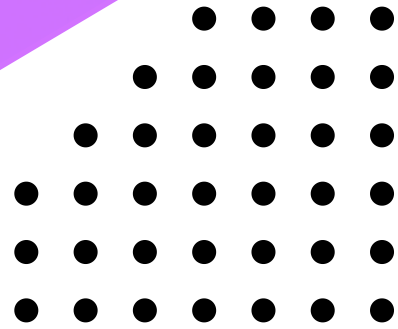
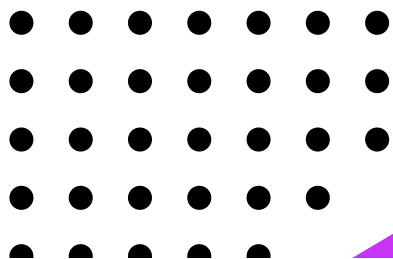




ELECTRONIC SIGNATURES TO BETTER MANAGE HR DOCUMENTATION

Prepared By:
Team Orblogic



COMPANY

The client company is a mid-sized organization with over 500 employees. They are a mid-size satellite service provider.

CHALLENGE

The company's HR department faced issues with its paper-based document management system, which resulted in inefficiencies and delays in its processes and completion. They needed a solution that would streamline their workflow and improve efficiency while maintaining compliance with legal requirements.

Previously, they spent a large portion of their day drafting, printing, and processing mail and written documents in the past and the time they lost doing these menial tasks prevented them from carrying out their more essential duties.

Secondly, onboarding is one of HR's most important tasks. "We need to have our coming employees sign several documents before joining. These include employment contracts, W-4 or I-9 forms, and benefits and payroll forms. The employees also get a copy of their employee guide, and we have them sign a document that says they checked it. The employee receives these forms and contract documents right after an employment agreement has been made, and this whole procedure was done on paper and was taking so long to process all the tasks." said the HR manager.

SOLUTION

The HR department implemented Orblogic HRMatrix embedded electronic signature solution to streamline its document management processes and integrated it with existing HR software.

Orblogic HRMatrix, an electronic signature solution, allowed the HR department to:

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- **Sign Securely**

Securely sign, send, and manage documents digitally and electronically, and get worry-free from document theft—no more cabinet filled with docs.

And to meet the GLBA Act requirement, every document must be protected from unauthorized access, misuse, and disclosure. HRMatrix documents are fully protected from unauthorized access and encrypted.

- **Multiple Signer Workflow**

It creates a multi-level signer flow so that multiple people can receive the document orderly and sign it as defined in the signer flow.

- **Customized Templates**

It creates customized reusable signature templates by dragging and dropping fields on the base document. A better and faster outcome with document processing in a shorter time and effort. HRMatrix refers to increasing organizational productivity.

- **Instant Email Notifications**

Email notifications are sent to signees to sign the document. Upon completion of the document signature, completion notifications are sent to all signees for their record keeping.

RESULTS WITH TANGIBLE OUTCOMES

With Orblogic HRMatrix electronic signatures, HR staff saved time by eliminating the need to print, scan, and manually process paper documents. This led to significant productivity gains, up to a 90% reduction in document processing time.

The implementation of the Orblogic HRMatrix electronic signature solution resulted in the following outcomes for the HR department:

- Improved efficiency: HR team members could complete tasks faster and more accurately, thanks to eliminating paper-based processes.
- Enhanced security: The electronic signature solution was more secure than paper-based processes, as documents were encrypted and stored securely in the cloud.

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- Reduced costs: The electronic signature solution eliminated the need for paper-based processes, reducing paper, printing, and postage costs.
- Improved compliance: The electronic signature solution met all legal requirements for electronic signatures, ensuring compliance with HR regulations.

CONCLUSION

Overall, the Orblogic HRMatrix electronic signature solution streamlined the HR department's processes, improving efficiency, enhancing security, reducing costs, and compliance with legal requirements.

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