

1. You will receive an email from SAS Human Resources via DocuSign.

Click on REVIEW DOCUMENT to open the offer letter

School of Arts and Sciences - RU NB Dean's Office - Test



SAS Human Resources via DocuSign <dse\_na2@docusign.net>  
Today, 11:42 AM  
Rosemary Lane



To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).



SAS Human Resources sent you a document to review and sign.

**REVIEW DOCUMENT**

**SAS Human Resources**  
humanresources@sas.rutgers.edu

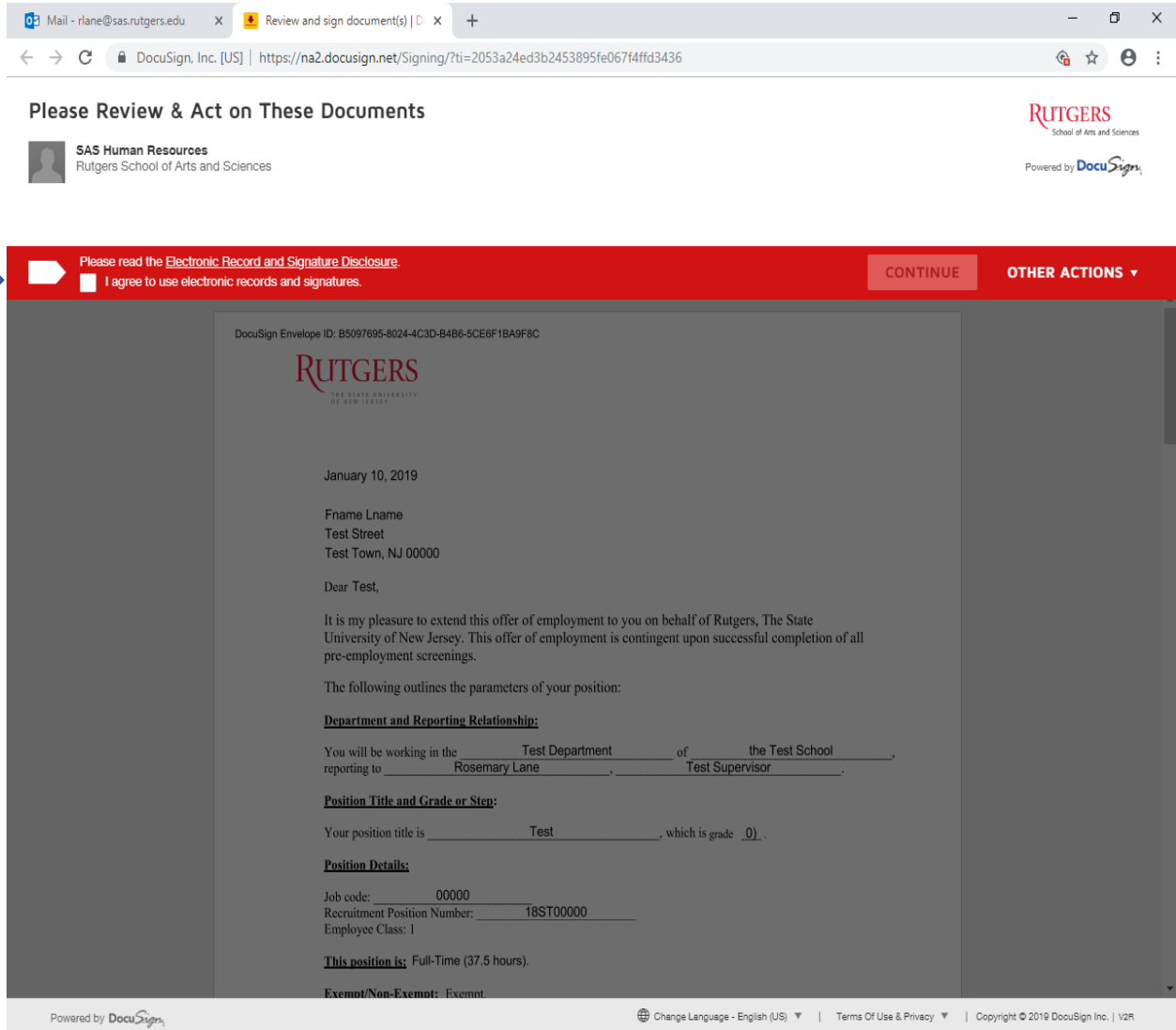
Rosemary Lane,

Please DocuSign Fname Lname Offer Letter.pdf

Thank You, SAS Human Resources

Powered by  DocuSign

2. Read the Electronic Record and Signature Disclosure and Agree to Use electronic records and signatures.

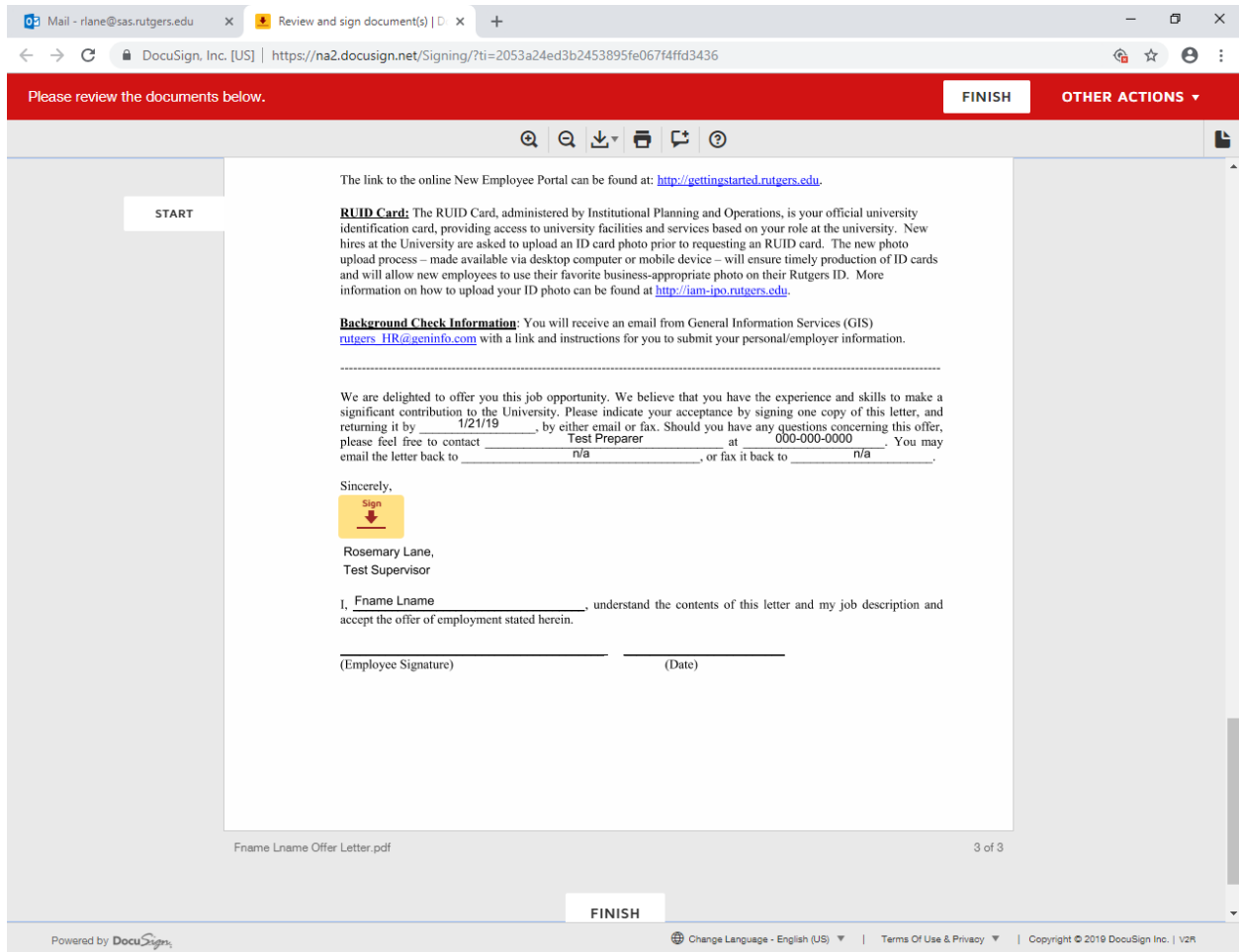


The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Mail - rlane@sas.rutgers.edu, Review and sign document(s) | D
- Address Bar:** DocuSign, Inc. [US] | https://na2.docusign.net/Signing/?ti=2053a24ed3b2453895fe067f4ffd3436
- Page Header:** Please Review & Act on These Documents
- Sender Information:** SAS Human Resources, Rutgers School of Arts and Sciences
- Recipient Information:** Rutgers School of Arts and Sciences
- Document Title:** Please read the Electronic Record and Signature Disclosure.
- Agreement:**  I agree to use electronic records and signatures.
- Buttons:** CONTINUE, OTHER ACTIONS
- Document Content:**
  - DocuSign Envelope ID: B5097695-8024-4C3D-B4B6-5CE6F1BA9F8C
  - RUTGERS THE STATE UNIVERSITY OF NEW JERSEY
  - January 10, 2019
  - Fname Lname  
Test Street  
Test Town, NJ 00000
  - Dear Test,
  - It is my pleasure to extend this offer of employment to you on behalf of Rutgers, The State University of New Jersey. This offer of employment is contingent upon successful completion of all pre-employment screenings.
  - The following outlines the parameters of your position:
  - Department and Reporting Relationship:**  
You will be working in the \_\_\_\_\_ Test Department \_\_\_\_\_ of \_\_\_\_\_ the Test School \_\_\_\_\_, reporting to \_\_\_\_\_ Rosemary Lane \_\_\_\_\_, \_\_\_\_\_ Test Supervisor \_\_\_\_\_.
  - Position Title and Grade or Step:**  
Your position title is \_\_\_\_\_ Test \_\_\_\_\_, which is grade \_\_\_\_\_ 0\_\_\_\_\_.
  - Position Details:**  
Job code: \_\_\_\_\_ 00000  
Recruitment Position Number: \_\_\_\_\_ 18ST00000  
Employee Class: 1
  - This position is:** Full-Time (37.5 hours).
  - Exempt/Non-Exempt:** Exempt.

3. Click CONTINUE in upper right corner.

#### 4. Review the Offer Letter and Click Sign




The link to the online New Employee Portal can be found at: <http://gettingstarted.rutgers.edu>.

**RUID Card:** The RUID Card, administered by Institutional Planning and Operations, is your official university identification card, providing access to university facilities and services based on your role at the university. New hires at the University are asked to upload an ID card photo prior to requesting an RUID card. The new photo upload process – made available via desktop computer or mobile device – will ensure timely production of ID cards and will allow new employees to use their favorite business-appropriate photo on their Rutgers ID. More information on how to upload your ID photo can be found at <http://iam-ipo.rutgers.edu>.

**Background Check Information:** You will receive an email from General Information Services (GIS) [ruteers\\_HR@geninfo.com](mailto:HR@geninfo.com) with a link and instructions for you to submit your personal/employer information.

We are delighted to offer you this job opportunity. We believe that you have the experience and skills to make a significant contribution to the University. Please indicate your acceptance by signing one copy of this letter, and returning it by 1/21/19, by either email or fax. Should you have any questions concerning this offer, please feel free to contact Test Preparer at 000-000-0000. You may email the letter back to n/a, or fax it back to n/a.

Sincerely,



Rosemary Lane,  
Test Supervisor

I, Fname Lname, understand the contents of this letter and my job description and accept the offer of employment stated herein.

(Employee Signature) (Date)

FINISH

#### 5. Click Adopt and Sign

#### 6. Click FINISH upper right corner

DocuSign will automatically send the letter to the Finalist (New Hire). There is no further action required by the Hiring Manager.

## 7. You're Done Signing

You may download or print using the icons on the page.

Click Continue

The screenshot shows a web browser window with a DocuSign document signing page. The browser tabs include 'Mail - rlane@sas.rutgers.edu', 'Review and sign document(s) | D', and 'Sent | DocuSign'. The address bar shows the URL: 'https://na2.docusign.net/Signing/?ti=fb0910d683c0435b87d028177f785772'. The page content is partially obscured by a modal window titled 'You're Done Signing'. The modal contains the text: 'You may download or print using the icons above.' and a 'CONTINUE' button. A blue arrow points from the left towards the modal. The background document text includes sections for 'Licen...', 'Union Status', 'Benefits Eligibility', 'Pension plan', 'Paid Time Off', 'Employment Eligibility Form (I-9)', and 'E-Verify'. The footer of the page includes 'Powered by DocuSign', 'Change Language - English (US)', 'Terms Of Use & Privacy', and 'Copyright © 2019 DocuSign Inc. | V2R'.

You will be taken out of DocuSign and you can close that Window