

# Protocol

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## ELECTRONIC SIGNATURES

**Protocol Authority:** Vice-President, Finance and Administration  
**Protocol Officer:** Director, Human Resources  
**Effective Date:** October 2021  
**Supersedes:** N/A  
**Date of Last Review/Revision:** September 2021  
**Mandated Review Date:** September 2028

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## 1.0 PURPOSE

The purpose of this document is to clarify UNBC's protocol for accepting electronic signatures (E-signature) on internal to UNBC documents and forms.

## 2.0 DEFINITIONS

2.1 **Delegate** means the individual authorized by a UNBC Signatory to affix an E-signature on behalf of UNBC Signatory.

2.2 **E-signature** means a facsimile of the actual signature of an individual that is applied digitally to a document in lieu of a traditional Wet Ink Signature. The current methods of affixing the e-signature that are used at UNBC include the following:

2.1.1 digital reproduction of a signature being pasted into a document;

2.2.2 digital signing on touch screen (pen or stylus on iPad);  
electronic stamp dated with name; and

2.2.3 signature through third party services providers (E.g. docusign).

2.3 **UNBC Signatory** means:

2.2.1 an individual designated as a University signing authority under the University's signing resolutions;

2.2.2 any UNBC faculty or staff member who, as part of their University duties, signs internal University forms and other documents that require that the faculty or staff member's signature be valid.

2.2.3 UNBC faculty or staff completing employment related documents (e.g. Leave Forms, tuition waivers, contracts, tax forms, bank account forms).

2.3 **Wet Ink Signature** means any signature affixed to a hard copy with a pen or other writing device.

## 3.0 PROTOCOL

3.1 The E-signature of a UNBC Signatory may be used in place of a Wet Ink Signature provided that:

- 3.1.1 the UNBC Signatory does not designate more than one person as Delegate for the purposes of this Protocol, unless it is reasonably necessary;
  - 3.1.2 the E-signature is kept in a secure location;
  - 3.1.3 only the UNBC Signatory and the UNBC Signatory's Delegate(s) may affix the E-signature on behalf of that UNBC Signatory; and
  - 3.1.4 the UNBC Signatory has considered the document, determined that it is appropriate to sign the document, and then instructs their Delegate via email to affix the e-signature to the document.
- 3.2 A UNBC Delegate is required to copy the UNBC Signatory when submitting the following documents related to the UNBC Delegate:
- 3.2.1 employment forms including, but not limited to, term extensions, timesheets, and leave forms;
  - 3.2.2 travel claims;
  - 3.2.3 credit card transactions;
  - 3.2.4 expense reimbursements; and
  - 3.2.5 changes to credit card terms or limits, or other authorizations.
- 3.3 The Delegate retains the email and signed document(s) in a designated UNBC shared document space (E.g. G drive) in the event that it becomes necessary to confirm that the use of the E-signature in any given instance was authorized by the UNBC Signatory.
- 3.3 If a UNBC Signatory has designated more than one person as Delegates for the purposes of this Protocol, the records required to be kept under this Protocol must be stored in a single location.
- 3.4 Emails instructing signature or confirming approval are not an accepted form of E-signatures.
- 3.5 If a UNBC Signatory is uncertain as to whether the use of an e-signature is appropriate, the UNBC Signatory should contact the department that is to receive the document to clarify.
- 3.6 Anyone who is not confident that an e-signature is legitimate and may be fraudulent should immediately seek direct confirmation from the alleged UNBC Signatory.

## 4.0 HOW TO CREATE A DIGITAL SIGNATURE

Please follow instructions in this article:

<https://unbc.teamdynamix.com/TDClient/87/Portal/KB/ArticleDet?ID=2047>

Please visit IT support if you need help setting up an e-signature.