



HR document workflows made simple.

See how Adobe Sign helped these four organizations put people first.



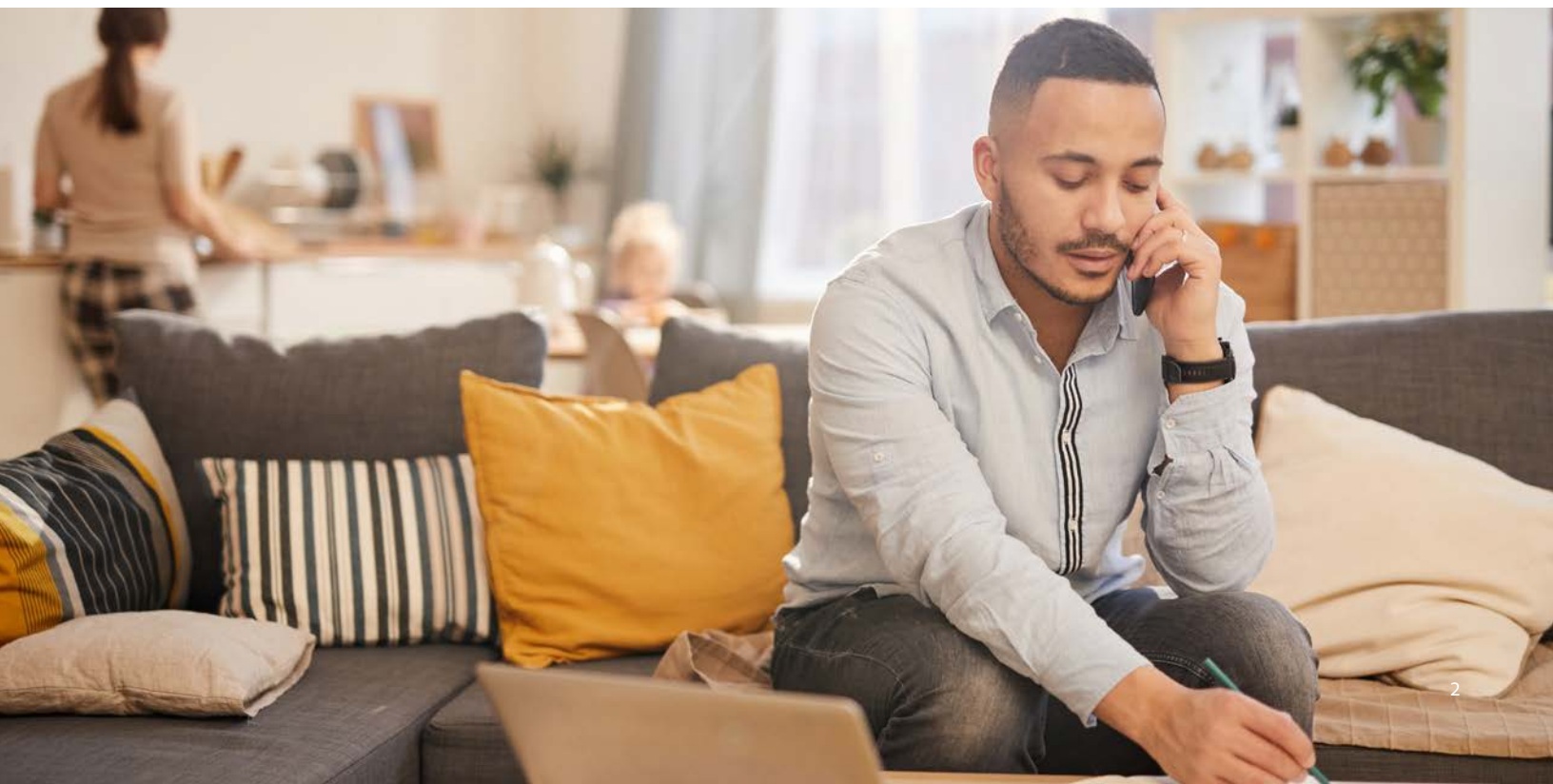
Human resources (HR) is key to driving performance from first hired to retired. But slow, disjointed, manual processes can drive a wedge between you and your people—and make it difficult to attract and retain top talent. From small businesses to global enterprises, today's workforce expects fast, efficient, personalized experiences.

And Adobe Sign delivers.

This guide outlines how four organizations streamlined their HR processes with digital document workflows through Adobe Sign.

Each section highlights one organization, detailing the challenges they faced, why they adopted Adobe Sign, and the positive results they saw after making the change.

- 1 Airbus Group
- 2 California State University, Fullerton
- 3 Novozymes
- 4 Academy of Art University



AIRBUS

Established: 1970 **Location:** Paris, France **Industry:** Aerospace **www.airbus.com**

E-signatures unify a global giant.

With more than 134,000 employees across seven countries, Airbus Group is an aerospace giant that designs, produces, and delivers innovative solutions in commercial aircraft, helicopter, defense, security, and space segments.

The vision

Airbus Group understands complexity.

“But we are always looking for ways to work more efficiently, and it’s better to get the job done with one tool rather than several,” says Antoine Durand, Workday HCM system architect at Airbus Group.

That’s why Durand is helping the Airbus HR departments digitize and standardize their employment document processes on a single e-signature tool.

The challenge

Speed and flexibility are more important than ever as HR teams need to be able to work remotely. But Airbus was still relying on mostly manual signature processes, which are slow and costly—and difficult to track.

“My goal was to make the whole process faster and easier for HR, while creating a better experience for employees and candidates,” says Durand.

Airbus needed an e-signature solution that would:

- Integrate seamlessly with Workday, so users wouldn’t have to waste time switching between interfaces
- Ensure compliance with General Data Protection Regulation (GDPR) and regional works council requirements

The solution



Adobe Sign integrated fully into our existing human resources processes and could be used with 100% transparency within the Workday ecosystem.

Antoine Durand | Workday HCM System Architect, Airbus Group

With Adobe Sign, HR departments can now easily manage and customize documents for signature right from Workday.

“The integration between Adobe Sign and Workday streamlines HR processes and protects documents, creating a single source of truth for everything from recruiting forms to performance assessments,” says Durand. “It also makes for a much better experience for candidates and employees.”

The results

Adobe Sign helped Airbus standardize its operations at scale—resulting in faster, more consistent HR processes.

Now, more than one-third of Airbus employees across France, Germany, Spain, and the United Kingdom use the HR e-signature solution, signing and processing an average of 100 documents a day for 200-500 employees.

“Adobe Sign gives us the speed and efficiency to process everything more quickly, with a modern, fluid way of managing signatures,” says Durand.

The solution has been so successful, Durand plans to use e-signatures for even more HR processes—including forms for leaves of absence, reference letters, and employee termination—which will allow Airbus to further streamline its workflows and reduce siloed processes across the company.

45,000
e-signatures
completed every year
for HR contracts

Reduces signing
time for onboarding
documents from hours
or days to just
15 mins

**Global
compliance**
ensured through
tamper-evident audit
trails and secure storage

Digital transformation goes to school.

Founded in 1957, California State University (CSU) Fullerton serves nearly 40,000 students. Its focus on digital transformation and innovation is a leading model for other colleges around the country.

The vision

Digital transformation has been a top priority for CSU Fullerton in recent years. Under the direction of Amir Dabirian, vice president for the Division of Information Technology and chief information officer, the university has taken steps to bring technology to every student—providing services that are convenient, accessible online, and available anytime.

The challenge

To meet these goals and deliver unparalleled service to the campus, the university looked for opportunities to increase efficiency and automate administrative workflows. The university HR department manages thousands of student forms a month—from class enrollment and withdrawals, to changing majors and requesting leaves of absence.

Before digitizing its processes, CSU Fullerton was largely managing requests and paperwork manually—often requiring tedious back and forth with students to complete signatures and supply the needed forms.

The solution



With Adobe Sign and Adobe Experience Manager Forms, we simplify and streamline the whole process for students, so they can focus on their studies.

Amir Dabirian | Vice President for the Division of Information Technology and Chief Information Officer, CSU Fullerton

Now when students fill out a form online, the document is automatically sent to the administrative office for approval—and what once took a week or more can be processed in a few hours.

The results

Adobe Sign has helped CSU Fullerton digitally transform its campus at a time when remote services are in peak demand, resulting in widespread benefits, including:

6x faster

document workflow completion

4,000

administrative forms routed through Adobe Sign in a single month

50%

reduction in paper use across campus through process automation

Adobe Sign has helped CSU Fullerton remove barriers to student access by creating a more paperless campus.

“We wanted to improve graduation rates by removing barriers for students, who spent a lot of time filling out forms and running around campus collecting signatures whenever they wanted to add or drop a class or change their major,” says Joe Luzzi, assistant vice president for the Division of Information Technology at CSU Fullerton. “With Adobe Sign and Adobe Experience Manager Forms, we simplify and streamline the whole process for students, so they can focus on their studies.”

E-signatures spur digital contract efficiency.

Novozymes, based near Copenhagen, Denmark, is the world's largest enzyme producer. Industrial businesses around the world rely on the company's biological solutions as a key ingredient in their products.

The vision

Novozymes serves a global market. In order to meet growing demand, boost efficiency, and manage the increasing scale and complexity of its business, Novozymes launched an initiative to digitalize its document processes. A key part of its strategy was implementing e-signatures for contracts.

"We knew that if we could digitalize our signing processes, we could boost operational and cost efficiency while improving the service experience for customers, partners, employees, and new recruits," says Claus Michael Andersen, senior manager, legal department at Novozymes.

The challenge

Across the company, employees were struggling to manage 3,000 contracts per year across sales, legal, and HR.

Recruiting and onboarding new hires was tedious and inefficient. Documents returned by recruits were often poorly scanned, rendering the signature illegible, and requiring the process to be started again.

Novozymes needed a solution that not only streamlined and automated signing processes, but also had tracking capabilities and audit trails to ensure compliance.

The solution

Novozymes chose Adobe Sign for its intuitive usability and seamless integration with their existing workflows, allowing them to create secure contracts and facilitate employee onboarding for better HR processes.

“Once you sign in an Adobe Sign workflow, you won’t want to use the cumbersome wet-ink signature process again,” says Andersen.

The results

What was once a complicated and confusing process has been simplified into automated workflows that help Novozymes complete contract signatures in an average of just two days—and some in just a few minutes.

With Adobe Sign, Novozymes reduced its administrative workload, freeing HR to fill vital roles faster while creating a better onboarding experience for candidates and new employees.

Novozymes uses Adobe Sign to process approximately

1,000 employee contracts per year

across Europe, the Middle East, and Africa.

Fast

and compliant contract signature workflows

Seamless

onboarding process for new recruits

93%

reduction in contract completion time

The art of great digital workflows.

Founded in 1929, the Academy of Art University serves 20,000 students, faculty, and staff, and is one of the largest private, accredited art and design schools in the nation.

The vision

Online education is a key part of the Academy of Art's mission. But helping students succeed goes beyond the classroom.

Administrative work provides the support students and staff need to keep things running—online or in person. That's why the Academy of Art turned its focus to increasing efficiency behind the scenes by updating its paper-based HR processes.

The challenge

The HR department helps hire and onboard 600 adjunct instructors every semester. But the university's manual contract processes were slow and inefficient—causing frustration for new hires and taking away time administrators and HR leaders could be spending on higher priority tasks.

The solution

The university already uses Adobe Creative Cloud, so it was easy to adopt Adobe Sign to their technology stack.

"Adobe Sign eliminates all the back-and-forth paperwork involved in onboarding, enrollment, and other processes," says Jadine Louie, HRIS manager at Academy of Art University. "Now we handle everything electronically, which streamlines our work and saves us time, labor, and materials."

The results

Adobe Sign integrates seamlessly with the university's Workday implementation, making it easy to distribute, sign, and store agreements all in one place.

This integration was particularly useful when it required employees to sign the university's COVID-19 policy. The HR department was able to confidently gather signatures and maintain clear records across the staff.



The Adobe Sign integration with Workday has been fantastic—making life easier for every one of our managers. And with Adobe Sign up and running well before COVID-19 hit, we were able to continue operating smoothly.

Jason Shaeffer | Vice President of Online Education, Academy of Art University

600

adjunct instructors onboarded seamlessly every semester using Adobe Sign

Easier

agreement distribution, storage, and signatures all in one place with Workday integration

Saves

a significant amount of time, labor, and materials

Choosing the right e-signature solution: A checklist

E-signatures are a simple but powerful way to connect people to your business while driving efficiency and success. Look for an e-signature solution that is simple, robust, and secure. The right solution will check every box.

Seamlessly simple

Your e-signature solution should simplify your document processes for one seamless experience.

- Request a signature by sending an email
- E-sign any document with a quick click, tap, or swipe
- Track progress in real time

Not just for signatures

Look for a solution that goes beyond the signature for a fully customized, end-to-end process.

- Embed custom web forms
- Collect payment with PayPal and Braintree
- Add custom branding
- Utilize advanced form fields

The right security and compliances

With varying legal and compliance standards across the world, you need a solution you can trust to securely manage your e-signature processes.

- Supports the broadest range of legal signature requirements to ensure full compliance
- Documents intent and consent to confirm the signer intended to sign and consented to do business electronically
- Provides clear evidence for each transaction, so you can prove what document was signed and who signed it

**Deliver faster, better HR experiences with
streamlined document workflows from
Adobe Sign.**

[Learn more](#)



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