

# Signatures

## What is a Digital Signature?

A digital signature is an e-signature that is backed by a digital certificate. Digital signatures comply with regulations and provide the highest level of identity assurance when dealing with digital documents.

**Signatures** must be electronically signed with *visible* timestamp or physically signed with date by both the Supervisor and the Employee for auditing purposes.

- Script font can only be accepted with a visible timestamp
- Handwritten signatures are always acceptable
- E-mails and Audit Trails are not acceptable back up
- Invalid signatures will be returned for correction and may delay processing
- For assistance with digital signatures, please contact [RIT Service Center](#) (RSC) at 585-475-5000

## Are you using the correct Signature?

Digital Signature



John Doe

Digitally signed  
by John Doe  
Date: 2020.01.23  
14:40:32 -05'00'

Physical Signature



*John Doe*

Text/Script Signature



*John Doe* or John Doe