


Adobe Sign Instructions for Completing Remote Work/Telecommuting Agreement

1. Open [Remote Work/Telecommuting Agreement](#) form.
2. Employee completes all required sections of the agreement
3. Employee signs agreement and selects **Submit**



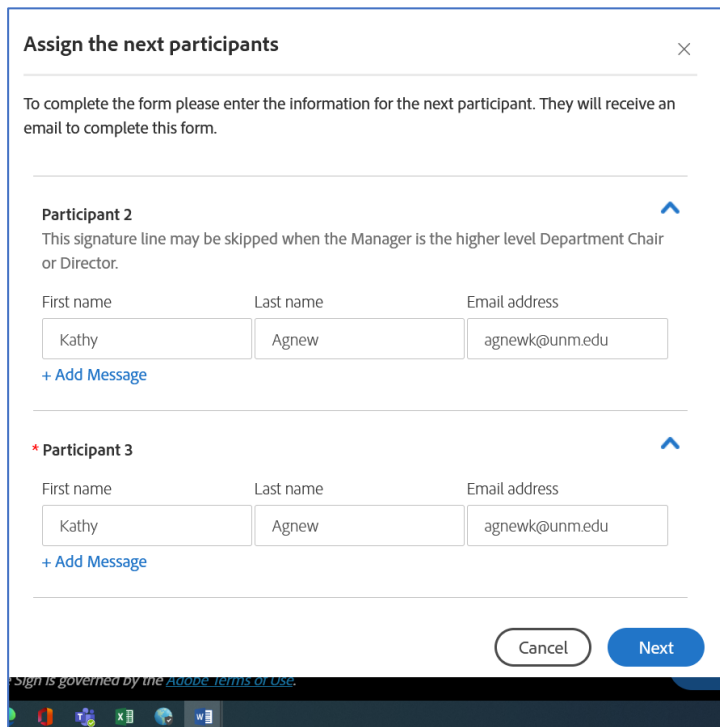
I hereby affirm by my signature that I have read this Remote Work/Telecommuting Agreement and understand and agree to all provisions herein.

<i>Emily Luhman</i>	Emily Luhman	Manager	05/11/2021
Employee Signature	Print Name	Title	Date
Department Comments			

By form filling, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

Submit

4. When the employee submits, they will be instructed to complete **First Name, Last Name and email address as Participant 2 (manager) and Participant 3 (Department Chair or Director)**. Once the fields have been completed, the employee will select **Next**. Participant 2 is not required if that person is the Department Chair or Director.



Assign the next participants [X]

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

Participant 2 [^]

This signature line may be skipped when the Manager is the higher level Department Chair or Director.

First name	Last name	Email address
Kathy	Agnew	agnewk@unm.edu

[+ Add Message](#)

*** Participant 3** [^]

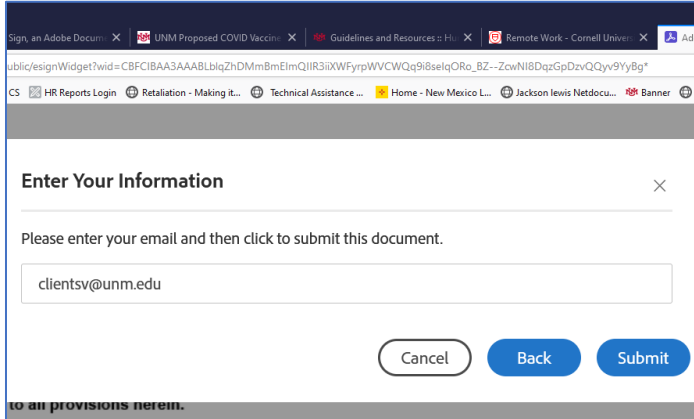
First name	Last name	Email address
Kathy	Agnew	agnewk@unm.edu

[+ Add Message](#)

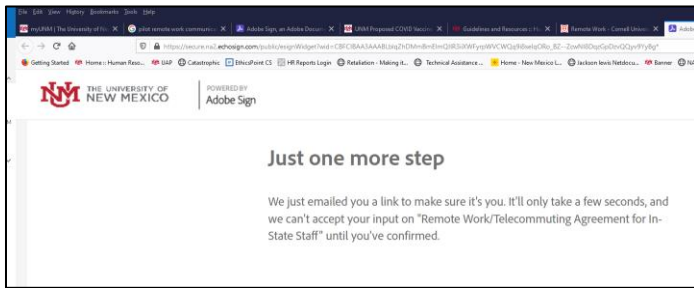
[Cancel] **Next**

Sign is governed by the [Adobe Terms of Use](#).

5. The employee then enters their email address and selects 'Submit'.

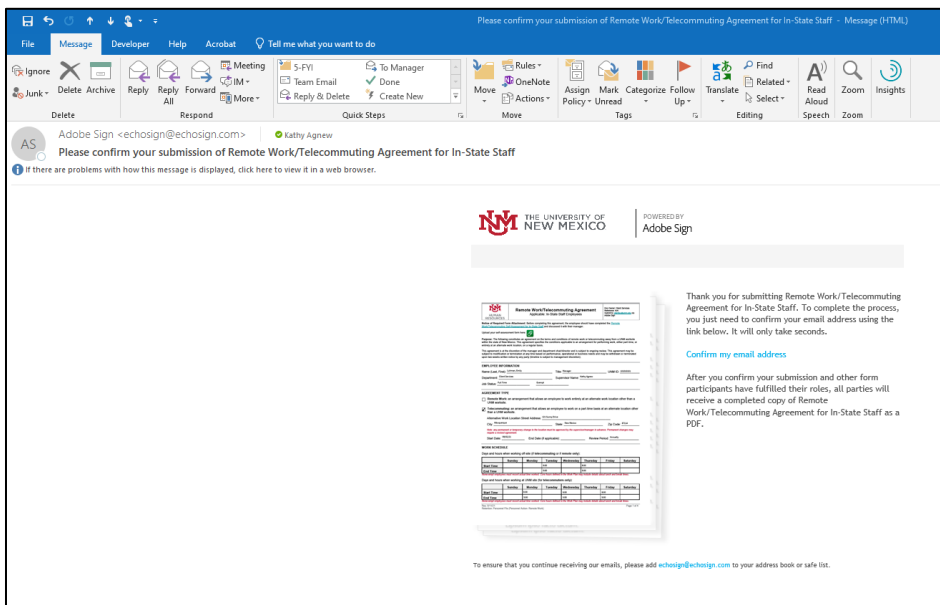


6. The employee will then receive a message "Just one more step".



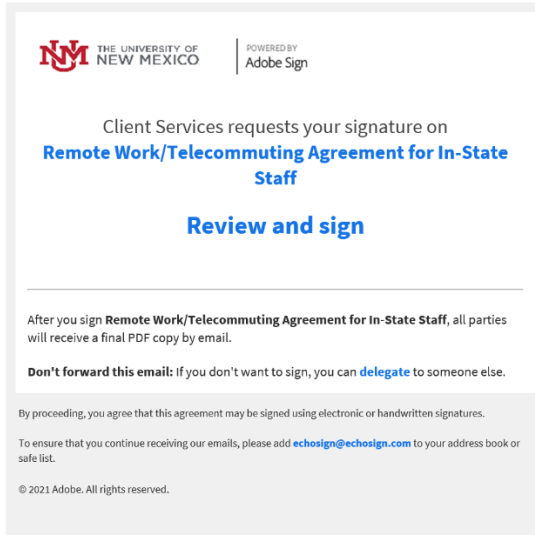
7. The employee will go to their email and "Confirm my email address". Click the link "Confirm my email address" in the body of the email.

- Note: the first time you use Adobe Sign, the email may go to your Junk folder, please check there for the email if you don't find it in your inbox. It will come from echosign@echosign.com.

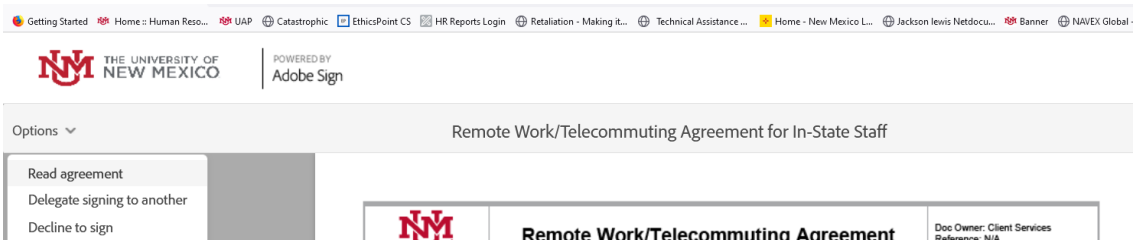


Manager, Department Chair or Director

8. Manager will receive an email from Client Services echosign@echosign.com with the Subject **Signature requested on “Remote Work/Telecommuting Agreement for In-State Staff”**.
 - o Note: the first time you use Adobe Sign, the email may go to your Junk folder, please check there for the email if you don't find it in your in box.



9. Click the **Review and sign** link.
 - o Review the agreement.
 - o If there are minor edits needed, you can provide that information in the **Department Comments** box. This will document edits without declining the agreement (Decline to sign indicates disapproval of the agreement). These comments become a permanent part of the agreement. All parties signing the agreement (including the employee) will receive a final copy of the agreement and will be placed into the official personnel file.
 - o If revisions/additions are needed or you want to deny the request, you select **Decline to sign**. This cancels the agreement and the employee must submit a new request.



10. Click the signature field. If you are signing for the first time, you see the **Signature** or **Initials** panel.

11. Select the **Click to Sign** button.



POWERED BY
Adobe Sign

Remote Work/Telecommuting Agreement for In-State Staff

Should I have any tax, insurance, or legal questions relating to this Remote Work/Telecommuting Agreement, I recognize I am encouraged to consult with my own legal and/or tax professional.

I understand that all obligations, responsibilities, terms and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

I hereby affirm by my signature that I have read this Remote Work/Telecommuting Agreement and understand and agree to all provisions herein.

 <small>Emily Luhman (May 11, 2021 11:42 MDT)</small>	Emily Luhman	Manager	05/11/2021
Employee Signature	Print Name	Title	Date
 <small>Kathy Agnew</small>	Kathy Agnew	Manager	05/11/2021
Manager Signature	Print Name	Title	Date
Department Chair/Director Signature	Print Name	Title	Date

Department Comments

By signing, I agree to both this agreement and the [Consumer Disclosure](#). My use of Adobe Sign is governed by the [Adobe Terms of Use](#).

Click to Sign