

# HR TEAMS

## GOPAPERLESS

### A WHITE PAPER

#### WHAT CHALLENGES DO HR TEAMS FACE?

Productivity and performance, as well as simplification of work are one of the main **fast-emerging HR challenges**, respectively 68% and 28%.

HR departments continue to **streamline their processes and procedures** (41.2%), often in conjunction with a move to **automated HR functions**, the third most effective strategy (37.9% of respondents).

**Improving the employee user experience** (31%) tops the list of expected benefits of new HR technology, followed closely by **reducing HR administration costs** (30%).

Employees are 5x more likely to be engaged when they feel HR systems and platforms are **easy to use**, and 6x more likely to be engaged when they see **systems as effective**.

Integrating **new HR tools** into current workplace technology is a key priority in 2019 for 89% of HR professionals.

#### WHAT CAN HELP SOLVE CHALLENGES IN HR?

Paperwork takes up a lot of HR professionals' time because of long on-boarding processes and other administrative tasks. It's not only ineffective for high-profile professionals to spend this much time on tasks that could be automated but way too long processes also frustrate candidates, as well as employees when talking about other employment documents like leave approvals, claims, timesheets, etc. 23% of HR professionals say their existing processes for managing suppliers and recruitment are having a negative impact on their ability to be effective.

Surveys also show that using technology to improve HR processes, collaboration and productivity have the most room for improvement-although they are important, they are usually not well-executed.

Although administrative work for HR professionals is inevitable, it's possible to optimise some tasks and appoint saved time for HR strategies or meetings with employees rather than wasting time on filling in piles of papers. Electronic document signing, therefore, can make a difference by significantly shortening time spent on administrative tasks, thus improving employee experience and facilitating HR professional's work.

#### WHICH DOCUMENTS CAN I SIGN?

E-sign and e-seal a variety of documents across different stages of HR cycle:

✓ Employment agreements

✓ Internal company policies

✓ Codes of ethics

✓ Non-compete agreements

✓ Employee handbooks

✓ Performance evaluations

✓ NDAs

✓ Vacation requests

✓ Business travel documents

✓ Claims and expense reimbursements

## HOW GOPAPERLESS HELPS PROCUREMENT TEAMS?



### Faster recruitment and on-boarding

Accelerating the recruiting and on-boarding processes like signing employment agreements or other documents remotely and saving time on meetings dedicated to signing documents will allow you to have more time to devote to other HR tasks: finding new talent, taking care of employee motivation, organizing internal events, etc



### Positive employee experience

Adopting electronic signatures right from the recruitment stage to sign employment, non-compete agreements, NDAs, employee handbooks and codes of ethics will show employees that the company is digitally progressive and concerned about making processes easier for their workforce.



### More organized processes

With GoPapperless's Workflows functionality, you will be able to obtain needed approvals and signatures on the documents from individuals scattered throughout the organization in a more organized way.



### Automated document preparation

Setting up fillable forms for often used HR documents like vacation requests, business trips, employee handbooks, NDAs, etc. will allow to save time on preparing the same documents over and over again.



### Saved costs

Giving up paper and digitising HR on-boarding processes will allow you to save expenses on paper and printing, as well as increase efficiency due to shortened document signing cycles.



### Instant changes

GoPaperless works well with your already used systems, GoPaperless can be integrated directly into them or be used on our infrastructure with only seconds to onboard.

## HOW DOES A GOPAPERLESS PROCUREMENT PROCESS WITH GOPAPERLESS LOOK LIKE?

1

### Upload and share

Upload a document that needs to be signed and add signing parties-they will be notified automatically

2

### Approve or sign

Approve or sign the document with your preferred eID with just a few clicks.

3

### Track progress

See all the actions performed by the users through a detailed list of events.

## ABOUT GOPAPERLESS

GoPaperless is the biggest electronic signature solutions provider in the Vietnam building simple, easy-to-use and accessible technologies for e-signing and e-identification.

### Document signing portal

We offer the only document signing portal that handles the entire lifecycle of digitally signed documents-from document signing with third parties to document archiving. It is not just a convenient tool to use but also to be sure that the document is and will stay legally binding. More info: <https://gopaperless.mobile-id.vn/>

### API solutions

We offer a full range of services for businesses that want to integrate e-signature into their own information systems. Our simple-to-use APIs allow integrating any functionality with ease. We cover a wide range of eIDs in the Asia, all major e-signature file formats and Mobile ID providers in Vietnam. More info: <https://gopaperless.mobile-id.vn/solutions>