DocuSign®

Digitize HR Operations for Improved Efficiency

The global pandemic saw HR teams forced to transition entire workforces to remote work and adapt to new work practices. But the truth is, there will always be forces shifting the workforce and economy, whether it's a pandemic, tumultuous political events or something else, and HR must stay ahead of these changes. No easy task given the complexity and in-person nature of many HR processes. With the DocuSign Agreement Cloud, HR teams can get back much-needed time, improve accuracy and insights, and simplify compliance while simultaneously creating a modern candidate and employee experience.

Generate and distribute employee policies securely

In the last year, 49% of companies surveyed updated company policies due to the pandemic.[1] Given that 72% of office workers would like to continue working remotely in the future,[2] the need to generate and distribute new employee policies (like health and safety forms) quickly and electronically isn't likely to go away. A digital employee policy process also means the entire experience is faster and smoother for both employees and the HR staff.

Ensure complete accuracy and simplify compliance

In today's increasingly regulated business environment, it's critical for HR to maintain compliance with regulations and be audit ready. When it comes to non-regulated procedures, mistakes in paperwork can be costly. Consistent templates and automated processes reduce errors, ensure employees complete required actions and sign necessary forms, and help create a smooth signing experience.

Streamline operational tasks

If you consider that 62% of HR departments process 500+ agreements every month and that processing those agreements can take over 25% of an HR professional's time,[3] there's an incredible time-savings opportunity with a fully automated system. That's even more true if that system connects to your existing HCM, ERP and ATS platforms.

Track and discover employee insights

Sending and tracking HR documents in bulk can be extremely time consuming and increases the risk of errors; it also offers minimal insights into the signing process. A digital signing experience gives you a complete view of completed and non-completed employee documents. It also allows you to set automatic reminders, so you know when to follow up with an employee or candidate. And with an insights dashboard, you can understand where signers are dropping off, make tweaks and improve completion rates.

Results

80%
reduction in turnaround time by HR organizations who've modernized their system of agreement

82%
of agreements completed in one day using DocuSign

> **"We have a lot more employees willing to learn how to use the system. At this point, our executive and senior management teams are requesting that we use [DocuSign] for most documents."**

Jennifer Isaac
Manager of Legal Department Operations
Safety National

The DocuSign Agreement Cloud for HR

The modern HR team is under constant pressure to provide clarity and transparency to employees about long-term policies and changing work conditions. At the same time, they're dealing with a multitude of factors: employee safety, regulatory compliance, multiple stakeholders and workforce uncertainty. The DocuSign Agreement Cloud for HR offers a simpler, streamlined, digital-friendly experience that improves staff efficiency and enables candidates and employees to sign all paperwork wherever they are, on whatever device they prefer.

eSignature
Send and capture signatures for employee agreements in minutes with beautiful mobile forms that work on virtually any device while maintaining a complete audit trail.

Powerforms
Automate the employee signing process by generating and embedding self-service forms, capture signatures and data from anyone (even if they don't have a DocuSign account), reduce document preparation time and pull collected data into your existing applications effortlessly.

Bulk Send
Easily import a .CSV file with your list of contacts and send one-to-many employee agreements to multiple recipients at the same time, thus eliminating the need to create and send separate envelopes.

Agreement Actions
Automate post-signature tasks and set workflow rules to ensure HR processes are set in motion.

Signing Insights
Better understand signer behavior with data visualization and insights and know where signers are dropping of in the signing experience.

Integrations
Easily embed DocuSign into your existing tools with 350+ pre-built integrations, like Workday, SAP SuccessFactors, Oracle HCM, Greenhouse and many more.

Learn more about how DocuSign Agreement Cloud can help your HR team.

Use case examples

Recruiting
Offer letters
Non-disclosure agreements
Background check consents

Onboarding
W-4 and state tax forms
I-9 forms
Handbook acknowledgements
Payroll forms
Equipment requisitions

Compensation
Bonuses
Sales and variable compensation
Stock agreements
Relocation agreements

Benefits
Benefit summary plan descriptions
Contracts
Required annual notices

HR admin
Contractor agreements
ACA documentation
Role changes
Security and training materials
Annual policy updates

Performance management
Performance evaluations and improvement plans
Goal documentation

Off-boarding
Termination certificates
Stock and severance notifications

1   HR Trends Report 2021
2   PwC's US Remote Work Survey, January 12, 2021
3   A commissioned study by Forrester Consulting on behalf of DocuSign, January 2020.

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