

**Mid-Atlantic Christian University**  
**Finance Policy #15**

SUBJECT: Use of Electronic Signatures

DATE: September 10, 2009

REVISED: 02/2014; 02/27/2015; 04/24/2020

NEXT SCHEDULED REVIEW: Odd numbered years in February

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Faculty and Staff Employees

Procedure for: Finance Office

Authorized by: Vice President for Finance

Issued by: Board of Trustees

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I. Purpose

The purpose of this policy is to allow employees to authorize changes in their employee files by electronic correspondence through DocuSign. This results in not having to physically sign every document.

II. Policy

The University may use an employee's electronic affirmation of signature to complete "New Hire" paperwork, annual employee documents, file attendance reports, annual reviews or documents associated with salary agreements, changes in benefits and deductions, and all other paperwork required by the University in relationship to an employee's personnel file.

III. Procedure

Change requests related to payroll may be made using the "Payroll Change Request" form that is available on the staff drive.

IV. Published: Policy Website

V. Reason for Revision

VI. Appendices