

Student Affairs Human Resources Request Form Instructions  
Version: 08/19/2024

1. Verbal Approval - The AVP for the unit should discuss the request with the Vice President for the Division and request documentation of his approval in Asana.
  - a. Senior Human Resources Business Partner should be tagged in the Asana task which documents the verbal approval from the Vice President
2. VPSA Approval Reference Guide - Review the [Reference guide](#) for detailed instructions on human resources requests.
3. Request Form - The Request Form can be found at [Request Form](#).
  - a. You will pull up the PowerForm Signer Information
4. Add Recipients - Add signers to the request form.
  - a. Enter the name and email address for the Requestor
  - b. For Unit Staff: To avoid duplication of signatures do not enter the Employee Supervisor or Department Director if those roles are held by the Unit Finance Lead or the Unit AVP. The request will automatically route to these roles later in the process.
  - c. For VPSA Staff & VPC: To avoid duplication of signatures do not enter the Employee Supervisor or Department Director if those roles are held by the Office of the Vice President's Senior Human Resources Business Partner, Director of Finance, AVP for Finance, or the Vice President. The request will automatically route to these roles later in the process.
5. Begin Signing - After adding recipients and email address click  and then  to begin entering information into the document and to sign as Requestor.
6. Requestor's Information - The Requestor's name, email address, and document date will auto-populate, please enter the Requestor's phone number only.
7. Request Category - Check the box that applies to the category of the request. You may check only one box per request.



1. Not applicable to Classified, LOA, GA, Hourly
- xii. Base Salary (Annual) - Enter the request base salary for the employee or candidate as

14. Signature & Approvals - These fields will auto-populate based on the names the Requestor inputs in the "Add Recipients" step of the process (reference step number four above). All signers of the document will get an email to prompt them to sign with a reminder three days after the initial request, then every

11. Completed Document - All signers of the document will receive an email when all signatures have been obtained.
  1. The Unit Human Resources lead should download the completed document and attach to related workday transactions.
  2. All completed documents can be retrieved from the user's DocuSign account.

Please allow three business days for processing after the completed document is received by VPSA.