

## E-signature Committee approved use-cases as of December 13, 2016

School / Department	E-signature Use-Case Description	Forms/Docs involved	Business Owner
<b>School of Social Work (SSW)</b>	Internships of students and federal work study funding. This includes private, non-profit and public agencies signing off on agreement of internship scope of work and what agency does.	Federal work study agreement  Organization Description form	Edward (Ned) E. Walsh Title: Director Email: eew3@columbia.edu Phone: +1 212 851 2341
<b>CU Facilities (CUF) Capital Expenditures</b>	Signatures on project documents, trustees or Capital Business committee (David Greenberg, Nancy Johnson, Anne Sullivan or, occasionally Deans) which is used as proof of approval on Capital Project Document.	Capital project document	Cedric Gaddy Title: Associate Vice President Email: cg2893@columbia.edu Phone: +1 212 853 0496
<b>Office of Alumni and Development (OAD)</b>	DocuSign is used by Business Services to handle key functions within the department. Specifically, it is used to improve the process regarding how they provide documentation and obtaining approval signature from management and vendors		Cleofe (Clay) C. Torres Title: Executive Director for Business Services & Talent Management Email: ct2344@columbia.edu Phone: +1 212 851 7885
<b>Columbia Technology Ventures (CTV)</b>	Confidential Disclouse Agreements Material Transfer Agreements  Internal Forms: Work-study time sheets Vacation Requests		David Goldsheft Title: Senior Contracts Officer Email: g2353@columbia.edu
<b>Law School (Federal Work Study)</b>	Law gets forms (listed in next column) from the Federal Work Study office each year, saves and sends them out as PDFs - they will leverage DocuSign to manage the workflow of emailing these forms and obtaining electronic signatures.	Federal Work Study Sample 2013-2015 – New Law School Contract Federal Work Study Sample – Employer Verification Form Federal Work Study Sample – Signature Authorization and Organization Description Federal Work Study Sample – GSF Registration Process, Chronological Order	Laren Spirer Title: Director of Pro Bono Programs Department: School of Law Email: ls3149@columbia.edu Phone: +1 212 854 1448

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<b>Law School (Adjunct Hires)</b>	The Vice Dean's Office maintains a spreadsheet that contains all of the information needed to generate offer letters to the adjuncts for signature. Adjuncts sign the forms (listed below) and return the completed forms by email. Law HR receives the signed forms from the adjuncts and forwards them for processing. DocuSign will be leveraged to make this a repeatable, consistent and automated process/workflow.	Adjunct Hire – Reappointment Letter (Unpaid) Adjunct Hire – Reappointment Letter (Paid) Adjunct Hire – Notice and acknowledgement of Pay Rate and Payday (NYS form 195) Adjunct Hire – LPW	Sofia Inostroza Title:Human Resources Coordinator Department:School of Law Email: sinost@law.columbia.edu Phone: +1 212 854 5332
<b>Columbia Business School (CBS)</b>	DocuSign will be leverage for the processing of new CBS hires (admin, faculty, and student). Currently, the HR team creates appropriate forms for new hires in the system, which are emailed and signed. DocuSign will manage this workflow and be used to electronically complete/sign the necessary forms.	Offer letter - Summer Interns Offer Letter - Staff, Non-union Support staff, Union Support Staff Offer Letter - Faculty, Adj, Summer Soc Ent Offer Letter - Associates / Preceptors Associate Appointment Letter Labor Law NYS DOL 195 form Personal Record form - Faculty, Adj Personal Record form - Staff, Non-union Support staff, Union Support Staff Personal Record Form - Casual, Interns Voluntary Self-Identification/Race Ethnicity Federal Tax form W4 NYS Tax IT-2104 NYS Tax IT-2104.1 (nonresident) NYS & NYC Withholding Form (If Applicable) I-9 Employment Eligibility Instructions Invention Agreement Columbia University Casual Employment form W8ben form	Lorraine M. Smith Title:Executive Director Department:Graduate School of Business Email: lms22@columbia.edu Phone: +1 212 854 0326

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		I9 Acceptable Documents Disclosure Form Student Officer Personal Data	
<b>Columbia Housing and CUMC Housing</b>	DocuSign will be leverage for the processing of CUMCs and CU's Housing team's leaseing for students. Three processes in all 1. Lease renewals 2. New lease offers and 3. Lease acceptance. This is a paper based, manual process today.	Lease Documentation Exact forms TBD	Mark L. Kerman Title:Assistant Vice President Department:Facilities E-mail: mk17@columbia.edu Phone: +1 212 854 9322  Tanya Kent-James Title:Director, Housing E-mail: tk2375@columbia.edu Phone: +1 212 304 7000