



Add Employee Signature to Contract

APTAWEB-12148

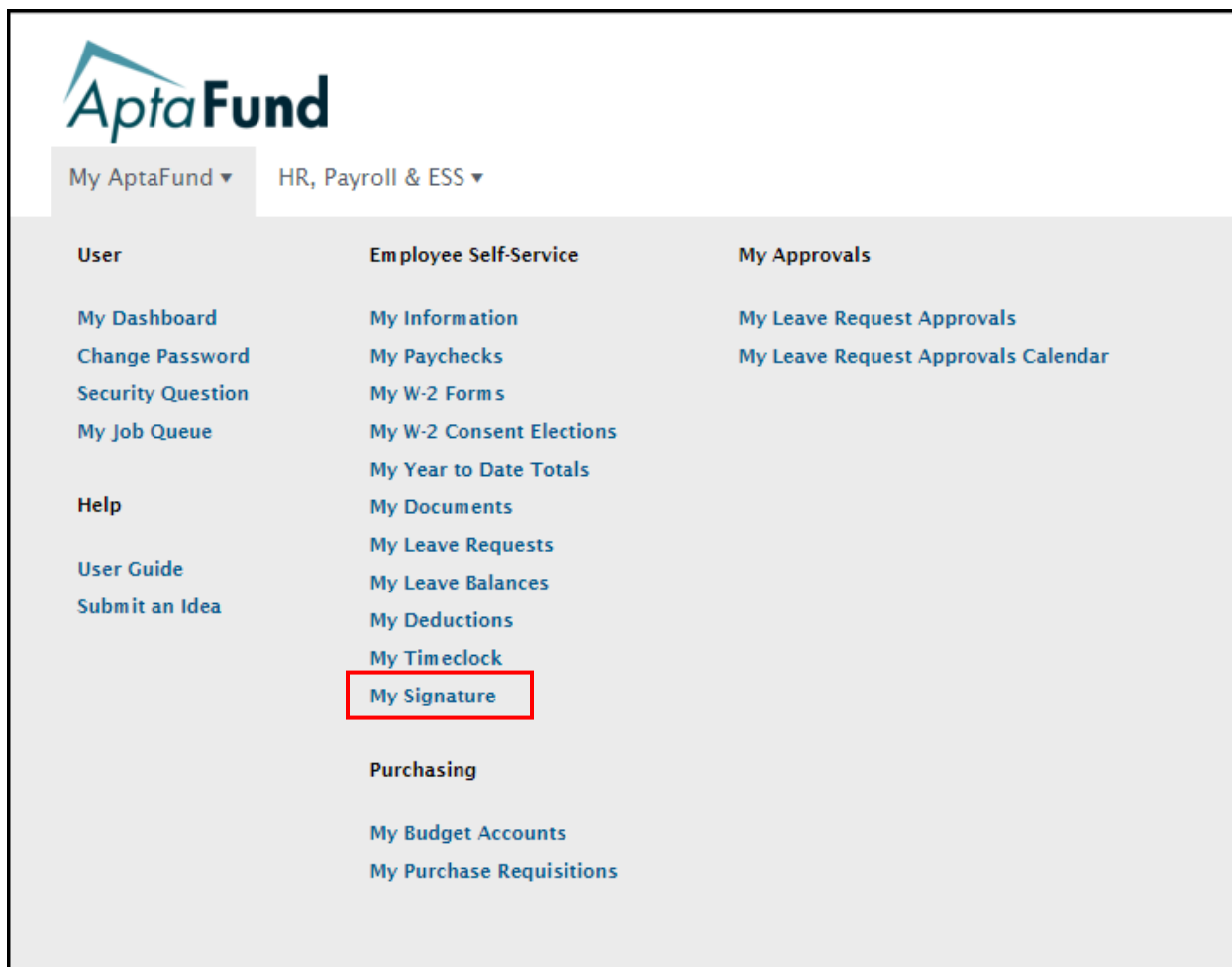
Introduction

AptaFund has added “Employee Signature” to the bookmarks in Employee Contracts to allow signature(s) on documents. We also added a “Sign” button to the My AptaFund > My Documents Grid for signing documents requiring a signature.

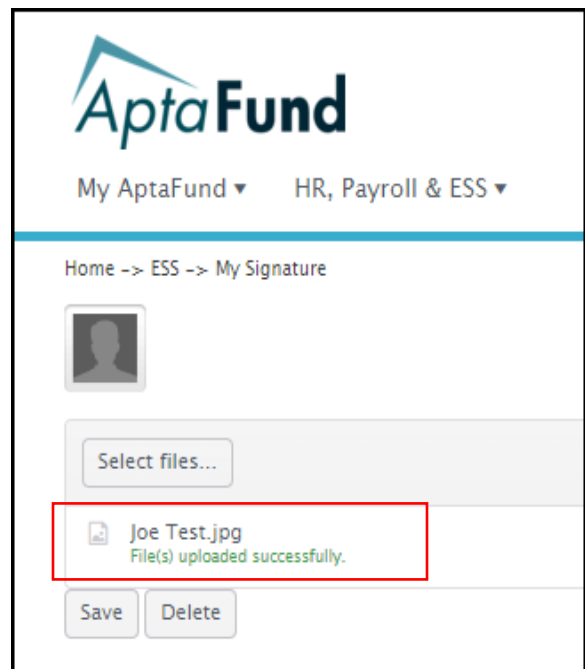
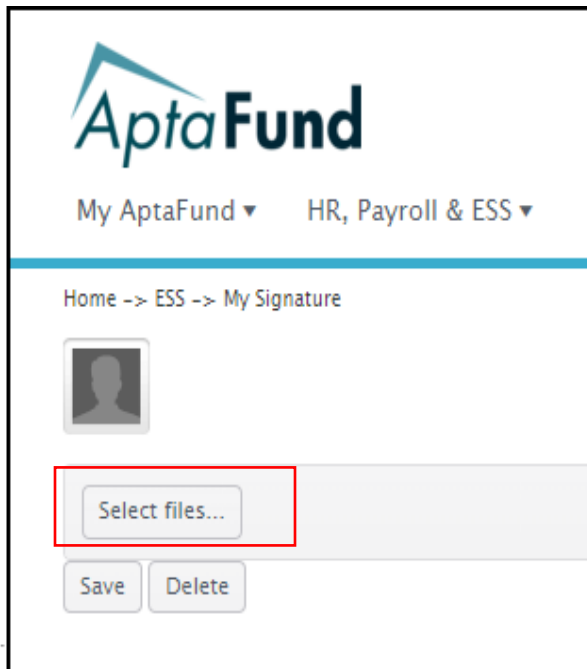
Adding a Signature

To create a signature file, please see the User Signature Upload Tech Doc from the 2022.03.04 Release.

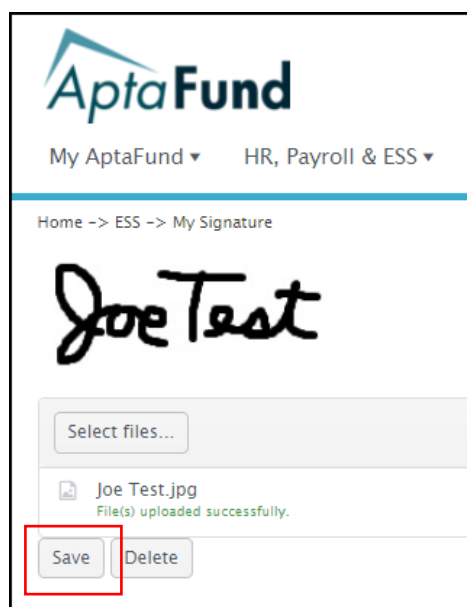
Once the signature file is created, go to My AptaFund > My Signature.



When **My Signature** is selected, the screen shown below on the left is displayed. Click on **Select Files**, then find and select the signature file that was previously created. Once the signature has been selected, the file name will show on the screen (see sample screen shown below on the right).



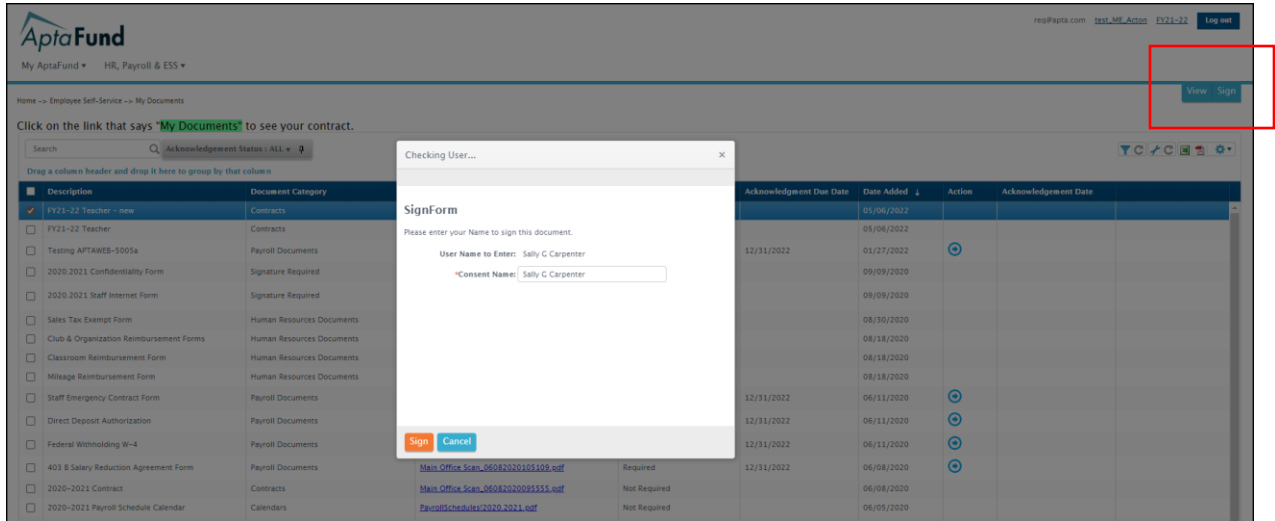
Click the **Save** button and the signature should display on the screen (see sample screen below).



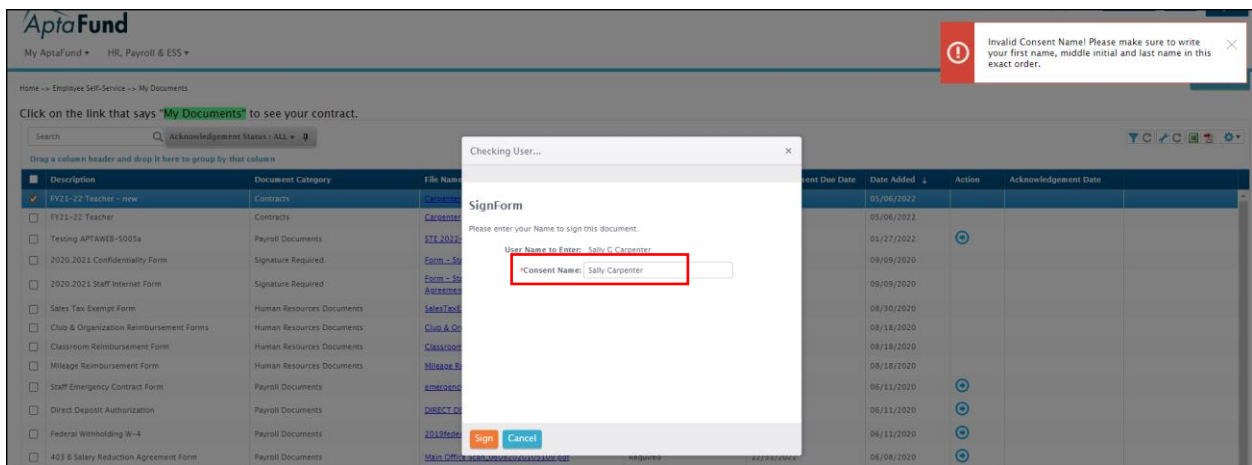
Signing the Contract

After the contracts have been published to the ESS, an employee can go to **My AptaFund > My Documents**, check the box next to the contract record, then click on **View** to see the contract, or **Sign** to sign the contract.

The screen below will be displayed if the employee clicked on **Sign**. The employee will type in their name exactly as it is listed in the **User Name to Enter** field and then click the **Sign** button. This will put their signature in the contract document.



If the employee does not enter their name exactly like it is shown in the **User Name to Enter** field, they will get an error that they must enter their “first name, middle initial and last name in that exact order”.



Sample Signed Contract

After the employee has signed the contract, they can click on **View** to see the signed contract. Below is a rudimentary sample of a signed contract.

Hello.

This is a Contract between the school district and **Sally Carpenter**.

Job Name	Salary
Teacher	\$50,000.00

Please sign here.

Joe Test
Employee Signature

NOTE: Currently, there is no way to tell which employees have signed their contracts. If the contracts are set up to require an Acknowledgement, the employees could be directed to sign and acknowledge the contract. Once the employee signs and also acknowledges the contract, the date of the acknowledgement is listed on the screen. If this screen was filtered for just contracts, then it could be exported to Excel to provide a report showing the date that the employees acknowledged their contracts.