



Adobe Sign and Workday

Eliminate ink signatures and improve compliance with the most comprehensive pre-integrated e-signature solution for Workday



Adobe Sign, a Document Cloud solution, streamlines the signing process in Workday within any application—Human Capital Management (including Recruiting), Financial Management, Planning, Student, and Professional Services Automation. With trusted e-signatures from Adobe integrated directly into Workday Business Process Framework, your employees can accelerate signatures in processes such as NDAs, offer letters, onboarding, and training compliance. Easily collect legally binding e-signatures—from anywhere, on any device—to increase organizational efficiency and agility, reduce legal risk, and impress employees and contractors with a delightful digital experience. And because the integration is built and supported by Workday, you can be confident it will always be in sync with the latest Workday releases.

Sample use cases for HCM

| Hire | Onboard | Manage | Transition |
|---|--|---|--|
| <ul style="list-style-type: none"> • Consent for background check • Proprietary rights agreement • Relocation agreement • Offer letter • NDA | <ul style="list-style-type: none"> • New hire forms • Remote employee agreement • Direct deposit • Benefits enrollment | <ul style="list-style-type: none"> • Code of Conduct • Training compliance • Employee handbook • Request time off form • Policy acknowledgements • Leave of absence request • Promotion or bonus approval • Telecommuting agreement | <ul style="list-style-type: none"> • Exit forms • Separation agreement • Internal offer letters |

Adobe Sign can be used with any Workday application

Easy to set up

It's fast and easy to enable Adobe e-signature capabilities within Workday. Upon purchasing Adobe Sign, you will receive a license key for activation—no IT resources required to install, customize, or configure. Add Adobe e-signatures to any process within Workday Business Process Framework in minutes to streamline your existing processes even further.

Reduce legal risk and ensure compliance

Replace ink signatures and approvals with Adobe e-signatures so you can be sure you're legally covered. Adobe Sign is legally valid and enforceable in nearly every industrialized country around the world.

Adobe's integration with Workday provides a 100% digital solution that reduces errors and ensures compliance with a complete digital record of signed transactions right in Workday. Easily keep track of when documents are signed and who signed them. Signed documents are automatically stored right in Workday so they're easy to search for, access, and manage.

You can also run reports to see exactly how many and which documents have been signed across your organization, giving you an enhanced view into your workforce.

Simplify and streamline the signing process

Easily add e-signatures to any of over 400 Workday business processes to streamline your signature workflows and increase your organization's productivity. Going 100% digital can give your team valuable time back to spend on more high-impact work instead of time-consuming, paper-based tasks. Do away with paper, printers, scanners, fax machines, and express mail and move to a simpler, smarter, faster solution: trusted e-signatures from Adobe right within your Workday system.

Plus, you can send documents to multiple signers or signing groups, reducing the time it takes to complete signature processes from weeks to days or even minutes.

Deliver a more delightful experience, from desktop to mobile

Impress new hires and employees alike with a more delightful and engaging digital experience for collecting signatures. Adobe's integration with Workday makes the signing process seamless while enhancing your employees' experience with your organization. By converting cumbersome, paper-based signatures processes into a modern, enjoyable experience, you'll be able to meet the needs of a mobile and digital world and better compete for top talent.

Employees receive a notification, either in their preferred email account or right within their Workday inbox, informing them there's a document waiting for their signature. Senders can initiate and recipients can complete the signing process in just a few quick clicks from anywhere, on any smartphone, tablet, or browser, without downloading or installing any software.

About Adobe Sign

From the trusted leader and innovator in secure digital document technology for over 20 years, Adobe Sign is used by organizations of all sizes, including Telefonica, Foursquare, and Ricoh, to streamline the signing process, mitigate legal risk, and improve employee experiences. Adobe Sign is Workday's most comprehensive pre-integrated e-signature solution, built within Workday Business Process Framework.

About Workday

Workday is a leading provider of enterprise cloud applications for HR and finance. Workday delivers human capital management (HCM), financial management, and analytics applications designed for the world's largest companies, educational institutions, and government agencies. Hundreds of organizations, ranging from SMBs to large enterprises including Morgan Stanley, Encore Capital, Symantec, Sony, and many more, have selected Workday.



Adobe