

Digital HR Workflows Made Easy:

Streamline Onboarding and Compliance with DynaFile + DocuSign

Automate employee file management from signature to storage—eliminating paper, boosting compliance, and giving HR teams time back.

Manual paperwork is one of the biggest bottlenecks in HR today. Printing, scanning, chasing down signatures, and filing documents eat away at valuable time and put organizations at risk for errors and compliance issues. DynaFile and DocuSign offer a smarter solution.

DynaFile, the industry-leading cloud-based HR document management system, integrates directly with DocuSign to deliver a seamless, automated workflow for managing employee documents from start to finish. Whether your HR team is hybrid, remote, or on-site, this integration is designed to simplify operations, boost compliance, and eliminate paper for good.

The Challenge: Time-Consuming, Paper-Heavy Workflows.

Even with partial digital systems in place, many HR teams still rely on paper or manual processes to manage:

- **New hire paperwork**
- **Policy acknowledgments**
- **Benefits enrollment**
- **Performance documentation**
- **Compliance tracking**

Onboarding Shouldn't Drain Your Team's Time

According to CareerBuilder, **two in five HR managers spend at least three hours manually collecting onboarding information for every new employee.** That time is often spent chasing down signatures, filling out paperwork, and organizing files—tasks that could be automated.

What's more, **manual onboarding processes increase workloads 37% of the time.** For HR teams already stretched thin, especially those supporting multiple locations, these inefficiencies add up fast.

Digitizing and centralizing your onboarding documents isn't just a nice-to-have—it's a must for streamlining operations, avoiding data loss, and delivering a smooth experience for new hires.

The Solution: DynaFile + DocuSign Integration

The DynaFile and DocuSign integration empowers HR teams to automate the entire document lifecycle. With no complex setup required, teams can send, sign, and securely store critical documents in just a few clicks.

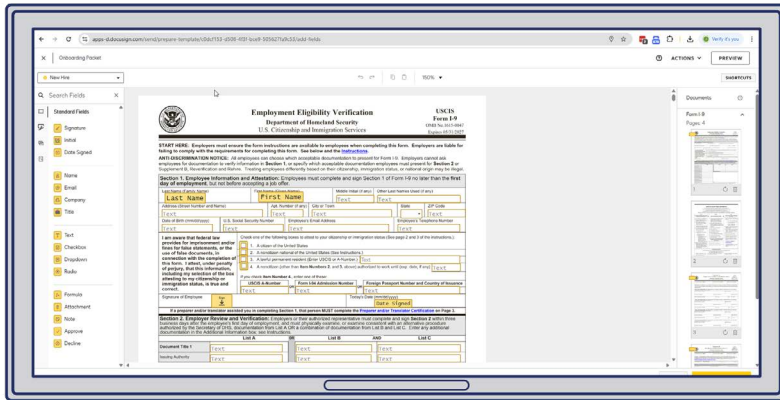
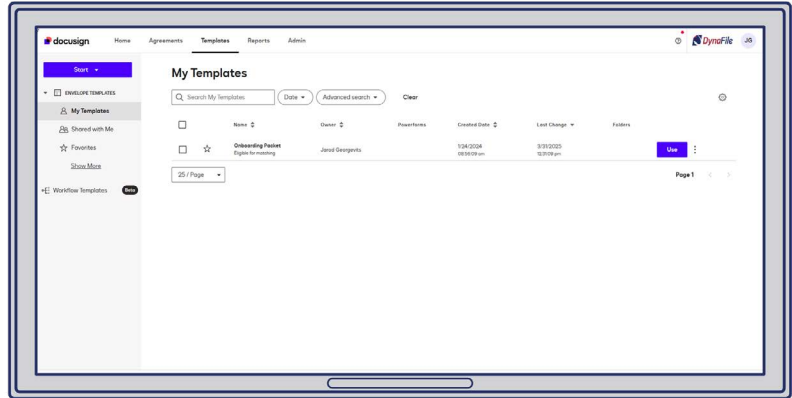
Key Benefits

- **Send & Sign Digitally:** Deliver documents for signature directly from DynaFile using DocuSign's legally compliant eSignature platform.
- **Auto-File Completed Documents:** Signed forms are automatically stored in the correct employee folder within DynaFile, eliminating the need for manual uploads.
- **Organize All HR Files in One Place:** Store signed and unsigned files together, indexed by employee or document type for instant retrieval.
- **Maintain Compliance with Confidence:** Receive automatic alerts for expiring or missing documents, and maintain detailed audit trails.
- **Secure Remote Access:** Give HR teams secure access to employee files from any location with role-based permissions.

A Smarter Workflow from DocuSign to DynaFile

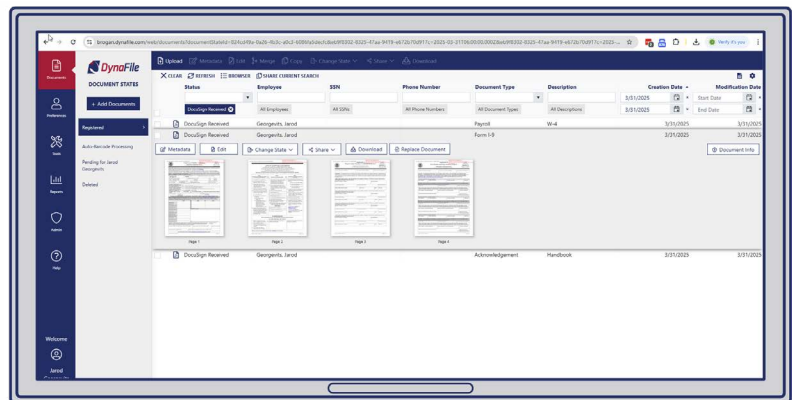
Our plug-and-play integration with DocuSign simplifies how HR teams send, sign, and securely store employee documents. From policy acknowledgments to tax forms and onboarding packets, the process is fast, secure, and entirely paperless—no manual filing required.

- 1 Prepare & Send with DocuSign**
 Start from your DocuSign homepage or templates dashboard to quickly access reusable HR forms—like W-4s or employee handbooks. Customize fields, assign signers, and send directly from DocuSign to the right recipients in seconds.



- 2 Add Smart Fields for Sign-Off**
 Easily insert fields for names, dates, initials, and acknowledgments using DocuSign's intuitive document editor. Whether it's a tax form or policy acknowledgment, fields guide recipients through what's needed—no missed steps, no delays.

- 3 Signed Forms Are Automatically Filed in DynaFile**
 Once completed, signed documents are automatically routed to the correct employee folder in DynaFile—securely stored, indexed, and ready for review. You'll have instant access to final versions and full audit trails, without needing to upload a single file manually.



Real-World Success Stories

Fisher & Phillips

A nationally recognized employment law firm, Fisher Phillips eliminated manual HR filing processes across **41 offices**. By leveraging DynaFile + DocuSign, the HR team **reduced administrative workload by 5-7 hours per week**, while gaining secure, remote access to personnel files.



DynaFile allowed us to transform

“We began our DynaFile implementation a few weeks before COVID started. We wouldn’t have been able to work as effectively as we did during the pandemic without having our employee files digitized.

DynaFile allowed us to transform not only how we work, but where we work.”

-Karen Hall | Director of Human Resources

San Diego Zoo Wildlife Alliance

The San Diego Zoo **digitized 100% of their employee files with DynaFile** and implemented a fully paperless HR environment using the DocuSign integration. Their HR team can now onboard staff faster, respond to audits with ease, and work more efficiently from anywhere.



It’s Quick, Secure and Easy

“We can send out all of our onboarding paperwork online through DocuSign, have new-hires fill it out through DocuSign, have it sent back to us, and after it is approved, it’s archived in DynaFile’s storage cloud.

With DynaFile’s segmented access controls we can now give Payroll access to just the documents they need.

It’s quick, secure, easy — anyone can do it.

On paper alone, the cost savings is in the thousands and possibly the hundreds of thousands when all is said and done.”

-Laura M. | Director of Human Resources, San Diego Zoo Wildlife Alliance

Why It Matters Now

Remote work. Compliance pressure. Rising employee expectations. Manual HR processes just can’t keep up. DynaFile + DocuSign offers:

- **Faster onboarding and approvals**
- **Fewer administrative bottlenecks**
- **Better document security and compliance**
- **A seamless employee experience from day one**

Take the Next Step

Whether you’re a multi-location enterprise or a growing HR team, DynaFile with DocuSign helps you modernize document workflows without disrupting your current systems.

[**Schedule a personalized demo today!**](#)