Access the contract e-sign module through WaveNet by clicking “Employee Self Service” under Employee Services. Click on the eSign Faculty Contract tile, ensuring that you are on the Employee Self Service page.

Next, you will see your pending contract(s) awaiting your review and approval. Please note, you must open the contract to review it before you can e-sign. To review the contract, click “Read Contract” which will open a separate tab with the contract.

After reviewing your contract, click on “eSign Selected” and “Complete eSignature” to sign your contract.
You can now choose to select the box to sign the contract OR apply a signature with your mouse in the empty box.

Once complete, click “Apply Signature” to eSign the contract, and click “Done” to exit.

Upon clicking “Done,” you will be taken back to the home screen, where you can review other contracts pending your approval. If no contracts remain, you will see “No contracts to display” and the note “You’re all caught up!”

To review previously signed contracts, click “Approval History” and “Read Contract.”

If you have questions, please contact the department administrator at your school, or Human Resources at 310-506-4397, humanresources@pepperdine.edu.