

Making Workday work for you.

DocuSign and Workday have partnered to create a platform that transforms the agreement process by integrating DocuSign into any core Workday business function. Quickly and securely send and process agreements digitally from within Workday.

Background

The DocuSign for Workday integration is designed to eliminate manual, paper-based processes to help companies save money and reduce agreement turnaround time – while increasing compliance and boosting candidate and employee satisfaction. The DocuSign integration, built and managed by Workday as part of its powerful Business Process Framework, supports 400+ business processes including HCM, Student, Payroll, and Financial Management.

Use Cases

With DocuSign for Workday, you can send agreements for secure electronic signature. Use cases include, but are not limited to:

Offer letters

Non-disclosure agreements (NDAs)

Benefits enrollment

Contractor agreements

Termination certificates

State Tax Withholding forms

Direct Deposit/Payroll agreements

Compensation plans

Employee Invention Agreement forms

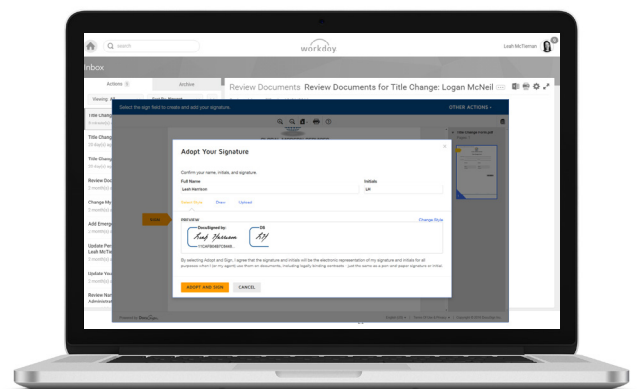
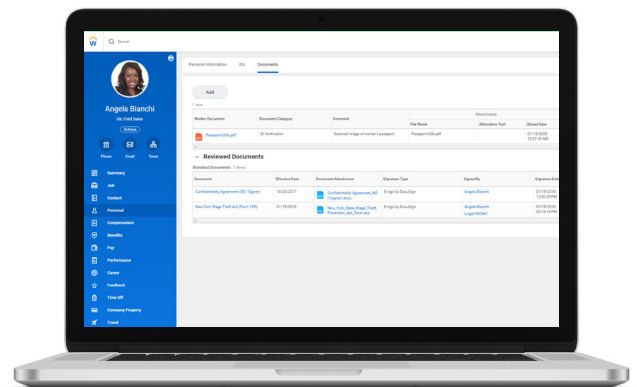
Employee Handbook acknowledgement forms

Drug and/or alcohol test consent agreements

Job analysis forms

Employee equipment inventory lists

Confidentiality and security agreements



Key Capabilities

Automate the agreement process

Seamlessly manage the signature process without ever leaving Workday with automatic updates to your agreements and the ability to send documents for signature.

Easy to set up and admin-friendly

Save administrative time and hassle as your team gets up and running with our pre-built integration, enabling rapid deployment.

World class security

DocuSign's security and operations deliver unmatched compliance with security standards. View all signature history and a complete audit trail.

Increased agreement compliance

Maintain a complete digital record and securely store signed documents in Workday.

Improve the candidate and employee experience

Keep your prospective employees and internal teams happy and focused by giving them the modern tools they need to do their job quickly and efficiently.

Send employee agreements in bulk

With DocuSign's Bulk Send feature integrated in Workday, you can send one to many agreements in mass, with the click of a button.

No more wasted time on outdated, paper based processes

See an immediate return on your investment by reducing paper-based costs and turnaround time. DocuSign customers report average savings of \$36 per document.

Ready for the next step?

- 1 Register and obtain a license from DocuSign, the supported and recommended third-party electronic signature service provider. Note details such as Account ID, Integration System User name, and password from DocuSign.
- 2 The integration must be enabled by your Workday administrator. The administrator will access the **Edit Tenant Setup - Business Processes task** and **Authenticate with DocuSign**.
- 3 Once the tenant is set up, the DocuSign for Workday integration is available as a configuration option as part of Workday's Review Document step in the Business Process Framework for eSignatures.
- 4 Once enabled within your tenant, you can use the pre-integrated service for receiving e-signatures for HR, Finance and Operations related Business Processes. Workday still remains as the system of record for your employee data.
- 5 To learn more, you can visit the [Workday Community site](#) at and search for DocuSign. You should see the setup information under **Manage Workday > Documents and Electronic Signatures > Set Up Electronic Signatures**.

Find out more about DocuSign for HR at [Docusign.com/HR](https://docusign.com/HR).

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 agree better.

About Workday

Workday is a leading provider of enterprise cloud applications for finance and human resources. Founded in 2005, Workday delivers financial management, human capital management, planning, and analytics applications designed for the world's largest companies, educational institutions, and government agencies. Organizations ranging from medium-sized businesses to Fortune 50 enterprises have selected Workday.

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