

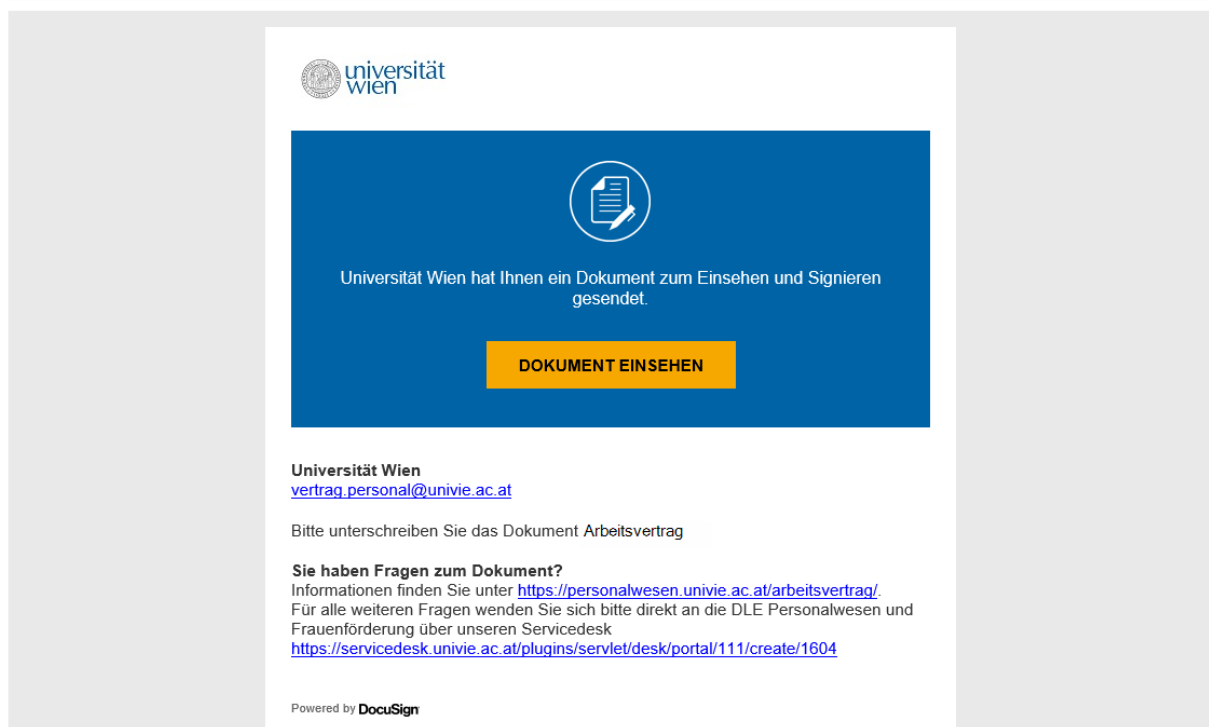
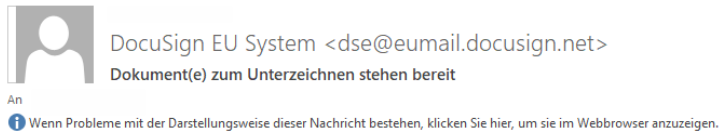
User information:

Contract signing via DocuSign

Below you will find up-to-date information on how the digital signature process of employment contracts as well as of amendments to the employment contract is handled at the University of Vienna with the help of DocuSign.

1. Receive email-notification

The digital signature process starts with the receipt of an e-mail, requesting you to sign documents electronically. This e-mail is sent by DocuSign EU System (dse@eumail.docusign.net) with the subject "document(s) ready for signing" (Dokument(e) zum Unterzeichnen stehen bereit) on behalf of the University of Vienna:



Here you have the possibility to:

1. Click on the button **view document (Dokument einsehen)** to look at and sign your employment contract or amendment online.
2. Click on the link <https://personalwesen.univie.ac.at/arbeitsvertrag/> to retrieve further information on the process.

3. Click on the link

<https://servicedesk.univie.ac.at/plugins/servlet/desk/portal/111/create/1604> to contact the human resources administration in case of any ambiguities or if you have any questions.

2. Calling up a document in DocuSign

After clicking on the button **REVIEW DOCUMENT (Dokument einsehen)**, a new browser window will open and a connection to the secure website of the e-signing platform DocuSign will be established. At the very top of the website, you will find the content of the received e-mail once again as well as some useful hints:

Bitte prüfen und bearbeiten Sie diese Dokumente.



Universität Wien
Universität Wien

Bitte unterschreiben Sie das Dokument Arbeitsvertrag

Sie haben Fragen zum Dokument?

Informationen finden Sie unter <https://personalwesen.univie.ac.at/arbeitsvertrag/>.

Für alle weiteren Fragen wenden Sie sich bitte direkt an die DLE Personalwesen und Frauenförderung über unseren Servicedesk <https://servicedesk.univie.ac.at/plugins/servlet/desk/portal/111/create/1604>

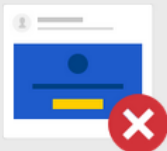
[Ausblenden](#)

To read the document, verify its content and sign it, if necessary, please click the button **CONTINUE**:

Bitte prüfen Sie die unten stehenden Dokumente. [WEITER](#) [SONSTIGE AKTIONEN](#) ▼

Note: If you click on the link several days after receiving the mail from DocuSign, you will receive the following error message and a mail with a new link will be sent to you:

Aus Sicherheitsgründen wurde ein neuer Link gemailt



Der Schutz Ihrer Daten hat oberste Priorität. Dieser Link ist abgelaufen. Aus Sicherheitsgründen haben wir Ihnen einen neuen Link gemailt. Weitere Informationen zur Sicherheit bei DocuSign erhalten Sie in unserem [Supportcenter](#).

[Sie haben keine E-Mail erhalten?](#)

3. Review the document and insert your signature

Bitte prüfen Sie die unten stehenden Dokumente. FERTIGSTELLEN

START

DEMONSTRATION DOCUMENT ONLY
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200
www.docusign.com



universität
wien

Vertrag Nr. 0001

1. Vertragsparteien

Die Universität Wien, vertreten durch Rektor Univ.-Prof. Dr. Sebastian Schütze, Universitätsring 1, 1010 Wien, als Arbeitgeberin und

Anna Testfall
Staatsbürgerschaft: Österreich
Geburtsdatum: 14.11.1988
Adressen: Teststraße 20, 1020 Wien, Österreich

E
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By clicking the button **START** you will jump directly to the signature line, which is marked by a yellow box labeled "Sign":

Wien, am 28.10.2022

Ort, Datum

Signieren



Unterschrift des Arbeitnehmers

Note: The date is automatically inserted into the document by DocuSign.

If this is your first time using DocuSign, DocuSign will request your signature information when you click the **Sign-Button**. Verify that your name and initials are displayed correctly. Make corrections if necessary:

Ihre Signatur übernehmen

Bestätigen Sie Ihren Namen, Ihre Initialen und Ihre Signatur.

* Erforderlich

Vollständiger Name*

Max Mustermann

Initialen*

MM

STIL AUSWÄHLEN

ZEICHNEN

HOCHLADEN

VORSCHAU

[Stil ändern](#)

DocuSigned by:

Max Mustermann

C0D6E832B33E4F3...

DS

MM

Wenn ich „Übernehmen und signieren“ auswähle, stimme ich zu, dass diese Signatur und Initialen als elektronische Darstellung meiner Signatur und Initialen in den Fällen gelten, in denen ich oder mein Beauftragter sie auf Dokumenten, einschließlich rechtsgültiger Verträge, verwenden, genau wie eine Signatur oder Initialen mit einem Stift auf Papier.

ÜBERNEHMEN UND SIGNIEREN

ABBRECHEN

You have four options to apply a signature, all four are legally effective:

- Click **"Adopt and Sign"** to apply the default signature and suggested initials and proceed to the next step.
- Click **"Change Style"** and select a different preformatted font offered by DocuSign.
- Click on **"Draw"**: Draw your signature/initials with the mouse or with a finger on a touch screen.
- You also have the option to "upload" a scanned or photographed signature.

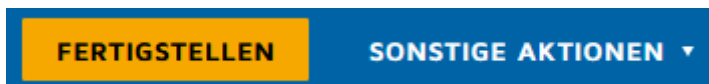
Note: Please note that the appearance of your signature is not relevant for an electronic signature and that it may therefore differ completely from your actual signature. The declaration of intent is submitted via "click":

By clicking on **ADOPT AND SIGN** you confirm your signature style selection and insert it into the document. If you want to change the appearance of the signature again or delete the signature, just click on the signature field:



4. Completion of the signature process

To complete the signing process, please click on the **FINISH-button** below the document or on the top right corner:



Note: This button applies your electronic signature irrevocably and completes the signature process.

You will then be informed in a pop-up window that you can register for a free DocuSign account. Then you would be able to save your settings there:

Bei DocuSign anmelden



Eine Kopie dieses Dokuments wurde in Ihrem DocuSign-Konto gespeichert.
Melden Sie sich an, um sie anzuzeigen.

E-Mail

ANMELDEN

NEIN DANKE

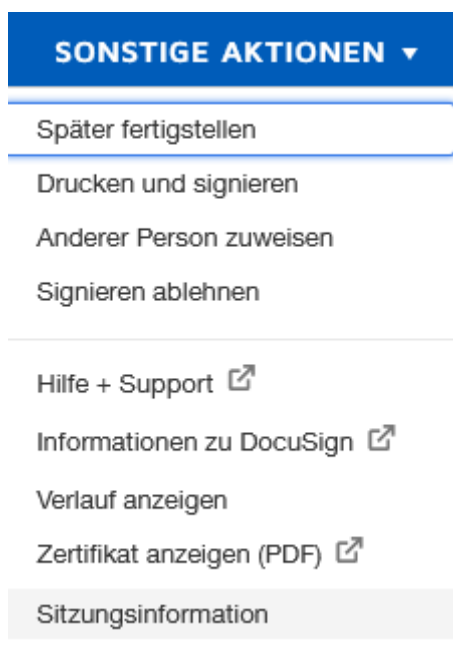
This step is optional and not necessary to continue with the process.

Click "NO THANKS" if you do not wish to register. You will still receive your signed documents in PDF format via email upon completion of the signature process.

In addition, the document will automatically be forwarded to the HR administration of the University of Vienna, which will initiate all further steps.

5. Additional options

After clicking on the menu **OTHER ACTIONS**, you can find the following options:



Finish later

This option allows you to sign the document later if needed. You can return to the document at any time using the link in the email notification.

Print and sign

This option offers the possibility to print the document, sign it manually and then upload it again or return it via email to personaladministration@univie.ac.at

To do this, select "Upload" (Hochladen):

Drucken und signieren

Wie möchten Sie das signierte Dokument zurücksenden?

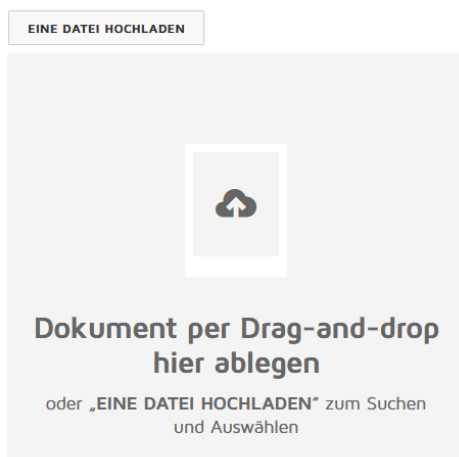
- ☐ Hochladen
- ☐ Fax

Note: The University of Vienna does not support the option „Fax“.

You can then download the document, print it out, sign it, scan it and return it either via the HR Service Desk or by email.

Alternatively, upload the documents by clicking on "Upload a file" or by drag & drop to DocuSign:

Drucken und signieren: Dokument zurücksenden



Note: If you only need a printout of the contract for your records - you will receive the signed contract as a PDF by mail in any case, after the completion of the process. Then you can print out that PDF file.

Data changes or corrections

If the address on your contract is incorrect, you can still sign the contract and notify us of your new address from the start of the contract at hrfi.univie.ac.at in the app "address" or via the HR Service Desk.

If any other data has changed or corrections are necessary, please contact the [HR-ServiceDesk](#) directly.