Dear Executive Committee: November 12, 2014

As you know, many HR processes on campus require university employees to spend a great deal of time printing, scanning, emailing, faxing and, more often than not, walking documents back and forth to individuals all over campus. As part of its effort to streamline processes for enhanced campus support, the Department of Human Resources is launching a new tool, which will allow university employees to easily sign documents electronically and send documents for electronic signature (e-signature). The introduction of e-signatures will:

- Increase efficiency and cost savings through reduction in printing, scanning and faxing volume; reduced turnaround times and automated workflow processes.
- Reduce the risk of non-compliance through error proofing functionality, version control and information security.
- Provide the ability to route documents to multiple recipients, build customer forms and sign documents from mobile devices.
- Support sustainability efforts by reducing the amount of paper used on campus.

A number of actions have taken place over the past 6 months to make the use of e-signatures on campus a reality for all of us:

1. **The CEC approved the revised Administrative Policy Statement (APS) on Electronic Signatures and Transactions in July of this year.** This policy establishes the preference for using electronic methods for official university business transactions and parameters for use and maintenance of electronic records. This policy applies to all members of the University of Colorado community (such as *employees, affiliate staff, associates,* and *students*) and governs all uses of electronic signatures and electronic records used to conduct official University business.

2. **The Boulder Campus has completed a formal request for proposal process (RFP) with providers of e-signature technology and contracted with a vendor called DocuSign** (www.docusign.com). DocuSign is a proven technology having had more than 40 million users "DocuSign" hundreds of millions of documents in 188 countries. Moreover, our agreement with DocuSign allows for us to add users wherever they are needed on campus at no additional cost.

3. **60 DocuSign users from across campus have been piloting DocuSign for the past 3 months** and the feedback has been extremely positive

4. **The Office of Information Technology has built the infrastructure** necessary to support the use of DocuSign by any individual responsible for routing documents (HR or otherwise) for signature.

I would like to challenge the campus to introduce DocuSign into their workflows requiring signatures as soon as possible. More specifically, I request that all HR related documents that require signature be sent electronically through DocuSign by March of 2015.

Thank you for your support of this important initiative.

Sincerely,

Philip P. DiStefano
Chancellor