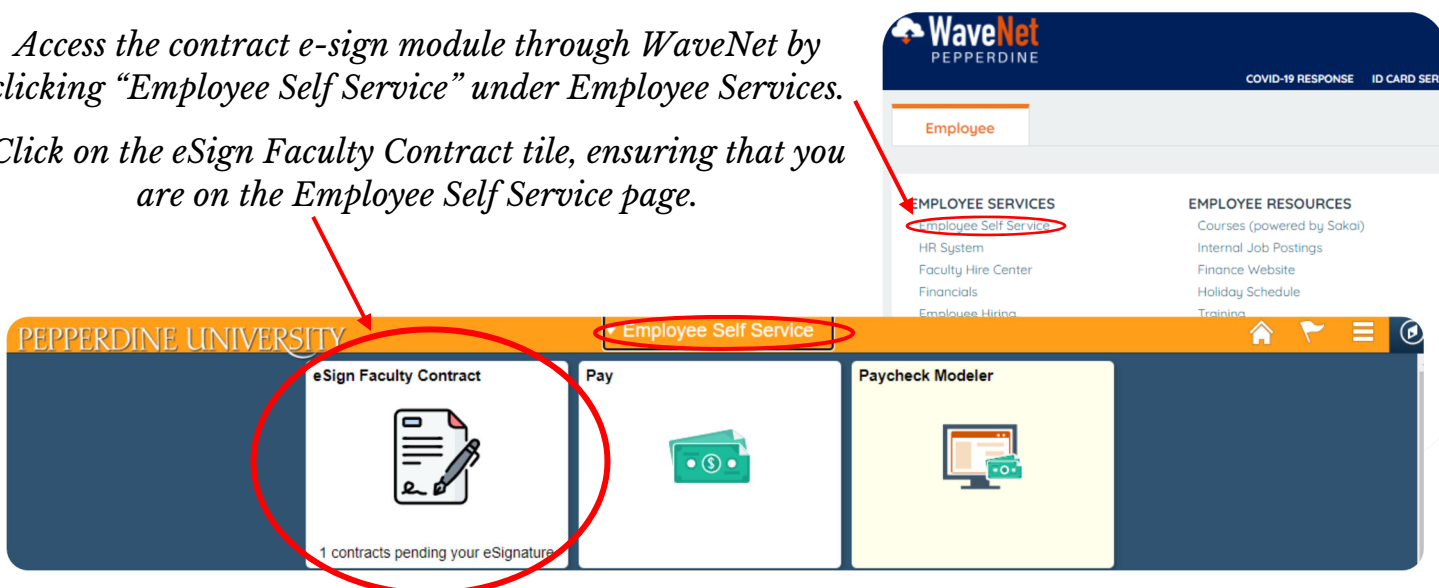


HOW TO REVIEW AND APPROVE YOUR FACULTY CONTRACT

PEPPERDINE

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.

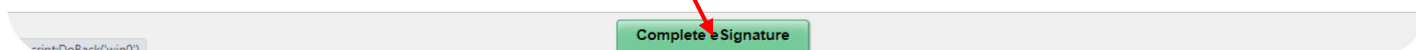
The screenshot shows the 'eSign Faculty Contracts' table. The table has columns: Name/Employee ID, Contract ID/Contract Status, Contract Type/School, Contract Value, and Read Contract/eSign. A red circle highlights the 'Read Contract' link in the 'Read Contract/eSign' column for the first row.

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

The screenshot shows the 'eSign Faculty Contracts' table after clicking 'Read Contract'. The 'eSign Selected' checkbox is now checked and circled in red.

Name/Employee ID	Contract ID/Contract Status	Contract Type/School	Contract Value	Read Contract/eSign
George Pepperdine 100623936	131702 Original	Faculty Seaver College	\$31200.00	Read Contract <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

PEPPERDINE

Cancel eSign Below Done x

☒ Selecting this checkbox is equivalent to signing the contract

OR

By clicking "Apply Signature", you are digitally signing the selected contract(s) and acknowledging that you have reviewed all contract details and the applicable Terms and Conditions.

Apply Signature Clear

*You can now choose to select the box to sign the contract **OR** apply a signature with your mouse in the empty box.*

Cancel eSign Below Done x

☒ Selecting this checkbox is equivalent to signing the contract

OR

By clicking "Apply Signature", you are digitally signing the selected contract(s) and acknowledging that you have reviewed all contract details and the applicable Terms and Conditions.

IP Address: 47.148.52.82
eSigned on: June 09, 2021

Apply Signature Clear

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."

Employee Self Service eSign Faculty Contracts

Filter Contracts

Mass Read/Approve Approval History

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	Read Contract <input type="checkbox"/> eSign Selected

1 row

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