



The world of HR today is changing. The talent pool is becoming more global and tech-savvy, and candidates expect an online and mobile experience. HR organizations are looking to improve the onboarding experience, increase employee satisfaction, and focus HR staff away from mundane tasks. Implementing Digital Transaction Management with DocuSign can streamline a wide variety of processes, cut costs, improve compliance, and free up staff time for other critical HR functions.

## Delight Candidates and Reinforce Your Company's Image

Today's job candidate has grown up in a digital world and expects to do everything digitally, particularly on mobile devices. Printing, signing, and scanning or physically returning paperwork such as NDAs, offer letters, and releases for background checks is not only a hassle for the candidate, but asking them to do so also sends a message that your organization is stuck in the past. Using Digital Transaction Management from DocuSign to support the new hire process not only provides candidates a better experience, enabling them to fill out and sign all paperwork wherever they are on whatever device they prefer, it also reinforces your company's image as a great place to work.

## Improve Your Employees' Experience

HR regularly requires employee signatures on a variety of documents such as vacation requests, benefits enrollment, and performance plans. Physically distributing documents on paper and requiring physical signatures is cumbersome and time-consuming for all involved. With Digital Transaction Management from DocuSign, you can conduct the process electronically end-to-end, meaning you'll cut cycle times dramatically while providing employees with a much more satisfying experience.

## Improve the Experience for Requestors, Approvers, and Vendors

Procurement processes rely on requests and approvals from individuals scattered throughout the organization. Providing the necessary approvals in a timely manner can be challenging. With Digital Transaction Management from DocuSign, users have an intuitive, easy-to-use interface. They receive alerts and notifications in their inbox so they can quickly and easily move requests along. Advanced workflow capabilities enable requestors to customize signer order. By making the process faster and more efficient, everyone involved is more satisfied.

## Improve Visibility

When HR processes documents or forms the traditional way, it's often difficult to understand exactly where things are in the process, to get a headcount of employees who have signed key forms, and to remind employees who have yet to sign. With DocuSign, you can see where each document is and who has yet to sign. Dashboards provide current status, while reports enable you to track and analyze your progress over time.

## Ensure 100% Accuracy and Compliance

In today's increasingly regulated business environment, it's critical for HR organizations to demonstrate compliance with key processes such as new hire check-offs, security check-offs, and audits. And, even when it comes to non-regulated processes, mistakes in paperwork can be costly. DocuSign is a better way to ensure accuracy and demonstrate compliance



than traditional document management processes. Electronic forms ensure employees don't miss an entry, while automated reminders help ensure 10% compliance. DocuSign also provides complete audit trail and document retention capabilities.

## Support Complex Processes with Robust Workflows

With DocuSign's support for complex workflows, you can specify exactly who has to sign each document in what order. If order doesn't matter, you can send documents to be signed in parallel. Or, for complex workflows, you can specify any order, including a combination of the two, regardless of how many individuals or departments are involved.

## Straight through Processing with Digital Transaction Management

Electronic signatures return immediate value. And, achieving straight-through processing with Digital Transaction Management provides even greater value. When an employee signs a form for example, the DocuSign Digital Transaction Management system enables the signature and the data from that form to flow between systems. Your electronic signatures can talk directly to your HRIS, eliminating re-work and re-keying data. And, if you are using one of today's standard HR Information Systems, chances are there's already an integration with DocuSign built for your use.

## Human Resources Use Cases

With DocuSign, you can automate a wide variety of processes, including:

- W-4 and state tax forms
- I-9 forms
- Direct deposit forms
- Handbook acknowledgment
- Travel & expense policy
- Social media policy
- Required annual notices
- On-boarding checklist
- Off-boarding checklist
- Candidate NDAs
- Offer letters
- Consent for reference checks
- Release for background check
- Termination certificates
- Separation and release agreements
- PTO requests
- Contractor agreements
- Benefit summary plan descriptions
- Sales and variable compensation plans
- Stock option plans/options grants

## Sample Customers



The Global Standard for Digital Transaction Management™



### About DocuSign

DocuSign® is the Global Standard for Digital Transaction Management™. DocuSign accelerates transactions to increase speed to results, reduce costs, and delight customers with the easiest, fastest, most secure global network for sending, signing, tracking, and storing documents in the cloud.

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