

Process to Obtain Signatures from the SSIS Dean's Office

The SSIS Dean's Office receives a large volume of requests asking for approval signatures from the Dean, Associate Dean, and/or one of our office's staff. To be able to effectively track and manage all of these requests, we ask everyone to follow the steps below:

For forms submitted through OnBase:

- Examples:
 - Electronic Personnel Transaction Forms (ePTFs), Faculty Release Time Requests, Add/Drop Petitions
- Instructions:
 - Follow the instructions provided for each individual form. They should automatically route to the Dean for signatures as appropriate.

For forms submitted through required pre-built Adobe Sign workflows:

- Examples:
 - ProCard Statements, Direct Payment Requests, Reimbursement Requests, UFSS Check Requests, Invoice Approval forms, etc.
- Instructions:
 - Include any required department-level personnel in the workflow in the appropriate fields.
 - Include the Dean's Office's personnel in the workflow as follows:
 - Preapproval by designated staff: Aaron Eichenberger (aeichenb@csus.edu)
 - Additional Approver or Authorized Signer: David Lang (lang@csus.edu)
 - CC: ssis@csus.edu
 - For situations where the instructions above may not work, please contact Aaron Eichenberger (aeichenb@csus.edu) to consult on a solution.

For ALL other forms:

- Examples:
 - Hospitality Justifications, UEI Faculty/Chair Agreements for Additional Employment, CCE Faculty Assignment Sheets, etc.
- Instructions:
 - Collect any necessary department-level signatures before submitting to our office.
 - Save the form as a PDF file.
 - Email the form as an attachment to ssis@csus.edu.
 - In the body of the email, please include instructions for where you would like the form to be sent after it's signed.

We strive to review and sign all forms within two business days. Please allow enough time for our review when planning to meet submission deadlines.