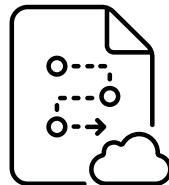


# Contract management process supports hybrid workers

## HP Intelligent Workflows



On April 1, 2020, the IT team of a school district needed to make teacher and employee contracts available electronically. They were due to go out the last two weeks of April but were only available within the district network. Due to the pandemic, teachers and employees were working from home and needed access to their contracts from there.

“HP Intelligent Workflows provided a new contract process, allowing employees to self-launch. It decreased our Human Resource department's workload and improved our ability to quickly answer questions and resolve issues.”

- Human Resources Generalist

# Success story | Contract management



## The challenge

- Teacher and employee contracts were processed within the school district's network
- The contract management process had to be available for teachers and employees working from home
- The contracts were required to go through approval by eSignature and then sent to storage
- Access outside the district needed to be available securely
- The contract management process had to be audit-ready



## The solution

- Seamlessly integrated with the district's existing software used by Human Resources
- Allowed pertinent data to be easily imported from the district's software to create and fill contract fields
- Created automated workflow process to send documents to the employees for signature
- Generated "Contract Signed" notification and sent to proper parties
- Automatically routed contract back to storage within the solution after signing



## Business outcome

- Created more efficient workflow with automated, electronic forms
- Set up a system for hybrid workers, making it easier to locate and retrieve employee contracts from any location
- Improved organization and response time—after only one full day of rollout, 43% of teachers and 51% of admin/techs had signed their contracts
- Established trustworthy disaster recovery plan and improved compliance by moving to paperless records—enabling the district to easily track and manage records
- Improved student service with less time spent on backend teacher and employee paperwork
- Saved thousands of dollars by printing, maintaining, transporting, and storing fewer paper files

## What's next

Staff continue to find ways for HP Intelligent Workflows to help them boost productivity.

After seeing the HR department's success with HP Intelligent Workflows, other areas may adopt the solution to improve their processes.

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4AA8-0737ENW, January 2024