

| When to Send Documents in DocuSign |

Academic and Staff Hires Documents

Document	Action
Offer Letters	<ul style="list-style-type: none"> Offer letters are sent BEFORE initiating the Onboarding request in ServiceLink. Offer letters can be downloaded and/or printed.
Personal Data Form	<ul style="list-style-type: none"> Personal Data Forms are sent around the same time the offer letter is sent out Personal Data Forms Cannot be downloaded but can be printed
Onboarding Packet	<ul style="list-style-type: none"> Onboarding Packets are sent after the ServiceLink onboarding transaction is complete Onboarding Packets can be downloaded and/or printed
Day One Form	<ul style="list-style-type: none"> Day One Forms are signed in person with Shared Services Personnel Day One Forms can be printed and/or downloaded

Volunteer Hires Documents

Document	Action
Volunteer Registration Form	<ul style="list-style-type: none"> Volunteer Registration Forms are sent BEFORE the ServiceLink process has begun Volunteer Registration Forms can be downloaded and/or printed
Onboarding Packet	<ul style="list-style-type: none"> Onboarding Packets are sent after the ServiceLink onboarding transaction is complete Onboarding Packets can be downloaded and/or printed

