SAP SuccessFactors 📿

### SAP Signature Management by DocuSign Firma digitale: semplicità e trasparenza nei processi di selezione e assunzione del personale

PUBLIC





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# **Business runs on** agreements, and they are everywhere

#### Sales

- Sales Order Processing
- Customer Account
- Provisioning
- Special Deal Terms
- Referral Agreements
- Reseller Agreements
- Partner Agreements
- Sales Support
- Loan Documents
- Support Agreements and Renewals

#### **IT/Operations**

- Asset Tracking
- Change Requests
- Requirements Sign-off
- Access Management
- Incident Reporting
- Production Change Authorization
- Maintenance Authorization
- Authorization
- Real Estate Approval
- Project Budget Approvals

#### Legal

– NDAs

Marketing

Approvals

- Event Registration

- Customer Communication

- Mass Mailing/Email Approval

- Event Vendor Agreements

- Sponsorship Agreements

- Promotion Agreements

- Press Release Approvals

- Brand Licensing Agreements

Advertising Contracts

- Media Plan Sign-offs

- Rebate Agreements

- Contract Management
- Internal Compliance
- IP Licensing
- Patent Applications
- Board Minutes
- Affidavits
- Summons
- Engagement Letters
- Memoranda of Understanding

#### Services

- Account Change
- Service/Work Orders
- Terms Change
- Self-Service Requests
- Compliance
- Field Service
- New Policy Applications
- Policy Cancellations / Suspensions
- Independent Agency Licensing
- EFT Authorization

#### Facilities

- Invoice Processing
- Expense Processing
- Capitalization Management
- Audit Sign-off
- Policy Management
- Inventory Sign-off
- Asset Transfer/Retirement
- Grant Applications
- Sales and Use Tax Return
- Consumer Account Opening
- Deposit Products

#### Human Resources

- Offer Letters
- New Hire Paperwork
- Candidate NDA
- On/Off-boarding Checklist
- Employee Policy Distribution and Signature
- Contractor Agreements
- Non-disclosure
- PTO Management
- Performance Appraisal
- Background Checks

#### **Product Management**

- Change Management
- Release Management
- Code Review Reporting
- Requirements Acceptance
- Release Scope Commitment
- Policy Approval
- Beta/SDK Agreements
- Developer Program Enrollment
- Product Development Methods
- New Product Evaluation
- New Offering Announcement

#### Finance

- Invoice Processing
- Expense Processing
- Capitalization Management
- Audit Sign-off
- Policy Management
- Inventory Sign-off
- Asset Transfer/Retirement
- Grant Applications
- Sales and Use Tax Return
- Consumer Account Opening
- Deposit Products

#### Procurement

- Purchase Order
- Statement of Work
- Master Services Agreement
- RFP Sign-off

- Rate Cards

- Supplier Compliance
- Service Level Agreements

- Software License Agreements

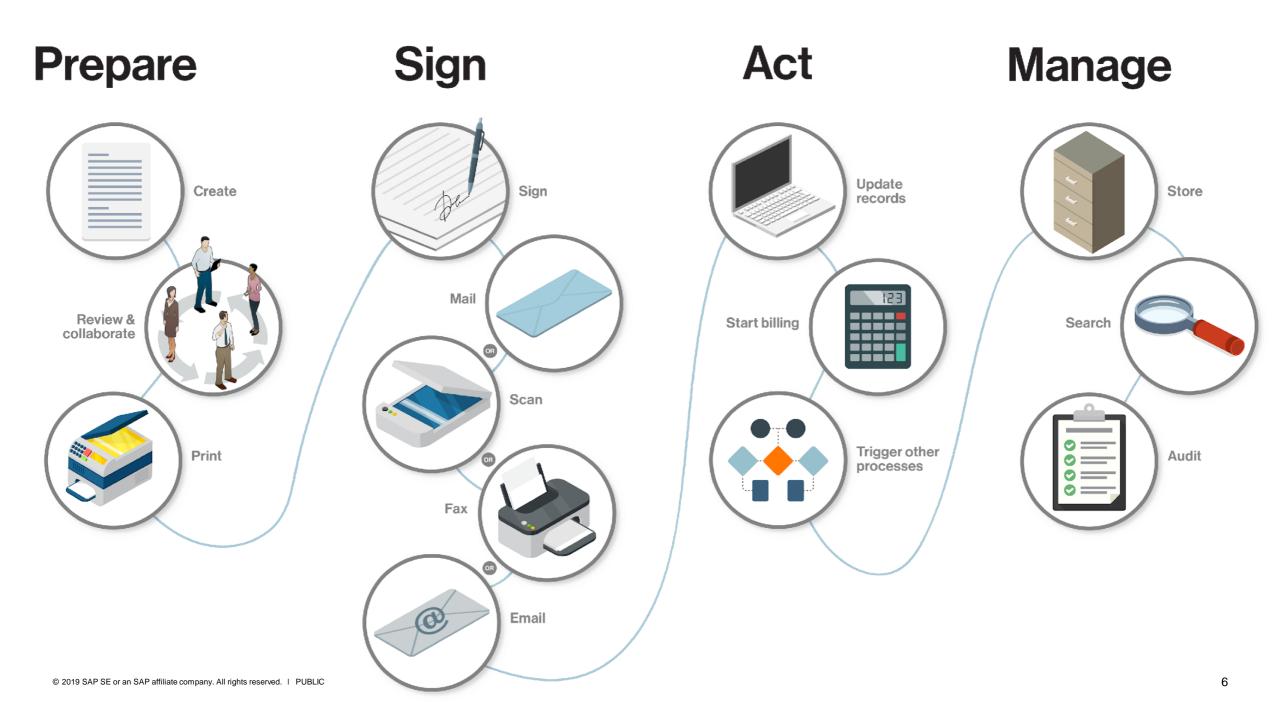
- Subcontractor Agreements

- Termination Letters

- Invoice Processing

- Vendor Contracts

## **Every company has** a system of agreement, whether they know it or not



# It's just not built for the speed of today's business

#### Why change on how you manage HR?

You are looking for a solution to remove existing challenges and be able to...

Replace manual activities with digital, mobile processes

Streamline and control digital signatures

Help ensure robust compliance and security

Replace mountains of paperwork with efficient, cloud-based workflows for speed and transparency!

#### Save money, time and trees with...

Speed onboarding and recruiting management

- For offer letters, NDAs, contracts
- Recruit and onboard critical talent faster
- Cut costs and paper consumption
- Get full visibility into the signing process
- Increase operational agility
- Speed business outcomes

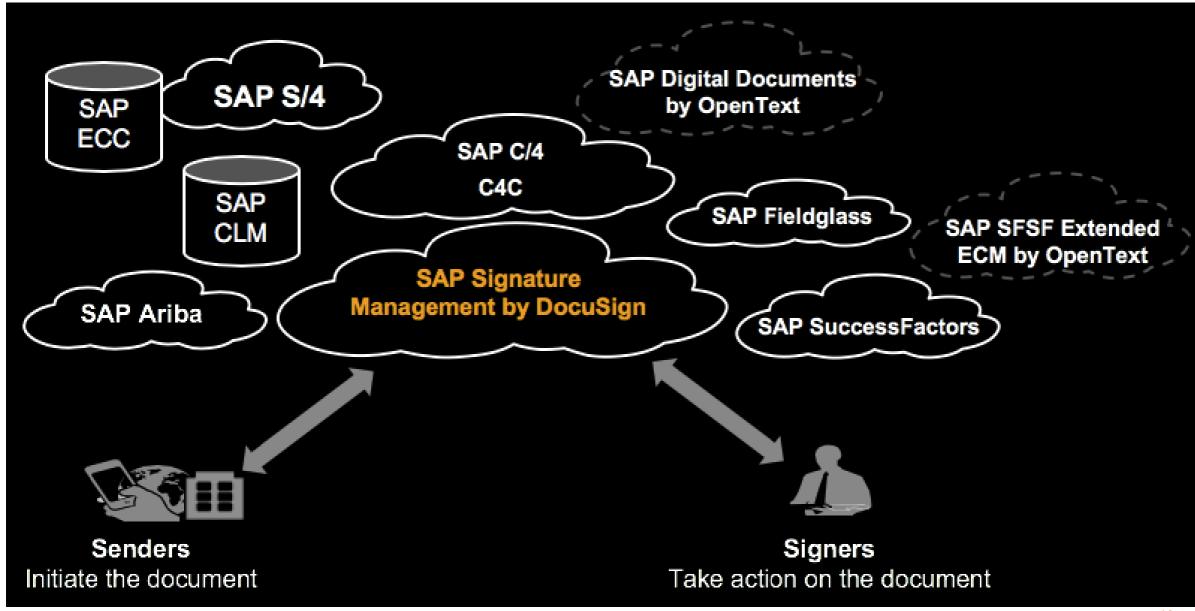
#### The cost to your HR contract management is high

7 days slower HR cycle

58% productivity loss

### £30 cost per agreement

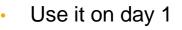
#### **SAP - DocuSign Integrations**



## **3 Ways to Use SAP Signature Management**

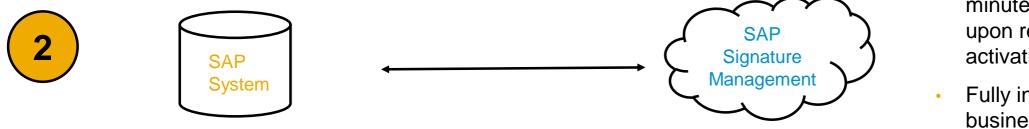
#### DocuSign WebApp on DocuSign.com

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- Uses the same activation user name and password
- Upload document
- Save or build templates

#### Integrated using one or more of SAP's supported integrations · Eac



Build your own SAP integration leveraging the APIs which are provided with your



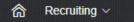
- Each integration takes 10 minutes or less to activate upon receiving your activation email
- Fully integrated into 15 SAP business processes
- Developers.docusign.com
- Includes free Sandbox
- SDKs, Sample Apps and Code Examples provided

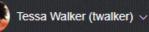
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### Demo



# Sending an Offer Letter with DocuSign for SuccessFactors





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#### Job Requisitions Preferences Candidates Interview Central Interview Scheduling Source Tracker Ask HR

#### **Job Requisitions**

🕀 Create New 🗄 Offer Approvals 🗳 RMK Dashboard

10 Candidates 82 New Candidates 31 Current External Requisitions 31 Current Internal Requisitions Average Days Open 124

Welcome to the requisition listing page. This list page displays all the requisitions to which you have access to, and navigational elements to interact with the requisitions. Access is controlled by the Operator fields in the job requisition. The analytic widget above is interactive, acting as a method to filter the requisition list to view only requisitions that meet certain criteria. Use the "Clear all filters" link to return to a non-filtered view of the requisition list. Please refer to the Help and Tutuorial link above to access relevant training material.

						1	tems per page	50 🗸 🔍	Page 1 of 1 🕨 🕅
Filter Job Requisitions All	job requisitions	•	∇ Filter Options			Highlight J	ob Title 🔍		8
Select All Job Title	Req Id	Hiring Manager	Location	Due	Candidates	Status	Updated	Age(Days)	Job Postings
Trail blazer (DEMO) 🕞	741	Billy Brown 📰	Atlanta (3200-0001)	12/29/2016	7	Open	02/02/2018	-	Not Posted 🗗
Standards Management Office	ja 149	Zoe McIlveen 🖽	Paris (2210-0001)	11/08/2015	16 (5 New)	Short List	08/15/2016	-	I/E/A 🗗
Scheduler 😰	148	Lin Jin 🖭	Shanghai (2800-SH01)	11/08/2015	2(2 New)	Short List	08/15/2016	-	I/E 🗗
Scheduler 🕒	164	Stephanie Thorn 🖽	Seattle (0300-0006)	11/08/2015	10 (2 New)	Open	08/15/2016	-	I/E 🗗
Scheduler 😰	205	Hella Buhr 🛤	Berlin (1010-0001)	11/08/2015	-	Phone Screening	07/06/2016	-	I/E 🗗
Scheduler 🕞	209	Vitor Cunha 🖭	Sydney-Sydney (8510-0001)	11/08/2015	11 (2 New)	Phone Screening	08/15/2016	-	I/E 🗗
Project Manager Prad 🔞	566	Jada Baker 🖽	San Francisco (0300-0003)	08/02/2016	3	Vacancy Cancelled	08/10/2016	-	Not Posted
Project Manager 🛭 🕒	101	Jada Baker 度	San Francisco (0300-0003)	11/07/2015	33(10 New)	Offer	08/15/2016	-	I/E/A 🗗
Project Manager 👩	121	Zander Lloyd 贖	London (0200-0004)	11/07/2015	3(2 New)	Offer	08/15/2016	-	I/E 🗗
Project Manager 🛭 😰	141	Karen Bernau 🖽	Paris (2210-0001)	11/08/2015	2(1 New)	Offer	08/15/2016	-	I/E/A 🗗
Project Manager 👩	142	Silvia Candido 🖭	Sao Paulo (7000-0001)	11/08/2015	25 (19 New)	Offer	08/15/2016	-	I/E 🗗
Project Manager 👩	143	Tianyang Wang 🛤	Beijing (2800-BJ01)	11/08/2015	12 (3 New)	Offer	08/15/2016	-	I/E 🗗
Project Manager 👩	144	Zoe McIlveen 🛤	Sydney (8510-0001)	11/08/2015	39(12 New)	Offer	08/15/2016	-	I/E/A 🗗
Project Manager 👩	181	Kathrin Denecken 🖽	Berlin (1010-0001)	11/08/2015	-	Offer	08/15/2016	-	I/E 🗗
Project Execution Lead 🙃	147	Jada Baker 🛐	Chicago (3100-0001)	11/08/2015	-	Phone Screening	08/15/2016	-	I/E 🗗
Project Execution Lead 👩	150	Tianyang Wang 🛤	Beijing (2800-BJ01)	11/08/2015	1(1 New)	Phone Screening	08/15/2016	-	I/E 🗗
Project Execution Lead 🚯	204	Karen Bernau 🖽	Paris (2210-0001)	11/08/2015	-	Phone Screening	08/15/2016	-	I/E 🗗
Project Coordinator 🚯	151	Zoe McIlveen 🔝	Sydney (8510-0001)	11/08/2015	6(3 New)	Open	08/15/2016	-	I/E 🗗
Project Coordinator 🕒	157	Jada Baker 🛤	Dallas (0300-0005)	11/08/2015	-	Assessments	08/15/2016	-	I/E 🗗
Project Coordinator 🕞	158	Katrin Ratiner 🔝	Sydney (8510-0001)	11/08/2015	6(3 New)	Interview	08/15/2016	-	I/E 🗗

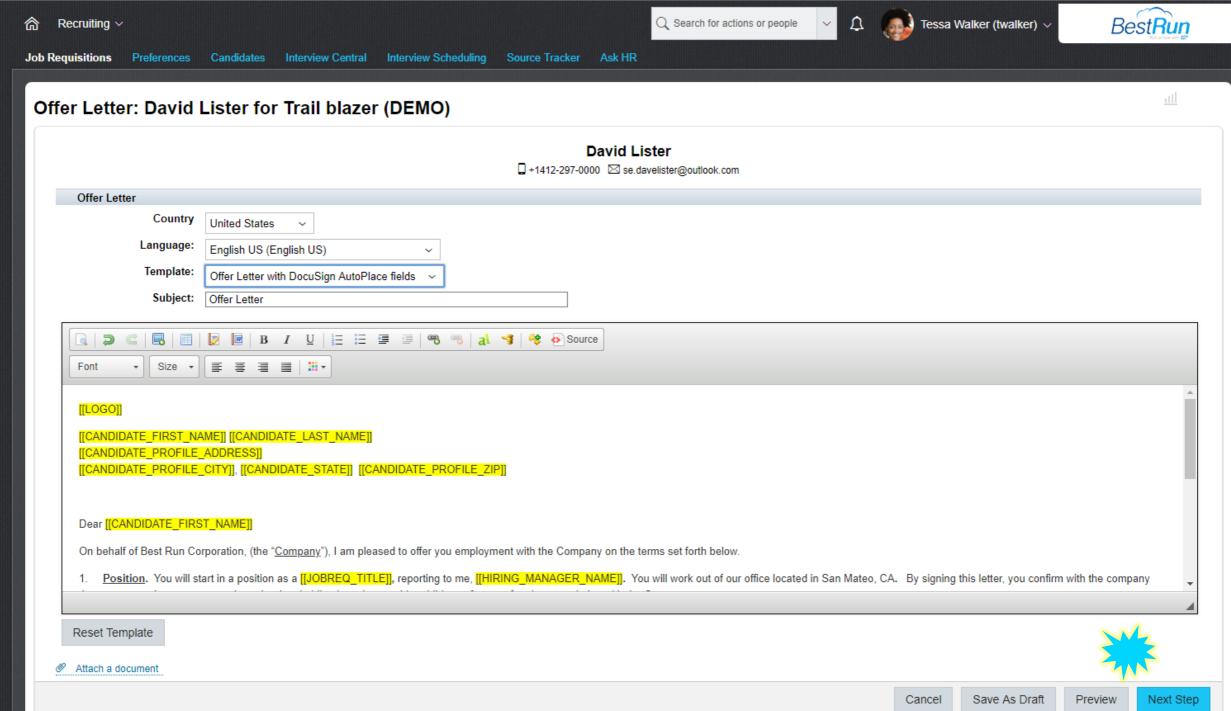
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Kate Candidate		Created		External	N/A	Recruiter Sou	irced	+1704-341-9876	05/18/2018	
🔲 🖃 📇 Em Ben 🛤 📢	1_	Unsuccessful		External	N/A	Recruiter Sou	rced	+440123456789	07/18/2017	
□ ≡ 8 David Lister IS	2	Created		External	N/A	Recruiter Sou	irced	+1412-297-0000	05/18/2018	
🔲 🗮 🔒 Chris Candidate 📢		Created		External	N/A	Recruiter Sou	rced	+1704-877-1969	05/16/2018	
■ a Carl Candidate		Background C	Check	External	N/A	Recruiter Sou	rced	+170 <mark>4-</mark> 877-1969	08/24/2017	
Brian Giesen		Scheduled		External	N/A	Recruiter Sou	rced	7146994021	05/16/2018	
📄 📃 🔗 Bob Arnold 🛤		Unsuccessful	6	External	N/A	Recruiter Sou	irced	+1444-1212	04/28/2017	
Items per page 10 🗸 🕅	Page 1 of 1 🕨 🕅									

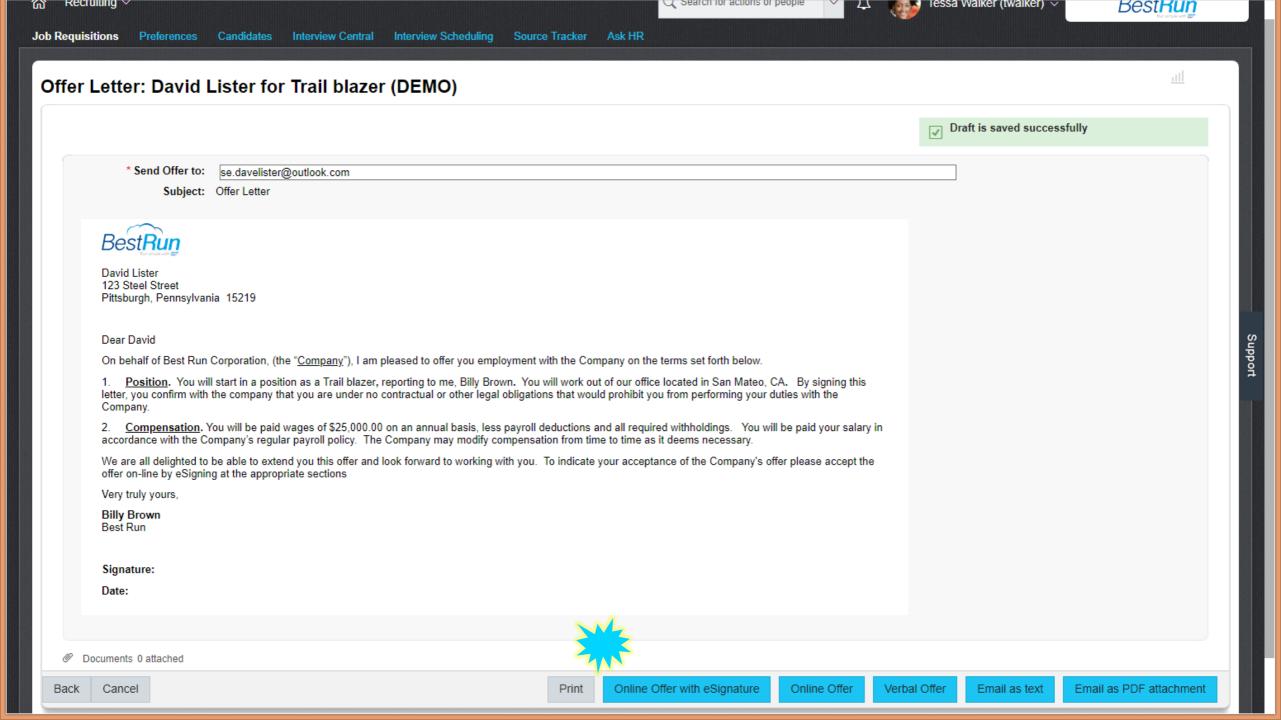
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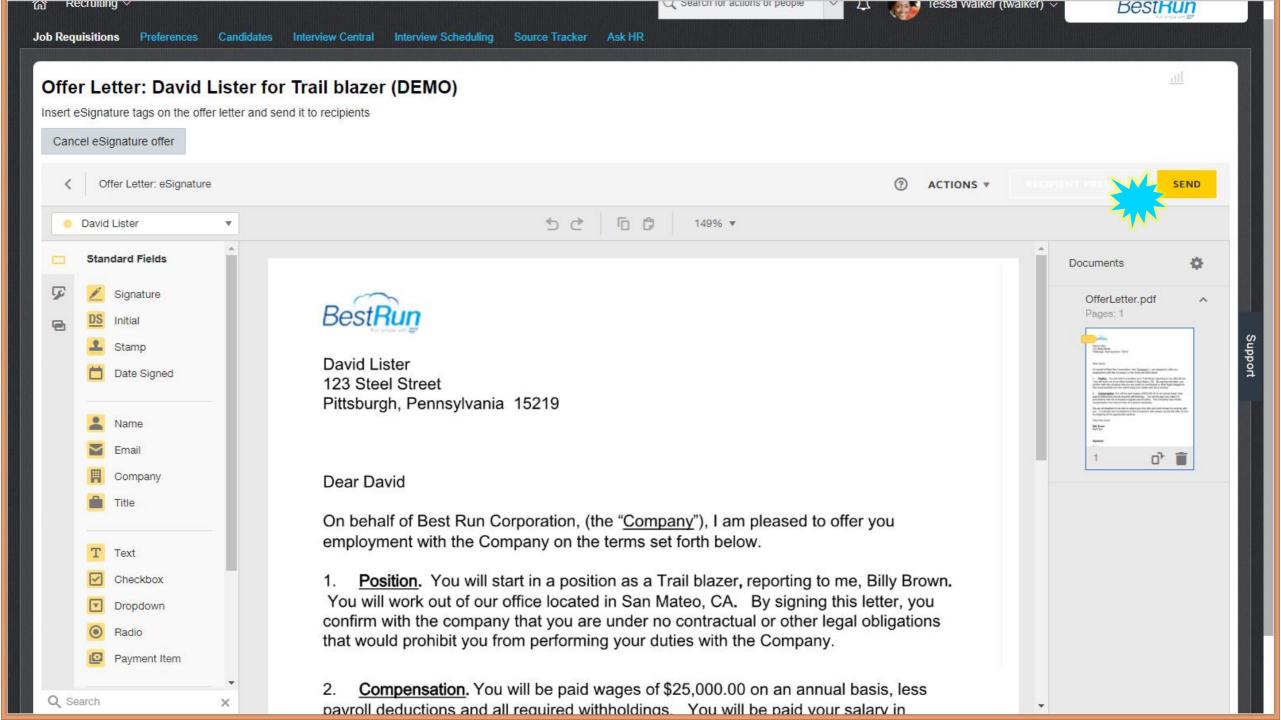
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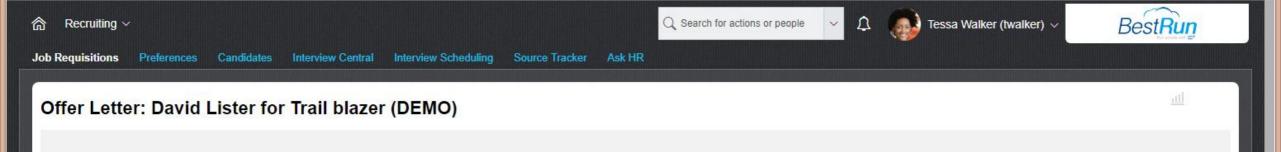
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Candidate Status	Offer •				Offer Letter	→ Forward  →	
E A David Lister	Created ~				Status: Created	L History	
□ ≡      ○ Chris Candidate        □ ≡      ○ Carl Candidate        □ ≡      ○ Carl Candidate					✓ Correspondence	2 Reopen for Consideration	
General Attachments					Date: 03/29/2017 User	Close From Consideration	
Bob Arnold      Recruiter Prescreer	Shortlisting Details No Selection				Online offer cancelled Date: 06/24/2017 User	■ Invite Candidate to Apply	
Phone Screen Date					Online offer cancelled	+ Add To Requisition	
Phone Screen Details Hiring Manager Short List Rating	No Selection 🕢					▶ Move Candidate	
Reason for Rejection					✓ Offer Letter	Invite Late Stage Applicant	
	Assessment (Pre-hire Screenin	g) Details			Offer Letter Author:	Return to List	
Psychometric Testing Date					Send Mode:	eSignature Offer	
Psychometric Testing Time					View Certificate: Offer Extended On:	Certificate 05/31/2018	
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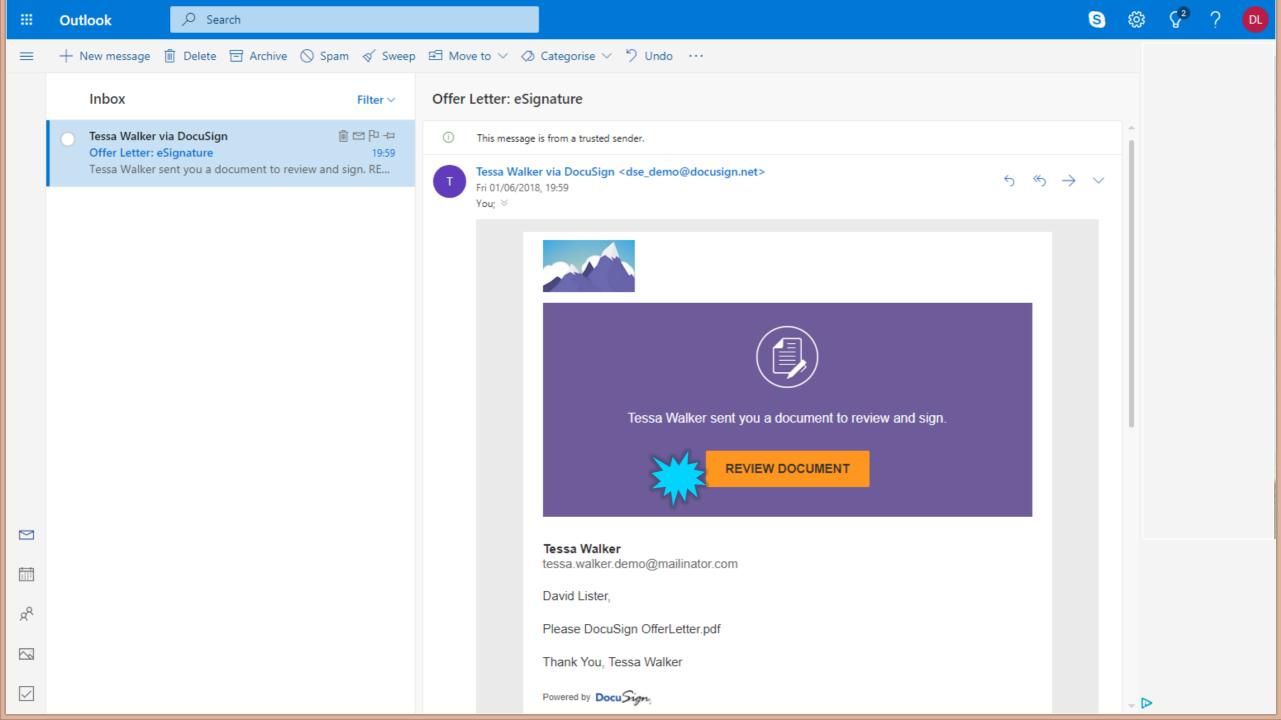


#### Congratulations!

Offer letter sent for eSignature to the recipients

Continue to Candidate

# Signing an Offer Letter with DocuSign for SuccessFactors





#### Career Opportunities: Sign In

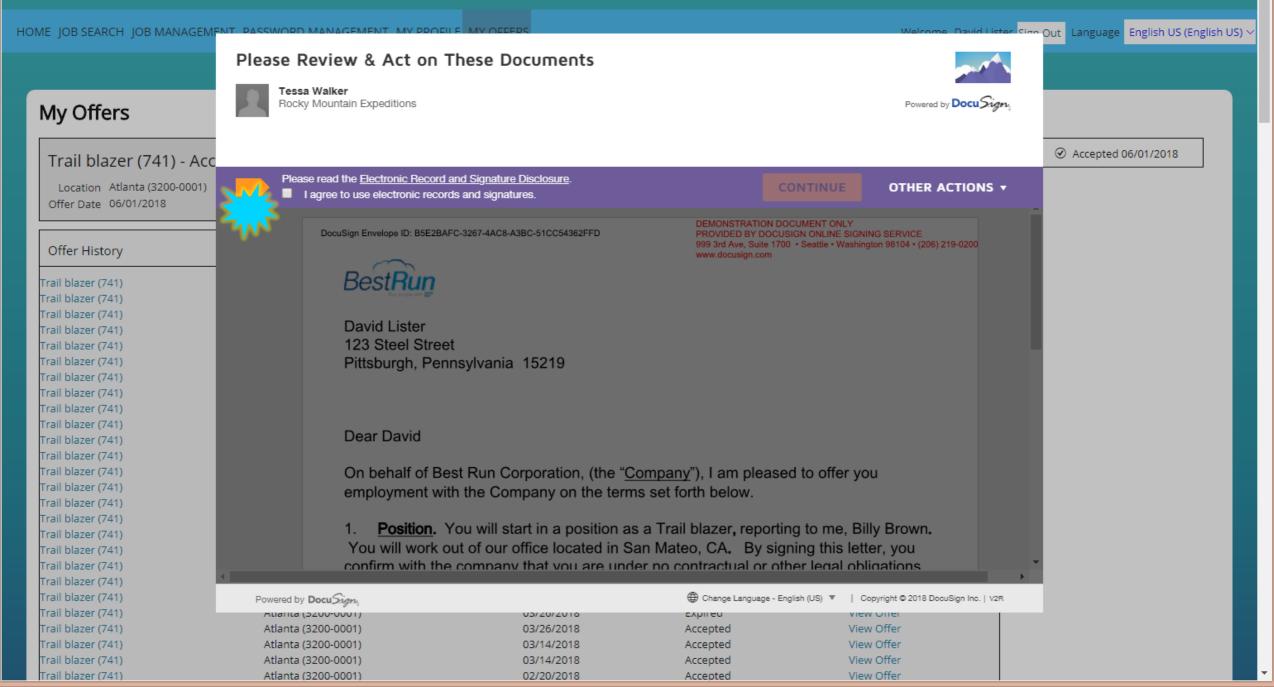
Have an account? Please enter your login information below. Both your username and password are case sensitive.						
* Email Address:	se.davelister@outlook.com 🔤					
* Password:	••••••					
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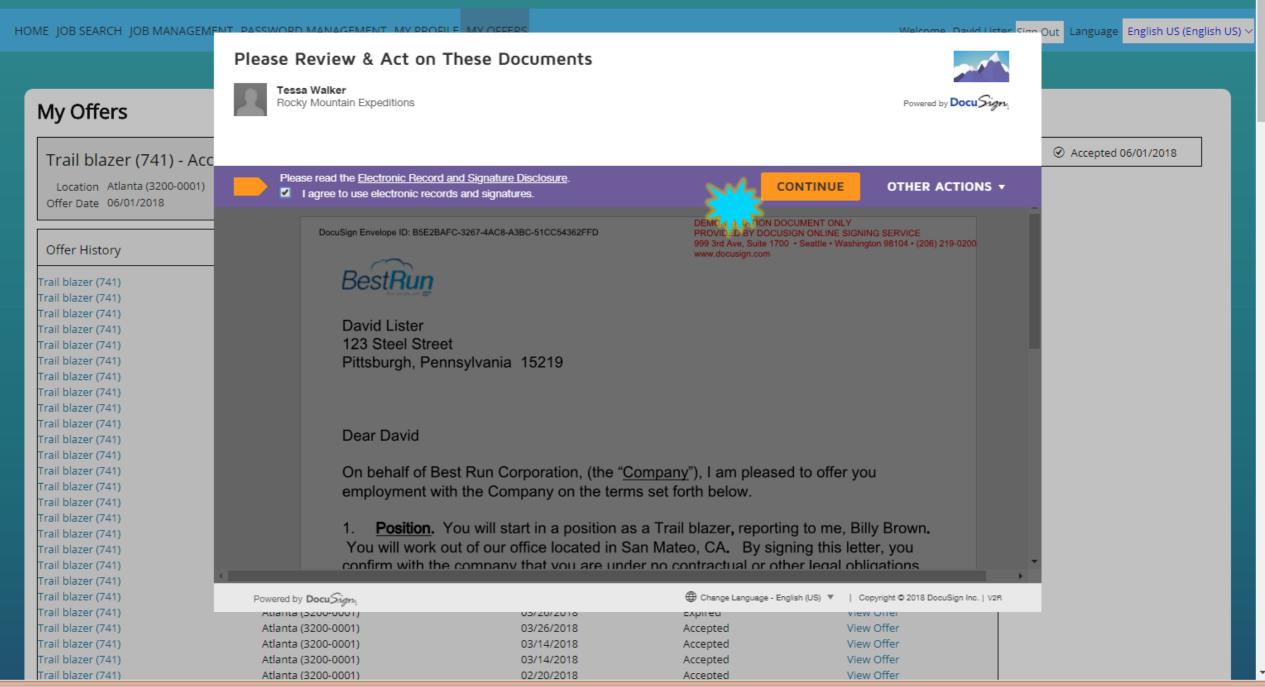


My Offers
Trail blazer (741) - Pending
Location Atlanta (3200-0001)
Offer Date 06/01/2018
영 Print 및 Downloa
BestRun
David Lister 123 Steel Street Pittsburgh, Pennsylvania 15219
Dear David
On behalf of Best Run Corporation, (the " <u>Company</u> "), I am pleased to offer you employment with the Company on the terms set forth below.
Position. You will start in a position as a Trail blazer, reporting to me, Billy Brown. You will work out of our office located in San Mateo, CA. By signing this letter, you confirm with the company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.
2. <u>Compensation</u> . You will be paid wages of \$25,000.00 on an annual basis, less payroll deductions and all required withholdings. You will be paid your salary in accordance with the Company's regular payroll policy. The Company may modify compensation from time to time as it deems necessary.
We are all delighted to be able to extend you this offer and look forward to working with you. To indicate your acceptance of the Company's offer please accept the offer on- line by eSigning at the appropriate sections
Very truly yours,
Billy Brown Best Run
Signature: \sh1\
Date: Vds1V

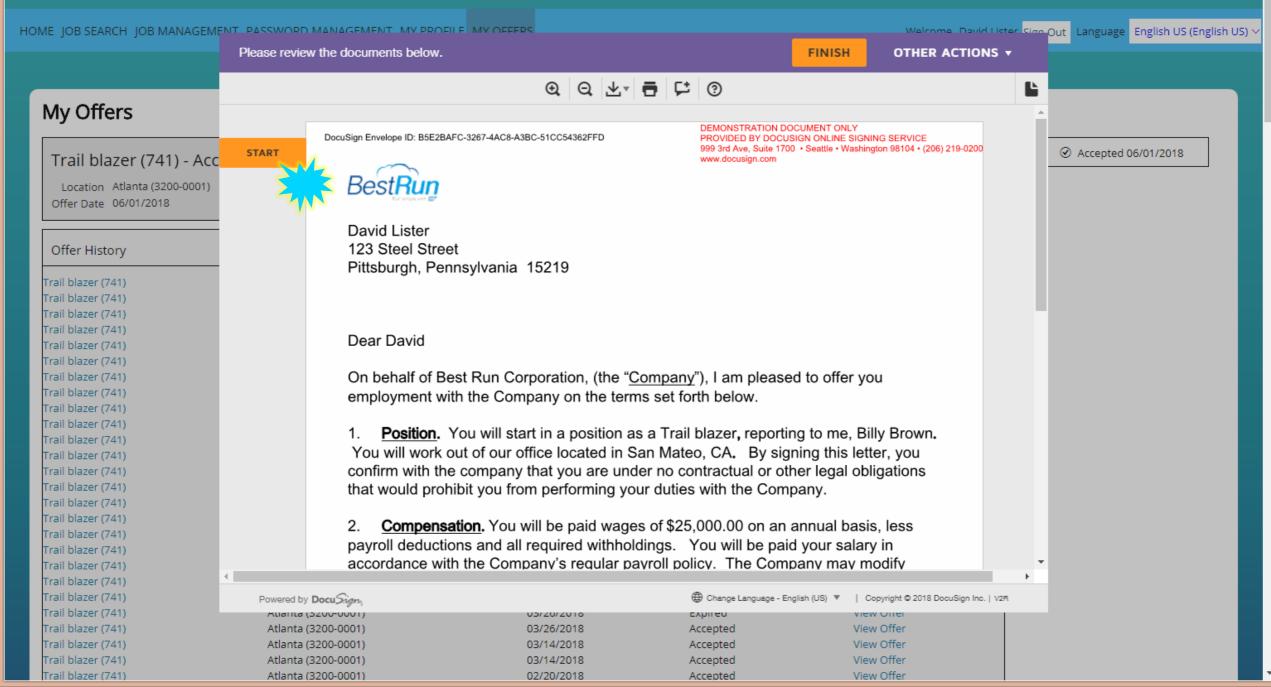




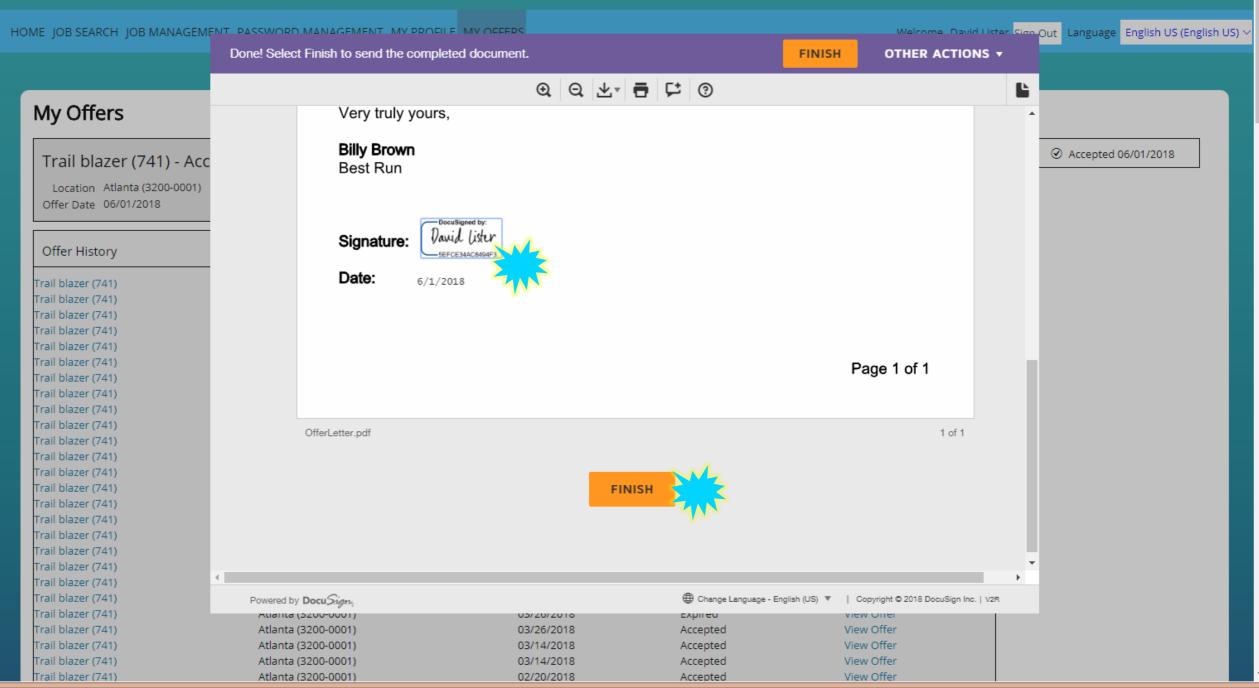














#### HOME JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE MY OFFERS

#### My Offers

#### Trail blazer (741) - Acc

Location Atlanta (3200-0001) Offer Date 06/01/2018

#### Offer History

Trail blazer (741) Trail blazer (741)

Congratulations!

You have successfully signed the Offer letter

Continue to My Offer

Atlanta (5200-0001)	05/20/2016	expired	view Offer
Atlanta (3200-0001)	03/26/2018	Accepted	View Offer
Atlanta (3200-0001)	03/14/2018	Accepted	View Offer
Atlanta (3200-0001)	03/14/2018	Accepted	View Offer
Atlanta (3200-0001)	02/20/2018	Accepted	View Offer

Welcome David Lister Sign Out Language English US (English US) >

## Reviewing Status of Offer Letter

Recruiting      V     Job Requisitions     Preferences     Candidates     Interview Central	nterview Scheduling Source Tra		Cearch for actions of	or people 🗸 🗘	Tessa Walker (twalker) 🗸	BestRun
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Phone Screen Details Hiring Manager Short- List Rating					Offer Letter Author: Send Mode:	Tessa Walker eSignature Offer
Reason for Rejection Psychometric Testing Date	Assessment (Pre-hire Screenin	ng) Details			View Certificate: Offer Extended On: Offer Response: Candidate Responded On:	Certificate 05/31/2018 Accepted 05/31/2018
Psychometric Testing Time					eSignature Response:	Completed

#### 

#### Signed and all signatures are valid.

Electronic Record and Signature Disclosure:

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Certificate Of Completion		
Envelope Number: B2181F17B91A413B89E8227F Subject: Offer - Executive, USA: eSignature Source Envelope:	F737AA5A	Status: Sent
Document Pages: 3 Certificate Pages: 1 AutoNav: Enabled EnvelopeId Stamping: Enabled	Signatures: 0 Initials: 0	Envelope Originator: Wilma Sown 221 Main St San Francisco, CA 94014 cgeary@successfactors.com IP Address: 65.221.12.148
Record Tracking		
Status: Original 7/30/2015 11:07:42 AM PT	Holder: Wilma Sown cgeary@successfactors.com	Location: DocuSign
Signer Events	Signature	Timestamp
Chris Geary chrisgeary@me.com Security Level: In Session		Sent: 7/30/2015 11:10:06 AM PT

Docu Signi SECURED

#### SAP SuccessFactors + Signature Management, key take aways



Simplify Processes & Improve Experience



**Reduce Costs** 







Reduce Risk, Increase Compliance

### **Best Run**







## **HXM Digital Summit**

Online | March 25, 2020

**Get registered!** 

https://vshow.on24.com/clients/SAP/HXMdigital/16780

SAP SuccessFactors 💛









## Thank you.

#### Per maggiori informazioni puoi contattare il tuo interlocutore SAP di riferimento oppure il nostro contact center.

### 800789088 - info.italy@sap.com

In alternativa puoi visitare il nostro sito:

https://www.sap.com/italy/products/electronic-signature-management.html

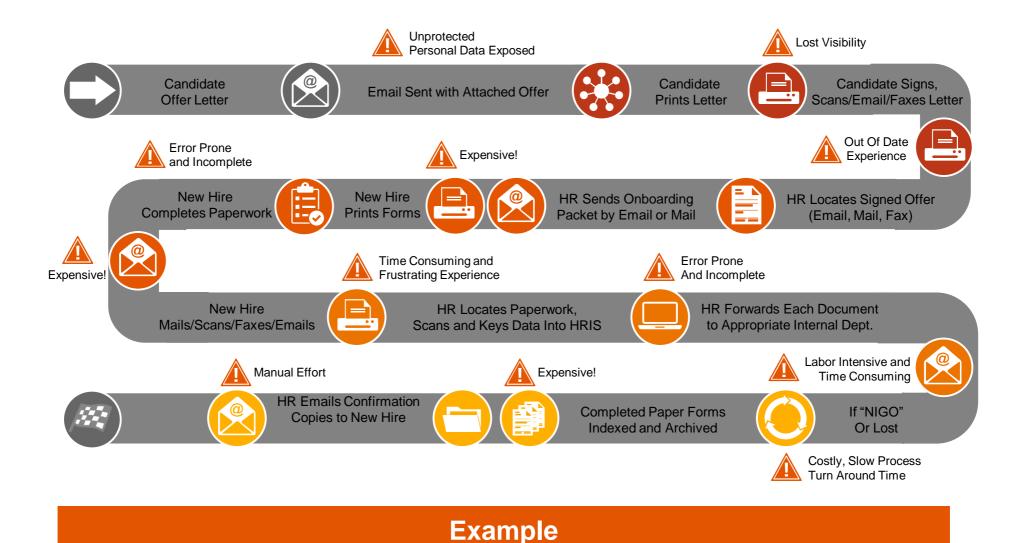




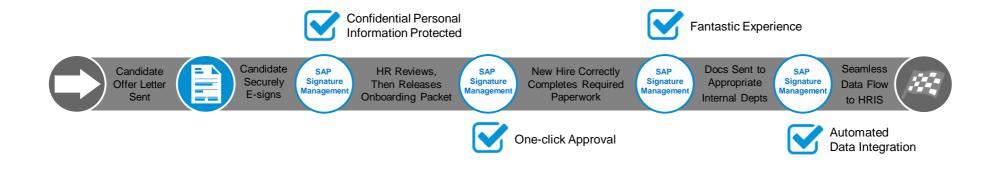
## Appendix



#### Typical current state: HR new hire to onboarding



#### Future new hire state with SAP Signature Management



	Before	With SAP Signature Management	Improvement			
Per Transaction Cost	\$46	\$30	35%			
Turn Around Time	15.4 days	0.4 days	97.3%			
Not In Good Order	6%	0.2%	95%			
Example						

#### **SAP Signature Management HR use cases**

#### SAP SuccessFactors 📿

