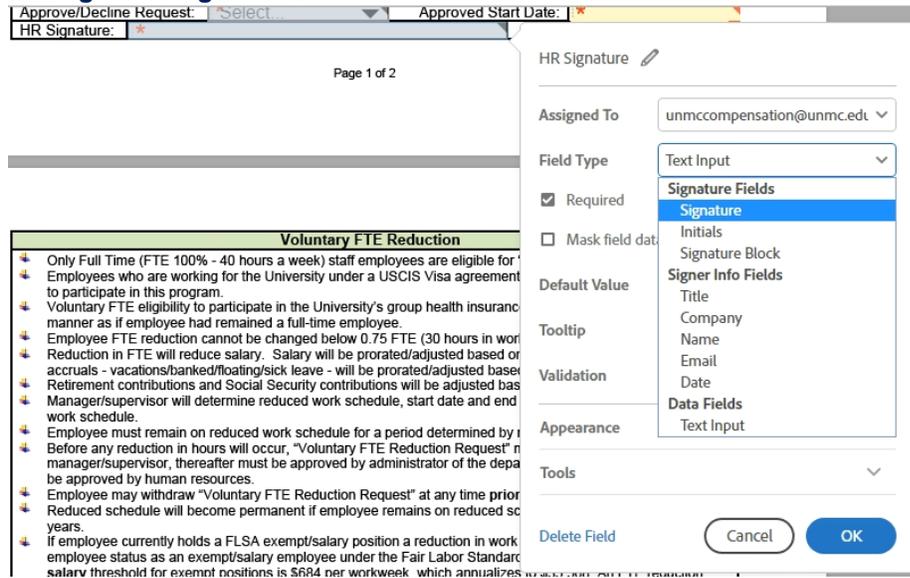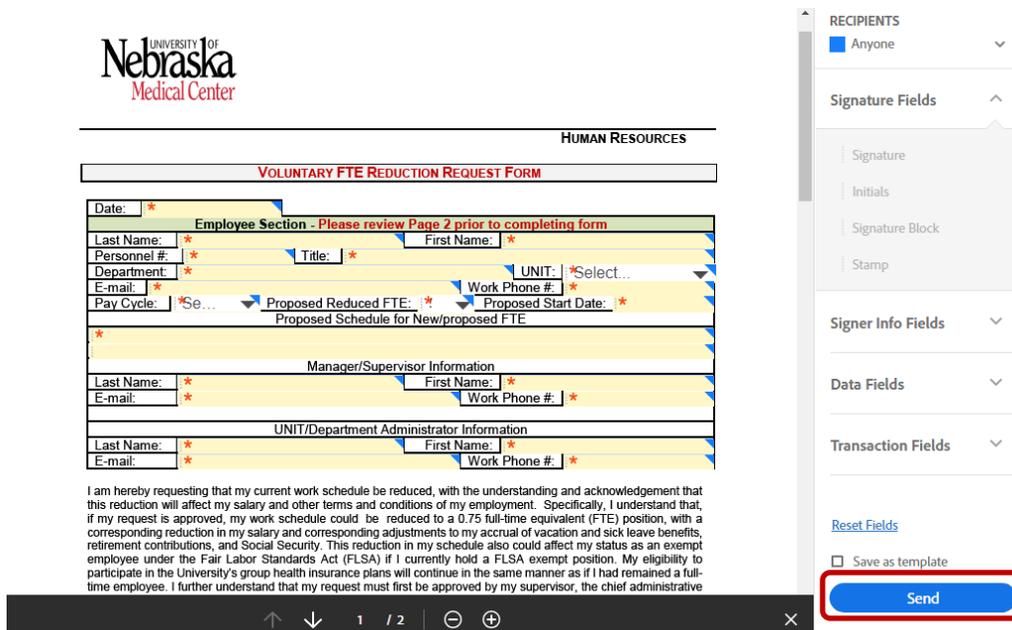
FTE Voluntary Reduction Request Form - Procedures

10. **For the Signature text fields > select the drop down box located next to Assigned To and select the appropriate Approver > then select the drop down box located next to Field Type and change it to Signature > select OK.**
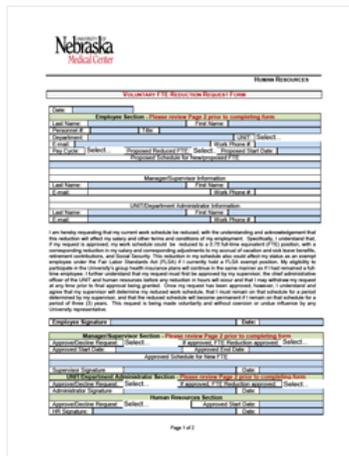

11. **Once all fields are assigned to the appropriate approvers > select Send**
    The recipients will receive an email requesting them to Review and Sign.

FTE Voluntary Reduction Request Form - Procedures

12. **The final screen will show that it was sent successfully.**

"Voluntary-FTE-Reduction-Request-Form - 09-15-20" has been successfully sent for signature

A copy has also been sent to you at tatym.rowley@unmc.edu for your records. "Voluntary-FTE-Reduction-Request-Form - 09-15-20" was sent for signature to tatym.hutchison@unmc.edu.
As soon as the agreement is complete, all eligible parties will be e-mailed PDF copies.

Reminders

There are no reminders set for this document.

All agreements that are not completed within 365 days will be automatically expired.