



## **DOCUSIGN ALTERNATIVE WORK ARRANGEMENT JUSTIFICATION (AWA) FORM**

Effective July 01, 2023 we are transitioning to a new DocuSign form for our AWA Justification form requests. During the interim, we will continue to accept our previous “PDF” documents, however we encourage everyone to use the new DocuSign form.

At UH, DocuSign is accessible via [AccessUH](#) using CougarNet ID (See screenshots and steps below).

- Click the DocuSign Icon in Access UH (*If the DocuSign Icon is not visible, please email [DocuSign@central.uh.edu](mailto:DocuSign@central.uh.edu) to request access.*)
- Select Start, Use a Template
- Click Shared with me and select **Alternative Work Arrangement Justification Form-Final**, and click Add Selected
- Enter all recipients names and email address
- Click Send

***NOTE: Scroll down for screenshots of above steps***



# Human Resources

## Division of Administration & Finance

University Services

The 'University Services' section displays a grid of 25 icons for various university services. A green arrow points to the 'UH Digital Signature' icon, which is highlighted in yellow.

Last 6 Months

Signed by: *Create Your Signature*  
C3FB4A3570084FC...

0	0	0	0
Action Required	Waiting for Others	Expiring Soon	Completed

Send documents for signature

START ▾

- Sign a Document
- Use a Template

**Automate Envelope Routing**  
Now you can send to the right people based on predefined routing rules.  
[Learn More](#)

**Drawing**  
With drawing fields, recipients can upload or draw on images.  
[Learn More](#)

**Need help getting started?**  
Get help with basic questions.  
[View Our Guide](#)



# Human Resources

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## Division of Administration & Finance

### Select Template

My Templates

**1** Shared with Me

All Templates

Favorites

**FOLDERS**

**2**

**SHARED FOLDERS**

- Academic Affairs
- Business and Finance
- Property Management
- PS Finance Access

**3**

**ADD SELECTED** CANCEL

	Form	Author	Date/Time
<input checked="" type="radio"/>	Form	Samantha Yurus	6/3/2023   03:23:18 pm
<input type="radio"/>	SAO - Nepotism Form	Samantha Yurus	6/5/2023   03:21:25 pm
<input type="radio"/>	Evaluation Committee Member Non-Disclosure and Conflict of Interest Form	Samantha Yurus	6/5/2023   03:20:26 pm
<input type="radio"/>	Alternative Work Arrangement Justification Form-Final	Usha Mathew	6/1/2023   11:55:01 am
<input type="radio"/>	UHS HRIS PeopleSoft Security Access Request-final	Usha Mathew	5/31/2023   01:53:46 pm
<input type="radio"/>	Contract-Coversheet and Recommendation For Award Approval Form-Final	Usha Mathew	5/31/2023   01:51:56 pm
<input type="radio"/>	Official Functions Form - Other Divisions	Usha Mathew	5/26/2023   09:30:21 am
<input type="radio"/>	UHS Hyperion Budget Planning (CoogPlan) Access Request Form	Sameer Iftikharuddin	5/12/2023   12:02:46 pm
<input type="radio"/>	UHS Asset Update Form	Usha Mathew	5/4/2023   02:43:03 pm
<input type="radio"/>	Revenue Contracts Over \$50,000 Review and Approval Form	Samantha Yurus	5/1/2023   08:36:50 am
<input type="radio"/>	Summary of purchases		



Add recipients

1 INITIATOR/EMPLOYEE NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*

2 SUPERVISOR NEEDS TO SIGN CUSTOMIZE

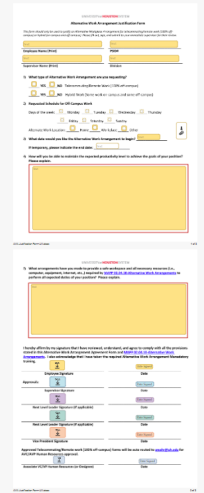
Name \*

Email \*

3 NEXT LEVEL LEADER (1) NEEDS TO SIGN CUSTOMIZE

Name \*

Email \*



A [DocuSign SharePoint](#) site with training materials, video tutorials, FAQs, etc., is available to all UH university employees.

For any additional information related to DocuSign at UH please email [DocuSign@central.uh.edu](mailto:DocuSign@central.uh.edu)