



The image shows a laptop screen displaying a digital document titled "EMPLOYMENT AGREEMENT". The document is a contract with several sections: "1. EMPLOYMENT", "2. TERM", and "3. PERFORMANCE OF DUTIES". A signature overlay is visible on the right side of the screen, showing a handwritten signature in a blue box with "Cancel" and "Apply" buttons. The document also features a "Click here to sign" link and a "Projected" logo. A circular icon with a pen and paper symbol is overlaid on the left side of the laptop screen.

CONTRACT #8592885

EMPLOYMENT AGREEMENT

This Employment Agreement (the "Agreement") is made as of this (the "Effective Date") by and between ("Employee") and ("Employer"), (each, a "Party" and collectively, the "Parties"). The Parties agree and covenant to be bound by the terms set forth in this Agreement as follows.

1. EMPLOYMENT.
Employer shall employ Employee as a _____ on a _____ basis under this Agreement. Employee shall perform such other duties as are customarily performed by other persons in similar positions, including other duties as may arise from time to time and as may be assigned. Employee shall perform assigned duties and responsibilities in a professional manner, in good faith, and to the best of Employee's skills, abilities, talents and experience.

2. TERM.
Employee's employment under this Agreement shall begin on and be for an unspecified term on an "at will" basis. Employee's probation period shall be, starting from the first day of Employee's employment. In the event that Employee fails to pass the probation period.

3. PERFORMANCE OF DUTIES.
Employee shall perform assigned duties in a prompt manner, in good faith, and to the best of Employee's skills, abilities, talents and experience.

 [Click here to sign](#)

Signature

 **Projected**

Cancel Apply

Top tips for delivering digital-first HR experiences.

Unlock the power of a **digital-first approach**.

If your organization has made an important investment in a Human Capital Management system, such as Workday®, you're well on your way to delivering digital HR experiences. ✓

The next step in your digital transformation journey is making the most of that investment.

Aberdeen Research found that 94% of best-in-class HR organizations use e-signature solutions to see significant benefits in vital processes, especially employee onboarding.

In this eBook, we will share proven and straightforward ways to arm HR staff with technology that increases efficiency, delivers better employee and candidate experiences, ensures compliance and provides better visibility, while maximizing ROI on your Workday or other HCM investment.



"Aberdeen found that best-of-class HR organizations onboard employees

4x

faster than their competitors, are 50% more likely not to need IT assistance to obtain signatures of employee documents and contracts, and benefit from 70% higher employee productivity." ¹

Elevate and automate your HR processes even more with e-signatures and automated workflows.

Implementing an HCM solution is just the beginning of the digital transformation journey.

If the past few years have taught us anything, it's that the turbulent changes HR organizations have experienced are not slowing down. New hybrid work models, the great resignation, and economic uncertainty have presented HR leaders with challenges around employee engagement, talent acquisition, as well as employee relocation and transition. In response, leading HR organizations are investing in digital transformation platforms, such as Workday.

Despite significant investment, it's hard to believe that nearly 60% of businesses still run into issues with manual, outdated HR processes, such as employee onboarding and employee relations. For HR leaders who've embraced digital transformation, it's critical they go the last mile and deliver 100% digital-first HR experiences. Any HR process that is delayed by paper-based or partially digitized processes results in higher resourcing costs, compliance risks and frustration among employees and candidates alike.

Aberdeen

58%

"58% of businesses still run into issues with manual and paper-based processes, when onboarding employees."²

Digitize documents across the customer lifecycle, from hire to retire.

Sometimes it's hard to know where to start the process of digitizing documents.

Acrobat Sign streamlines signing in more than 400 business processes in Workday to help organizations work more efficiently, reduce legal and compliance risks, and deliver a more delightful user experience. From offer letters to NDAs, HR documents get signed quickly and securely using Acrobat Sign in Workday. Here are the most common HR documents that require signatures and are prime for digitization and e-signature capabilities:

| HIRE | ONBOARD | MANAGE | TRANSITION |
|---|--|--|---|
| <ul style="list-style-type: none">▪ Nondisclosure agreement▪ Consent for background check▪ Proprietary rights agreement▪ Relocation agreement▪ Offer letter | <ul style="list-style-type: none">▪ New hire form▪ Remote employee agreement▪ Direct deposit▪ Benefits enrollment▪ Remote work agreement | <ul style="list-style-type: none">▪ Code of conduct▪ Training compliance▪ Employee handbook▪ Time-off request form▪ Policy acknowledgment▪ Promotion approval | <ul style="list-style-type: none">▪ Exit form▪ Separation agreement▪ Internal offer letter▪ Leave of absence request |

FORRESTER®

The Forrester Consulting study, "The Total Economic Impact™ of Adobe Acrobat Sign"³ reveals:



30% increase in transaction speed



25% Improvement in compliance efficiency



68% improved employee experience



US\$21.50 savings per transaction

Get every member of your HR team on board.

E-signatures and automated workflows integrated with your HCM system can drastically improve how HR organizations function, but everyone needs to leverage the technology to become a truly digital-first organization. When we talk to HR leaders in organizations of all sizes, here are the tangible features that they say make the most difference in their daily work and will help to get your team on board.

- The integration between Acrobat Sign and Workday is prebuilt and ready to use. Just activate your Acrobat Sign license, and your team will be ready to access e-signing capabilities in Workday.
- Distribute one agreement to multiple people all at once. This is a huge time saver when you need a lot of people to sign the same document, such as a remote worker agreement or new employee handbook.
- Get real-time visibility into the status of HR documents across your organization, including who's signed and who needs to sign next.
- Send, sign, and return documents on any device, anywhere.
- Support for complex workflows, such as routing to multiple signers or groups.



Acrobat Sign is preintegrated into Workday Business Process Framework for HR, Finance, and Operations. From employee contracts, to onboarding and transition documents, your employees finish HR workflows faster.

Adobe is your **digital transformation** partner.

Adobe is committed to partnering with your team to achieve 100% digital HR document workflows. Together, we will empower your team to increase operational efficiency, deliver better employee and candidate experiences, ensure compliance and provide better visibility, all while maximizing ROI on your existing HR software investment.

Take a guided simulation.

Experience Acrobat Sign integrated with Workday by accessing the free, self-paced guided tour.

[Take tour now](#)

Contact an Adobe expert.

Contact us to learn more about taking the next step in your digital transformation journey by integrating Acrobat Sign into Workday or another HCM system.

[Contact us](#)



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¹ Aberdeen Research "Boost HR Agility: Simplifying and Speeding Remote Work with E-Signatures."

² Aberdeen Research: E-Signatures Accelerate Workplace Transformation eBook

³ The Forrester Consulting study "The Total Economic Impact™ of Adobe Acrobat Sign," January 2022.