

# Integrate UKG Pro Document Manager and DocuSign

UKG and DocuSign create a truly connected global workforce management solution that allows HR teams to utilize a fully embedded electronic signature experience in UKG Pro Document Manager. The pre-built integration was built with HR organizations in mind, so that they can be more cost effective during the document signature, improve the overall user experience and drive overall compliance goals.

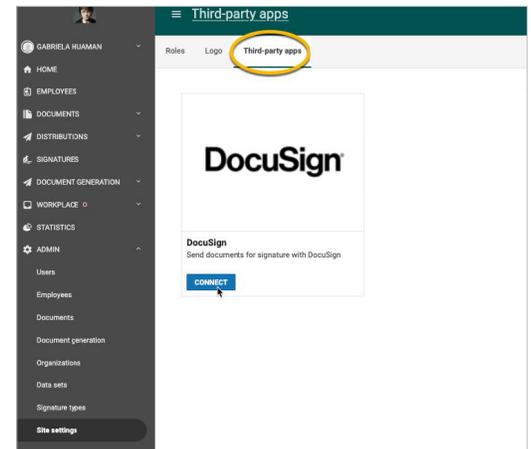
## Key capabilities

With the ability to connect DocuSign to UKG Document Manager, HR can easily start the DocuSign process via UKG Document Manager. HR can upload a document, select an individual employee, type a message, and send the document for employee signature. Once signed, the document will automatically be filed/archived under the employee's folder (and corresponding document type).

\*Optional e-signature process add-ons include linking DocuSign templates and enabling mass signature. These can be added via an SR.

## Benefits include:

- Streamline e-signature process from initiation of signature to storing/archiving document
- Stay compliant with documents requiring DocuSign signature
- Centralize all employee documents and e-signature processes through one platform
- Ability to search and report on documents that have a completed DocuSign signature



## Use cases

Common use cases are needing to have employees sign off on new versions of documents such as a non compete agreement or signing a newer vision of the employee handbook with a legally viable and defensible function

Contracts

Policy documents

Any employee document that requires a DocuSign wet/digital signature

\*Linking DocuSign templates allow customers to highlight mandatory fields that need to be filled out on the document. We get quite a bit of requests for this capability—linking DocuSign templates is an SR fee.



### About DocuSign

DocuSign helps organizations connect and automate how they prepare, sign, act on and manage agreements. As part of the DocuSign Agreement Cloud, DocuSign offers eSignature, the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time. Today, over a million customers and more than a billion users in over 180 countries use the DocuSign Agreement Cloud to accelerate the process of doing business and simplify people's lives.

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