



Employees tracker automated

Send contracts, get them signed, keep track of them easily



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#1 flow - Employees tracker (contracts)

- Manage employees in a sharepoint **List**
- When status changes to
 - [SIGN new contract] or
 - [SIGN end contract]
- Contract is sent to the employee via **Adobe Sign**

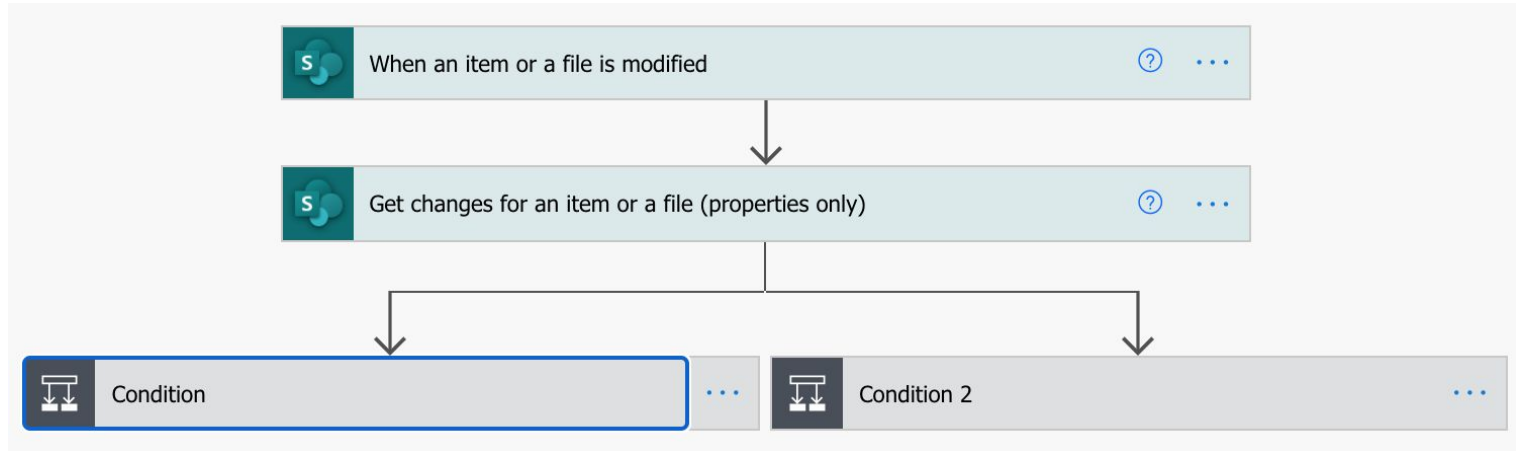
Contract links are “hyperlinked” to seamless reference.

+ New			⌄ Edit in grid view	🔗 Share	📄 Export to CSV	⚙️ Power Apps
Employees tracker						
Name ▾		Job position ▾	Status ▾			
👤 Anna User1		UX designer	new employee			
👤 Bryan User2		Frontend dev	1st quarter review			
👤 Chris User3		DB engineer	Onboarding			
👤 David User4		Sales lead	1st quarter review			

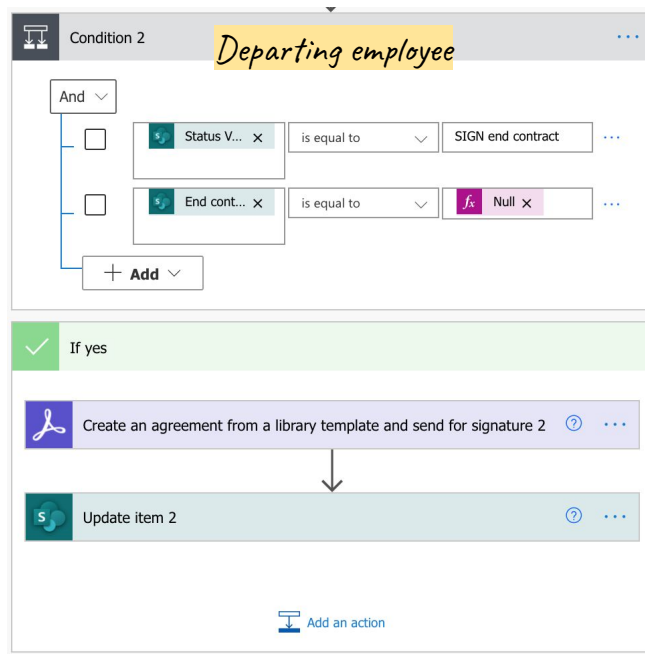
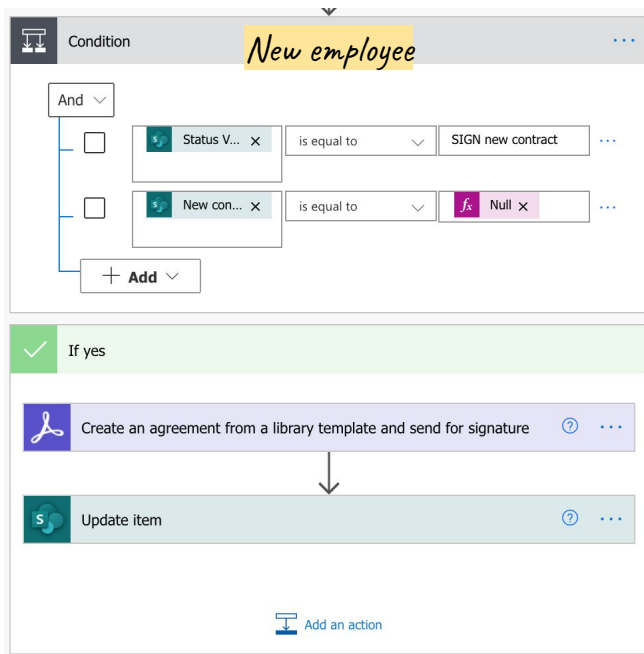
#1 flow - explained

WHEN an item's *status* in Employees tracker **LIST** is modified

Contracts are sent for signing via **Adobe Sign** for either new employees or departing employees



#1 flow - explained cont'd



#2 flow - Employees welcome and onboarding

- Upon completion of contract process
- Employees are sent welcome and onboarding documents
- Documents are turned into PDF documents and sent via email with help of **Adobe PDF tools**

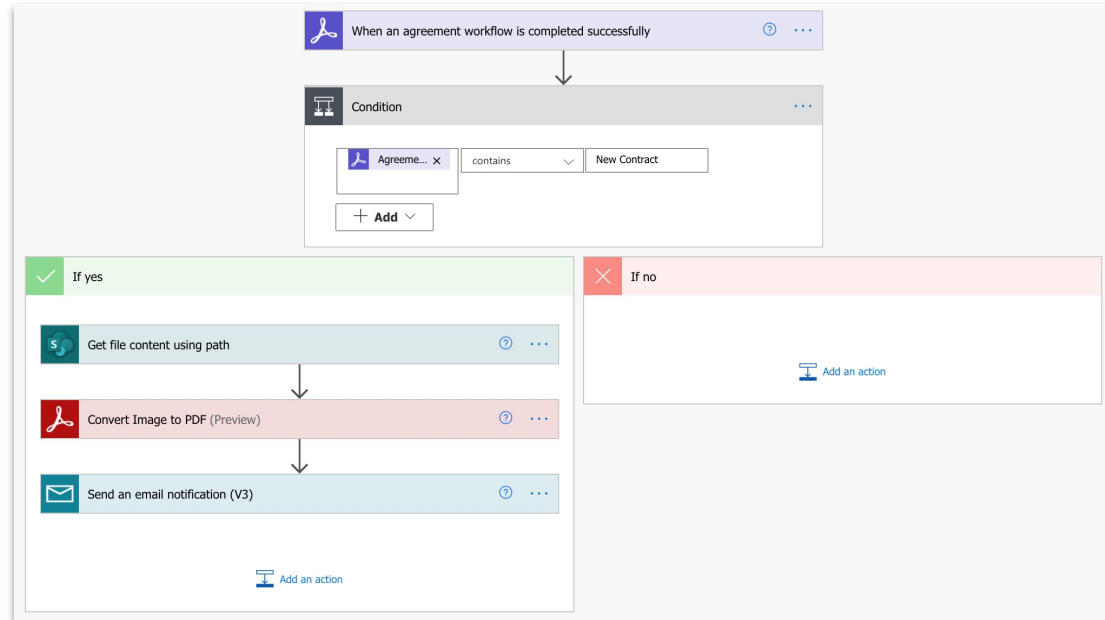


#2 flow - explained

WHEN contract signing process is completed:

IF it is the new employee contract,

THEN welcome email is sent with PDF attachment using **Adobe PDF tools**.





Benefits

	Before	With flows
Employees tracking	Messy	Seamless tracking in the LIST, contracts are sent for signing automatically. Reminders are sent automatically. Signed contract documents can be accessed straight from the LIST.
Contracts	One by one sending, reminders and follow-up	
On-boarding	Manual	On-boarding package is sent upon completion of contract process automatically

Time-saving: ~ 90 minutes per employee with reduced human errors