



Chapter 1

Introduction

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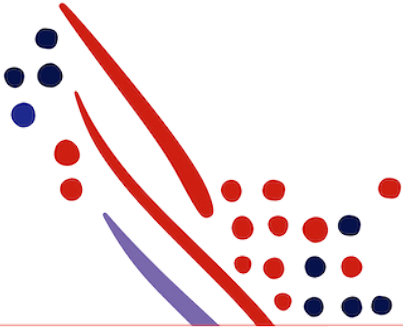
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Flow Diagram

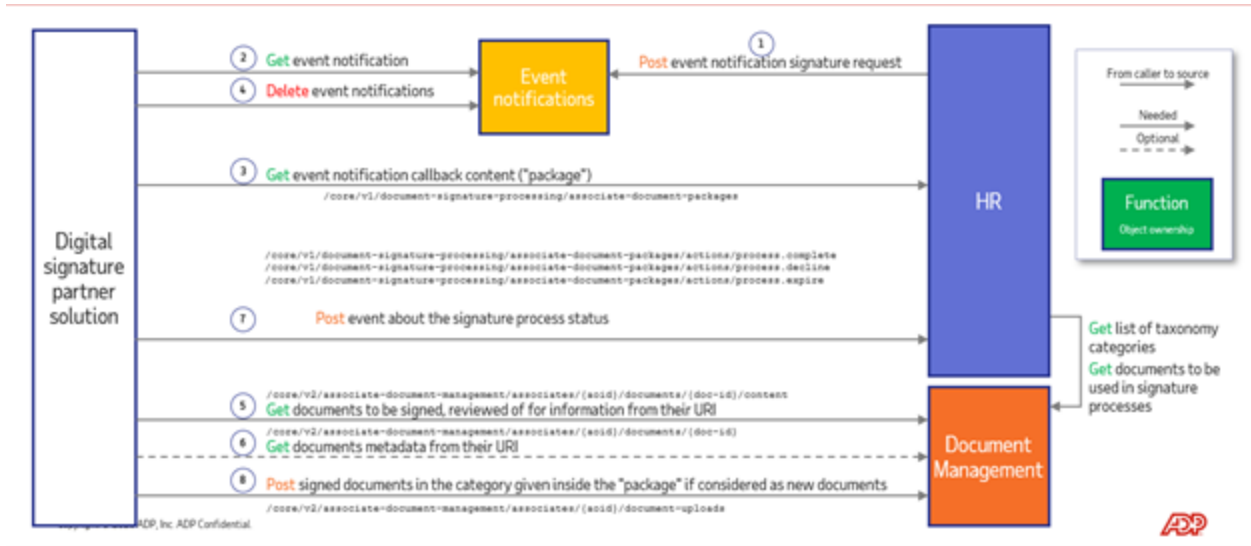
Digital Signature Request Creation

What's New in this guide

Introduction

iHCM has introduced a new Digital Signature feature to allow expert users to request a digital signature to employees for one or more documents, such as contracts and policy documents, then store the signed document safely in iHCM. This document explains the flow involved for this process and describes the APIs used to complete this process.

Flow Diagram

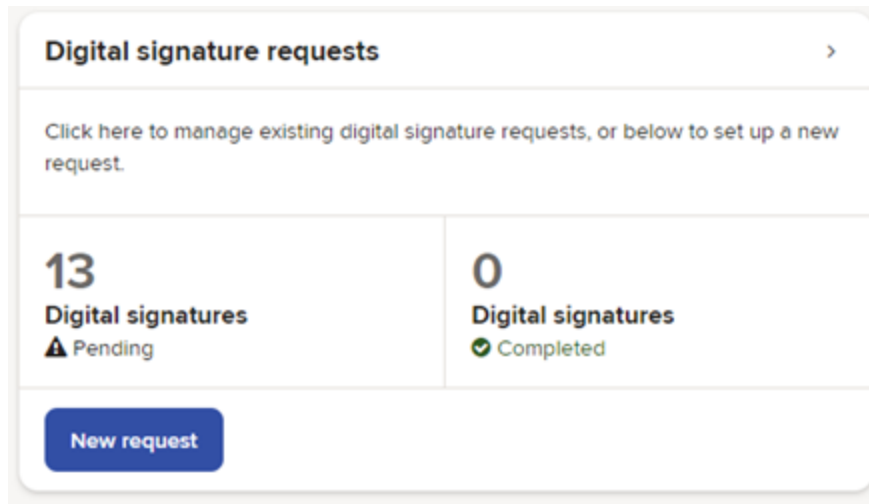


Digital Signature Request Creation

To request a digital signature from an employee, the expert user must be logged into iHCM. They then must use the navigation below to create or view a Digital Signature Request:

Navigation: Expert > Documents > Digital Signature Request

The user will be able to see the Digital Signature tile. Clicking on this tile will show the existing digital sign requests. To create a new request, click on the "New request" button within the tile.



Clicking on the "New request" button will open a wizard with 3 steps:

1 Add details 2 Add documents 3 Add Signatories

Package Name *

Description

Expiry Date

In step 1 the user must enter a package name, description and package request expiry date, then click on Next.

1 Add details 2 Add documents 3 Add Signatories

Select Employee *

Search

<input type="checkbox"/>	Invoice for Deolive HCM Employee Documents/Sickness	Upload date 17 Mar 2020
<input type="checkbox"/>	DE604344-Fixed HCM Employee Documents/Sickness	Upload date 27 Nov 2019

In Step 2 "Select employee" the user chooses to whom they want to send the digital sign request. After selecting the employee all the documents will be listed. The user then selects the documents that they would like to be signed as part of the digital signature process. They can select any number of documents, there is no limitation, they then click on Next.

1 Add details 2 Add documents 3 Add Signatories

+ Add

1	Ferran Amil Reference number 1002	
2	Ambeti Reyedu Reference number 777	<input type="button" value="Remove"/>
3	Anderson SG Reference number 1039	<input type="button" value="Remove"/>

In step 3, the system will show the signatories list in signatory order. The first signatory will be populated automatically, this is always the employee from whom they are requesting the digital signature. The user can add or remove more signatories by clicking on the "+ Add" button or remove by using the "Remove" button.

After adding all the required details, the user can submit the request. iHCM will save this information and an event notification will be posted to the Marketplace for the new request.

Posting an event notification to Marketplace (API 1 in the diagram) is internal to ADP. Once the event notification is posted to Marketplace, the partners will be notified via Marketplace about this request.

What's New in this guide

In this section we will announce any new revisions to the current set of Address APIs.

	Date	Description	Section
1		Creation	
2	3rd April 2024	Last name Prefix added for NL Context	API 3 - Get event notification callback content ("package")