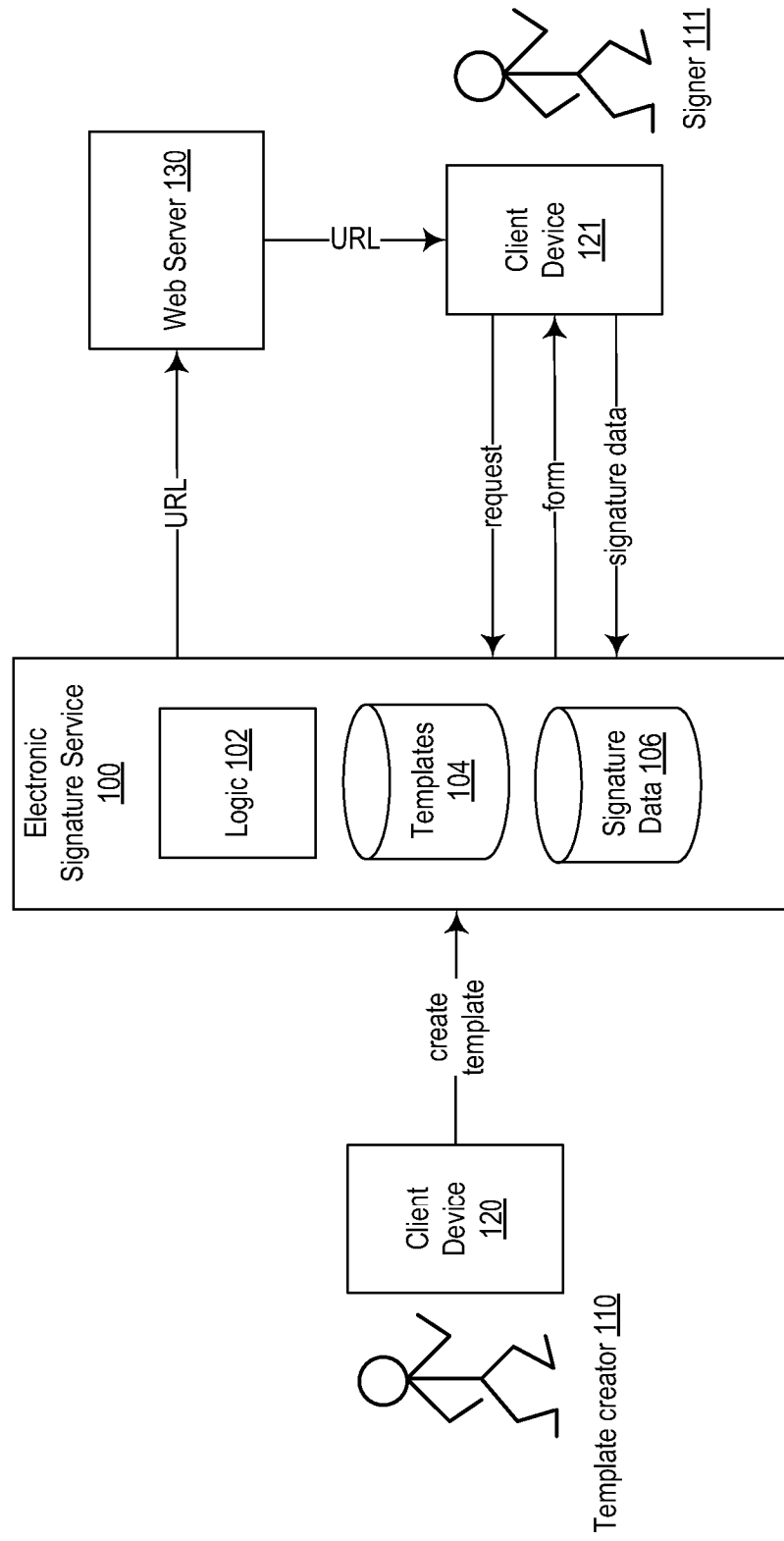
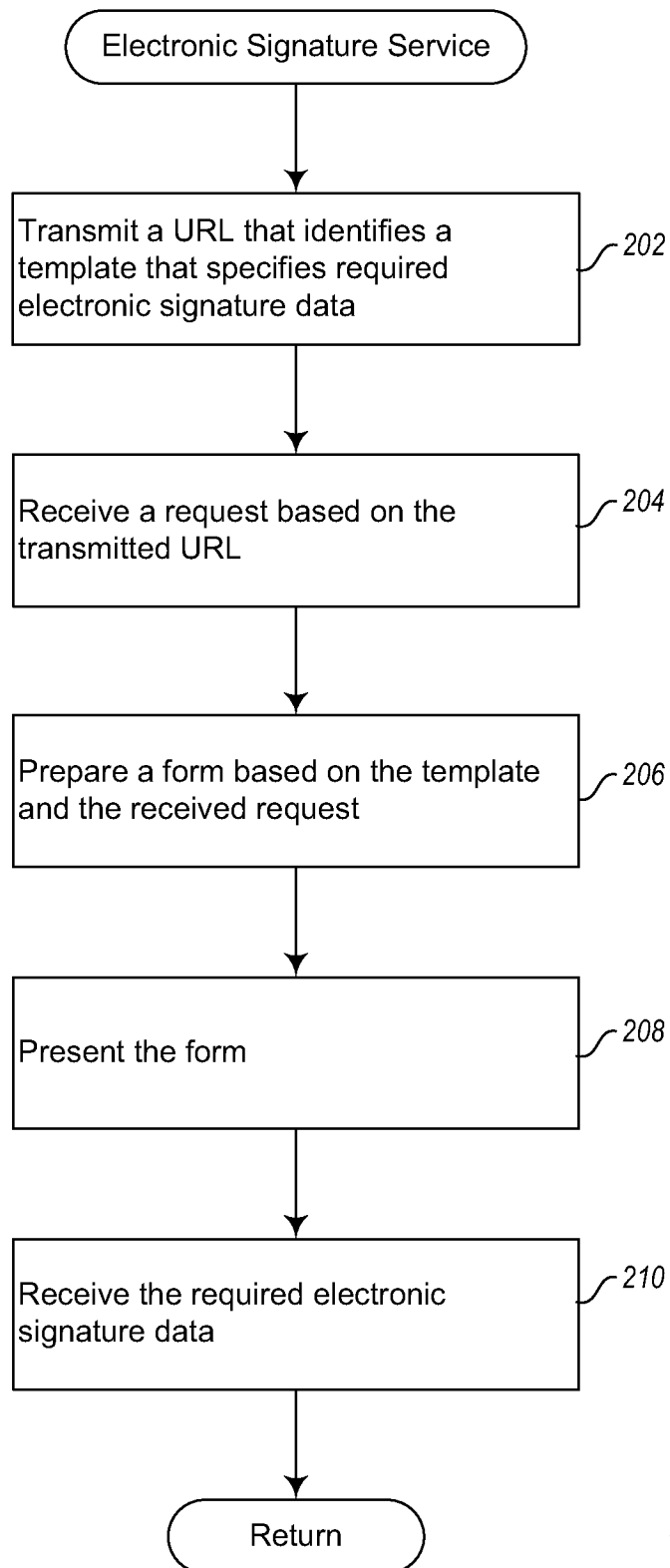
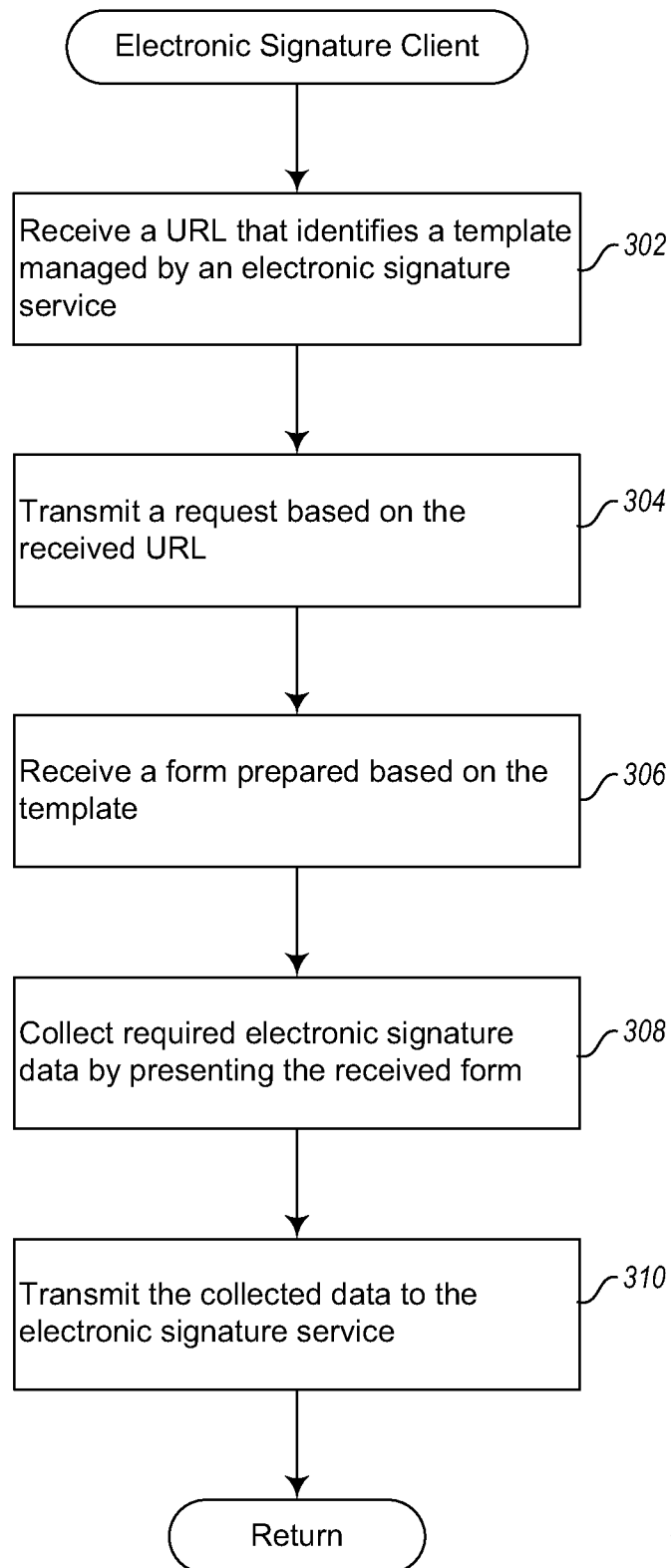


Fig. 1

**Fig. 2**

**Fig. 3**

Envelope Template

DocuSign PTO Request Form

Template ID: 83851247-1886-4924-403418879832

Account: Grant Peterson Test - 36390 - (Default)

Save

Documents

Recipients

Messaging

REQUEST FOR TIME OFF

1

2

3

4

1

Grant Peterson

2

Grant Manager

3

Test Request

4

test.request@company.com

Request for PTO - From-To Dates; Please review and approve my PTO request. Thank You.

Align

100%

1 / 4

REQUEST FOR TIME OFF

To: Full Name (Hiring Manager email)

From: Full Name

Signature: Sign Here

Date request submitted: Date Signed

I am requesting your approval for the following time away from work:

Dates:

I will be using:

0

Hours Regular PTO

0

Hours Floating Holiday

0

Compensatory Time (provide details below)

Fig. 4A

Fig. 4B

Fig. 4C

PowerForms Library

Documents

New PowerForm

<u>Name (Template)</u>	<u>Sender</u>	<u>Auth</u>	<u>Used</u>	<u>Remaining</u>	<u>Last Used</u>	<u>Status</u>	<u>Type</u>
☐ DocuSign PTO Request Form	Grant Peterson	Direct	0	Unlimited	Not Used	Active	Web

Form Data

Download

Email

Links

Edit

Replace Template

Copy

Delete

Fig. 4D

PowerForms Library

Documents

New PowerForm

<u>Name (Template)</u>	<u>Sender</u>	<u>Auth</u>	<u>Used</u>	<u>Remaining</u>	<u>Last Used</u>	<u>Status</u>	<u>Type</u>
☐ DocuSign PTO Request Form	Grant Peterson	Direct	0	Unlimited	Not Used	Active	Web

Form Data

Download

Email

Link

Edit

Replace Template

Conv

Delete

Document: DocuSign PTO Request Form

Links

https://test.docuSign.net/MEMBER
/PowerFormSigning.aspx?PowerFormId=19409fb4-816b-4ace-96f3-067c924c3d77

<a href= "https://test.docuSign.net/MEMBER
/PowerFormSigning.aspx?PowerFormId=19409fb4-816b-4ace-96f3-067c924c3d77"
>DocuSign PTO Request Form

Close

DocuSign TeamSite Home > Human Resources

HR policies, forms and benefit information

Announcements

DocuSign Employee Phone Directory @
by Jamie Byrnes

5/6/2010 11:07 AM

DocuSign Core Values @
by Linda Mills

5/18/2010 1:33 PM

How To Enroll in the 401(k) Plan
by Ken Moyle

1/19/2010 10:15 AM

Account Access

You may access your accounts and conduct transactions 24 hours a day, 7 days a week at www.myplan.com. Use your SSN as your login ID, and the last 4 digits of your SSN as your password. The plan number is 671262.

You may speak...

ADDITIONAL SPECIAL ENROLLMENT RIGHTS IN THE DOCUSIGN, INC. GROUP HEALTH PLAN
by Ken Moyle

11/2/2009 2:34 PM

2009-2010 Benefits Presentation @
by Ken Moyle

8/28/2009 3:11 PM

(More Announcements...)

Add new announcement

Calendar

There are currently no upcoming events. To add a new event, click "Add new event" below.

Add new event

Fig. 4E

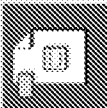
Instructions

In order to begin the signing process, please provide your name and email

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

PowerForm Signer Information	
Please enter your name and email to begin the signing process	
Your Role: Employee *	<input type="text" value="Grant Peterson"/>
Your Name:	<input type="text" value="grant.peterson@docusign.com"/>
Your Email:	<input type="text" value=""/>
Please provide information for any other signers needed for this document.	
Role: Direct Manager	<input type="text" value=""/>
Name:	<input type="text" value="Steve King"/>
Email:	<input type="text" value="steve.king@docusign.com"/>
<input type="button" value="Begin Signing"/>	

Fig. 4F



Next

REQUEST FOR TIME OFF

To: _____ (Hiring Manager email)

From: Grant Peterson

Sign Here

Signature: 

Date request submitted: 6/10/2010

I am requesting your approval for the following time away from work:

Dates: 06/01/2010 06/02/2010

I will be using:

16 Hours Regular PTO 0 Hours Floating Holiday

0 Compensatory Time (provide details below)

Comments: Attend a family wedding.

APPROVED

Manager Signature/Date:

Fig. 4G

Recipients

Routing Order	Role or Name	Email	Type	Access Code	Id Check
1	Signer 1		Signer		False
2	Steve Anderson (Role: Legal)	steve.anderson_ds@yahoo.com	Signer		False

Document Settings

Fig. 4I

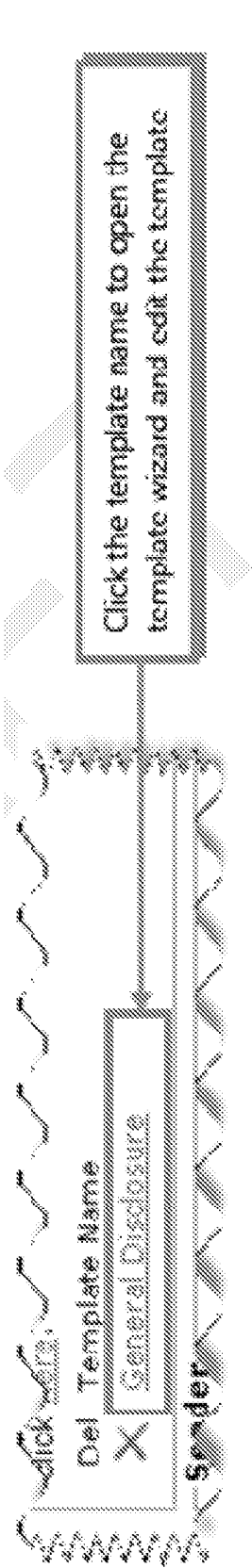


Fig. 4J

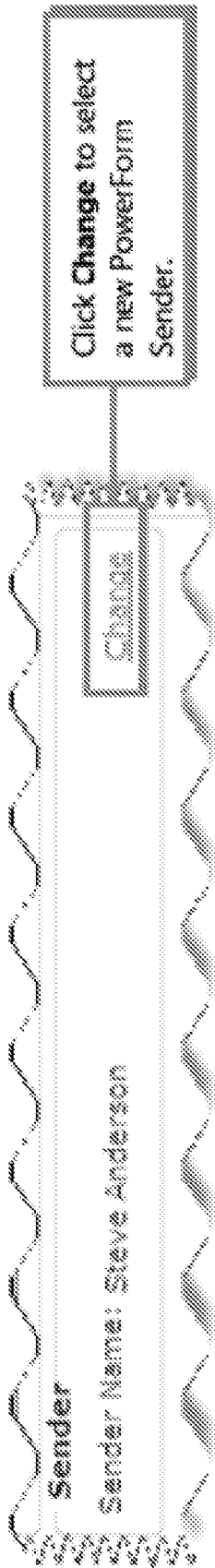
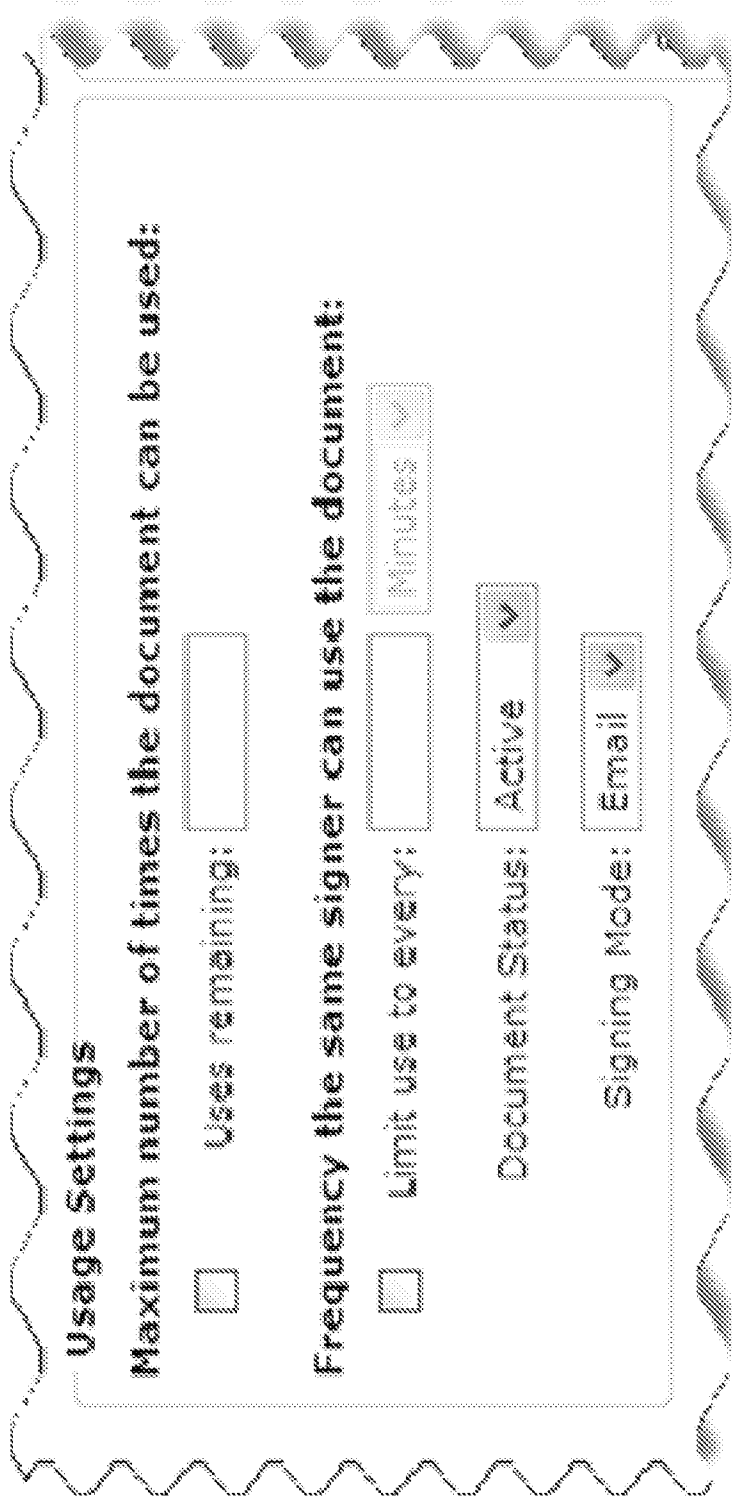


Fig. 4K

A dialog box titled "Usage Settings" with a decorative wavy border. It contains two sections: "Maximum number of times the document can be used:" and "Frequency the same signer can use the document:". The first section has a checkbox and a text input field. The second section has a checkbox, a text input field, a unit dropdown menu set to "Minutes", and two more dropdown menus labeled "Document Status:" (set to "Active") and "Signing Mode:" (set to "Email").

Usage Settings

Maximum number of times the document can be used:

☐ Uses remaining:

Frequency the same signer can use the document:

☐ Limit use to every:

Document Status:

Signing Mode:

Fig. 4L

Document Settings

Document Name:

Email Subject:

Email Text:

Congratulations on enrolling in a Kaplan Continuing Education (KCE) certificate program. Please click "Review" below to complete and e-sign the required financial form as soon as possible, in order to access the online classroom and begin your study program.

Thank you and good luck!

Signing Instructions:

(maximum 2000 characters)

Fig. 4M

Form Data

1 records total

Filter From: To:

Apply Filter

Download XML

Download CSV

Cancel

Fig. 4N

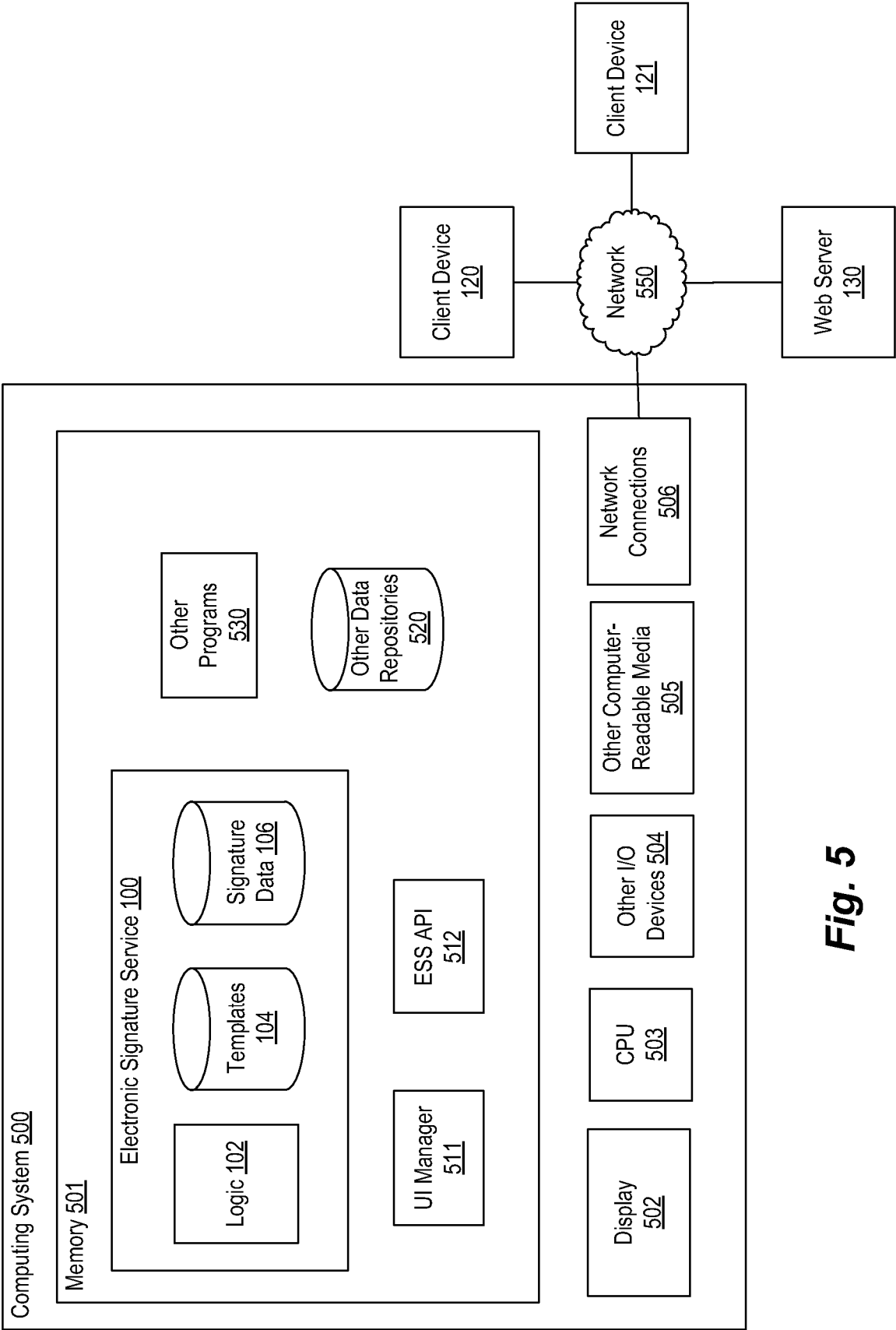


Fig. 5