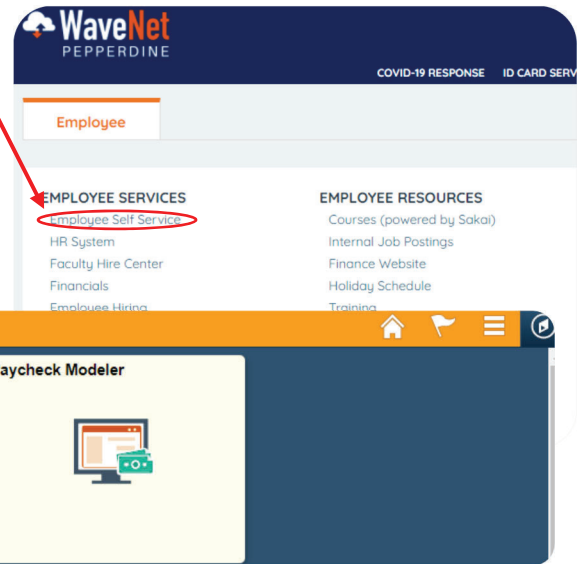


# HOW TO REVIEW AND APPROVE YOUR FACULTY CONTRACT

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.

Name/Employee ID	Contract ID/Contract Status	Contract Type/School	Contract Value	Read Contract/e Sign
George Pepperdine 100623936	131702 Original	Faculty Seaver College	\$31200.00	<a href="#">Read Contract</a> <input type="checkbox"/> eSign Selected

Name/Employee ID	Contract ID/Contract Status	Contract Type/School	Contract Value	Read Contract/e Sign
George Pepperdine 100623936	131702 Original	Faculty Seaver College	\$31200.00	<a href="#">Read Contract</a> <input checked="" type="checkbox"/> eSign Selected

After reviewing your contract, click on “eSign Selected” and “Complete eSignature” to sign your contract.



# HOW TO REVIEW AND APPROVE YOUR FACULTY 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.”*

Name/Employee ID	Contract ID/Contract Status	Contract Type/School	Contract Value	Read Contract/e Sign
George Pepperdine  100623936	131702 Original	Faculty Seaver College	\$31200.00	<a href="#">Read Contract</a> <input type="checkbox"/> eSign Selected

**If you have questions, please contact the department administrator at your school, or Human Resources at 310-506-4397, [humanresources@pepperdine.edu](mailto:humanresources@pepperdine.edu).**