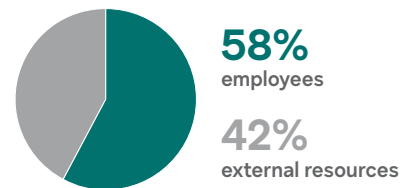


## Simplify External Workforce Management with Digital Processes

Organizations across many industries rely on external workforces to meet ever-changing staffing needs. Employees now represent only 58% of workforce spend, with the other 42% going to external resources. Seasonal hiring is common for retail stores, financial service providers and any organization that experiences periodic surges in business transactions. Modern HR and procurement teams rely on DocuSign to manage the never-ending workforce expansion and contraction more efficiently.

### Workforce spend



#### Hire and onboard contingent workers remotely and digitally

Hiring, onboarding, training and communicating with employees is critical to business success. If these workflows are not managed efficiently, it can create a series of new administrative headaches. With DocuSign eSignature, employees can sign onboarding paperwork quickly and securely. HR teams can also rehire furloughed employees by sending recall offer letters and managing other important forms such as W-4 and I-9 using prebuilt employee templates. DocuSign ID Verification makes it possible for HR to capture and validate employee IDs electronically.

#### Ensure accuracy and simplify compliance

In today's increasingly regulated business environment, it's critical for HR organizations to demonstrate compliance with key processes such as new hire identification checks, security check-offs and audits. And, even when it comes to non-regulated processes, mistakes in paperwork can be costly. Electronic forms ensure employees don't miss an entry, while automated reminders help maintain compliance.

#### Update policies securely and efficiently

DocuSign's bulk send and PowerForms features make contract preparation and distribution much easier. Policy agreements can be sent in bulk and signed by contractors using eSignature, which automatically routes key information to other business systems through integrations. By automating the policy update process, your HR team can eliminate manual data entry, ensure accuracy and relieve administrative headaches.

#### Contract negotiation and management

To manage the volume of work done with external workforces, organizations need to analyze incoming contracts quickly to understand which liabilities and protections are in place. DocuSign Analyzer uses AI to review language in contracts, proactively identify risk areas and suggest pre-approved clauses.

**“In its most basic web browser format, DocuSign is simple and intuitive, but the deeper capabilities allow us to integrate seamlessly with our existing software platforms.”**

**Richard Bullock**  
Global Product Manager  
Aon

## Streamline staffing even during unpredictable events

Effectively managing a contingent workforce during a global pandemic has its own new set of challenges. It's never been more important to prioritize employee health and safety. Hiring, onboarding, training and communication processes need to be entirely digital to accommodate an employee base that is either entirely or predominantly remote. If established correctly, these digital processes can ensure that new employees are added to the workforce in a fast, safe and compliant manner.

## eSignature

Send and capture signatures for employee and contractor agreements in minutes from virtually anywhere, on any device, while maintaining a complete audit trail.

## DocuSign CLM

Manage the full agreement lifecycle for complex contracts with document generation, redlining, real-time negotiation, automatic routing to the right stakeholder to sign, drag-and-drop workflows, and powerful search.

## Identify

DocuSign ID Verification is fully integrated with DocuSign eSignature, enabling staff to securely verify new hires' identities as a critical step in the onboarding process.

## Integrations

Easily embed DocuSign into your existing tools with 350+ prebuilt integrations, like Workday, SAP, SuccessFactors, Oracle and Fieldglass.

Learn more about how DocuSign can help your **HR and procurement** teams with external workforce management.

## Use case examples

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### Recruiting

Offer letters

### NDA

Background check consent

### Onboarding

W-4 and state tax forms

I-9 forms

Handbook acknowledgment

Payroll forms

Equipment requisitions

### Compensation

Bonuses

Sales and variable compensation

Stock agreements

Relocation agreements

### Performance management

Performance evaluations and improvement plans

Goal documentation

### HR admin

Contractor agreements

ACA documentation

Role changes

Security and training materials

Annual policy updates

### Benefits

Benefit summary plan descriptions

Contracts

Required annual notices

### Off-boarding

Termination certificates

Stock and severance notifications



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### 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, more than 500,000 customers and hundreds of millions of users in over 180 countries use DocuSign to accelerate the process of doing business and to simplify people's lives.

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