A Change of Duty form is required for completion when an employee’s normal work duties will be performed for more than 22 days away (breaks and holidays are not part of this calculation) from their hiring campus. The change in location is not required to complete the work but rather the same work can be completed from a different location.

- Those on the West Lafayette campus should notify their business office or payroll center.
  - The business office or payroll center will initiate the form in DocuSign, then it will route to the employee.
  - Both initiator and employee receive a copy of the completed form.
- PNW or PFW can contact their business office or human resources department to find out who should initiate this form.

Please review the [Change of Duty page](https://one.purdue.edu) for country-specific information that Global Services may need before reviewing the completed form such as previous time in country, economic or relational ties, etc.

### Accessing the Change of Duty Station Form in DocuSign

- From OneCampus ([https://one.purdue.edu](https://one.purdue.edu)) search ‘DocuSign’
- Click **Electronic Signature Software**
- Log in with career account and BoilerKey

The Change of Duty Station Form is a template. Either click **Templates** or click **New** and **Use a Template** to locate the form.

### Completing the Form
1. Click All Templates
2. Search ‘Change of Duty Station’ or search Shared Folders – Change of Dutuy
3. Click to Check Mark the box and/or click the word Use
4. If this a form that will be used continuously, click the STAR to mark the form as a Favorite. Next time, search through your Favorites instead of All Templates to locate the form quicker. (If the stars are not visible, click Favorites to populate them.)

Dependent on the campus location, the form initiator could be the (WL) payroll center or business office, PNW/PFW human resources or other administrator.

There are several departments that automatically receive the Change of Duty form – those signature lines auto-populate.

1. Form Initiator (WL Campus = Payroll Center or Business Office)
2. The employee
3. Global Services (auto populates)
4. Department Head or Director
5. Dean or Administrative Officer
6. Graduate School (only for grad students on Assistantships, not true fellows. For the WL campus, Dr. Mohler (jlmohler@purdue.edu signs)
7. Provost Delegate (only for faculty positions. For the WL campus, Lisa Mauer, mauer@purdue.edu)
8. Payroll (auto populated) and Work Comp Department (auto populates).
9. Risk Management (auto populates) and Export Control (auto populates) receives final copy of form.
10. Name/Email of person who should receive a notification of completion (If the employee wants to know when the form is completed, their name and email will go here)

Please delete any signature lines not needed. For example, if the employee were not a grad student or faculty member, you would delete Grad School and Provost Delegate signature lines.
Craft same message to all form recipients or create custom email for specific recipients.

As the Form Initiator, you can sign the form now or later.

**Section 2 – WL Payroll Center or Fiscal Administrator/Business Office**

Click **Continue** to complete business support section

Click **Start** to go through form

You have the option to complete parts of Section 1 or move to Section 2

Tab or scroll down to complete Section 2. All fields boxed in red are required. Sign the form. Once completed, click **Finish**. It will route to the employee next.
Click Finish - - an email is sent to the employee

**Section 1 – Employee Completes Form**

Employee receives email. Click Review Document to open form.

Click to check mark **Electronic Signature**
Click Continue

Review and complete fields:
- Click **Yes** if you are a Graduate Student (or **no** if you are not) (When no is clicked, the Graduate Staff Information fields are not required to be completed)
- Click **Domestic** or **International** Travel (Domestic lists states; International lists countries in Location of Change of Duty)

Employees must complete required fields – some of these could have been completed while with the business office or payroll center – review completed fields for accuracy. Employee should know the start and end dates and purpose of their Change of Duty. If they are a graduate staff, they must complete the name and title of their supervisor and specific courses or credits.
Employees must provide addresses:

- Type current address and select State from drop-down list
- Type address of station – select appropriate Country (if international was selected at top of form) or State (if domestic was selected)
- Answer the question concerning work permits, if station is located internationally

The employee signs the form and clicks Finish. The form routes according to the order laid out on the template. Once employee completes and signs, the Form is automatically sent to Global Services. The Form Initiator receives an email acknowledging Global was sent the form.
The Form Initiator accesses DocuSign

- Search for form in **Overview**, or
- Click **Manage** to see all (your) Forms in progress

Click the **Form** to review who has signed.

- Click **Resend** if the form needs to be resent to recipients.
- Click **More** to view drop-down options.
  - Click **Delete** to delete the form.
  - Click **Data Changes** to view completed form.
  - Click **History** to monitor the actions completed – from sending the form to making any corrections

Click **Correct** if a signature line must be changed/edited/deleted

It shows who has completed the form, where the form is currently and who still must sign it.

- **Click Resend** if the form needs to be resent to recipients.
- **Click More** to view drop-down options.
  - **Click Delete** to delete the form.
  - **Click Data Changes** to view completed form.
  - **Click History** to monitor the actions completed – from sending the form to making any corrections

Click **Correct** if a signature line must be changed/edited/deleted
Not all signature lines can be edited. The ones that can, will allow the current name and email to be removed and a new name inserted.

Click **Add Recipient** if additional signature lines are needed.