

How eSignatures can help HR teams improve processes and save time



An HR professional processes anywhere between **10 to 60+** documents while onboarding a new employee.

Organizations using electronic signatures report a **28%** higher level of employee engagement.

60% of HR professionals store employee records in paper files.

Paperwork - the biggest challenge faced by an HR professional

The sheer number of tasks that the HR department must work on, and the high levels of compliance and documentation involved in each and every one of these tasks, makes paperwork an HR nightmare. It spans across the entire employment tenure - starting from the job offer letter to employment contracts to compensation plans, security policies, and benefits enrollment etc.



Paperwork is the biggest bottleneck for HR professionals. It poses challenges for them in achieving the core goals of recruiting good talent, streamlining organizational processes and improving employee productivity.

How eSignatures benefit HR professionals (and the entire organization)



SPEED UP RECRUITMENT AND ONBOARDING

Don't let the right candidate slip away due to delays in sending out the offer and getting it signed. Electronic signatures can speed up your workflows by helping you get the offer letter signed by the manager and the potential employee faster and more conveniently. With eSignatures, new employees can fill and sign forms easily and the first few days in a new job can be spent on getting to know the team instead of signing paperwork.



ENSURE A POSITIVE EMPLOYEE EXPERIENCE

By adopting electronic signatures right from the recruitment stage, you show employees that the company is digitally progressive and adaptive and concerned about making processes easier for their workforce. HR teams require a lot of documents to be signed by employees, and a simple process to get them done reduces the hassles for the workforce.



GET FASTER APPROVALS

Electronic signatures enable HR professionals to speed up processes by getting faster approvals. This helps to smooth over workflows involving leave and expense management, payroll and other employee related processes.



SWITCH TO END-TO-END DIGITIZED PROCESSES

Electronic signatures help you in bridging the last mile disconnect in an end-to-end digitized process. By moving every part of the documentation process online, you can easily maintain electronic records of every form and agreement, easily search and retrieve them whenever required. Since the HR department is required by law to retain documents, maintaining them online is more convenient and cost-effective.



ENSURE ACCURACY AND COMPLIANCE

Traditional paperwork means inconsistencies and mistakes creeping in invariably. These mistakes prove to be counter-productive. Additionally, it is imperative for HR departments to stay compliant with important processes, laws and audits. Electronic signatures ensure these inconsistencies are minimized and key checkpoints are never missed.

A paperless HR department with SignEasy



WORKS ACROSS DOCUMENT FORMATS AND DEVICES

SignEasy works with PDF, Word, Pages, JPEGs - almost any file format you use at work. Sign and send documents from your phone, tablet or computer, right from wherever you are.



SELF, IN-PERSON AND REMOTE SIGNING

SignEasy helps you across all your daily HR processes - whether it's an agreement you need to sign yourself. Or a code of conduct document to be signed by an employee in-person. Or an offer letter you need to get signed by a prospective employee who is on the other side of the town.



CLOUD STORAGE INTEGRATION

With SignEasy, you can seamlessly import documents from popular cloud storage services like Dropbox, Box, OneDrive, Google Drive etc and can save back the signed documents. Switch to an end-to-end electronic workflow. No more dealing with physical records of employee or vendor paperwork.



SECURE & LEGALLY BINDING ESIGNATURES

Documents signed with SignEasy are as valid and legally binding as pen-and-paper, with E-SIGN Act (US) and eIDAS (EU) compliance. You can even set up a secure passcode or fingerprint authentication to ensure that your signature and documents are safe and accessible only to you.



WORKS WELL WITH OTHER APPLICATIONS

Seamlessly import and export documents from the applications you use everyday. You can even sign documents right within your favorite applications like Gmail, Google Drive, and Dropbox etc, without switching between apps.

Use cases

HR professionals can use electronic signatures to get document signed across different stages of the employment cycle, such as:



Recruitment: Offer letters, New hire forms, NDA, Consent for background check



Onboarding: Onboarding checklist, Benefits enrollment, Handbook acknowledgment, Organizational policies, Code of conduct



Employment: Leave approvals, Timesheets, Claims, Expense reimbursement, Promotion approvals



Exit/Transition: Exit forms, No-dues document, Internal hiring letters

HR professionals rely on SignEasy

SignEasy is trusted by HR professionals in organizations across industries, some of them being:



verizon

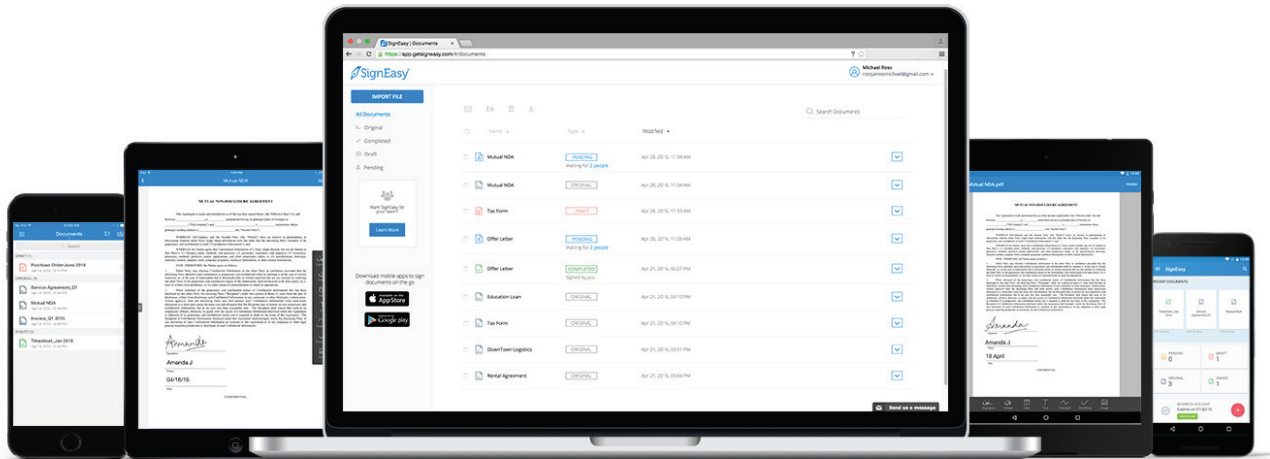


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Previously, we had to wait for weeks for the contracts and letters of assurance to be returned before we could file them. With SignEasy, the whole process has been reduced and simplified now to a task that takes less than 10 hours.

- Kathy Winchell
HR Director, Dalhart ISD

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Featured by Apple and Google and trusted by over 4 million users, SignEasy is the simplest and fastest way to sign or get documents signed from phone, tablet, or computer. People across industries such as real estate, legal, accounting, sales, insurance, human resources, logistics, and healthcare from over 150 countries use SignEasy to reduce business turnaround times, close deals faster, cut costs, and delight customers by eliminating the cycle of printing, scanning, and faxing of paperwork.

Get in touch with us at

 getsigneasy.com

 +1 (866) 965-1533

 sales@getsigneasy.com