



Philadelphia University helps students, faculty, and staff work more effectively.

Private university uses Adobe Sign to save paper, improve management, and business processes.



PHILADELPHIA
UNIVERSITY

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Joseph Pupo, Director of Administration Computing, Office of Information Resources, Philadelphia University



SOLUTION

Adobe Document Cloud
• Adobe Sign

RESULTS



FAST RESPONSE

Improved the turnaround time for multiple-signature, payroll-action notices from one month to less than a day



AUTOMATIC MERGE

Accurately delivered paperwork to a large group with a few clicks by merging CSV files with document templates in MegaSign



SELF SERVICE

Custom-signing processes enabled students and faculty to fill out and sign forms directly, eliminating the need to wait for forms from various offices



SIMPLE MANAGEMENT

Automated tracking and reminders to reduce the time spent managing documents

Philadelphia University

Established in 1884

Students: 3,500

Philadelphia, Pennsylvania

www.philau.edu

CHALLENGES

- Improve efficiency of processing documents for multiple signatures
- Deploy an intuitive solution that is easy for users to learn and use
- Deliver e-signature solution for use both internally and with external organizations

Collaborating on real-world challenges

Philadelphia University (PhilaU), founded in 1884, offers more than 60 undergraduate and graduate degree programs ranging from architecture and design to engineering, business, science, health, and the liberal arts. As the model for professional university education, PhilaU educates more than 3,500 students using its signature Nexus Learning approach: active, collaborative, connected to the real world, and infused with the liberal arts.

Always on the lookout for ways to encourage innovation, Philadelphia University began investigating e-signature solutions to help streamline paperwork for its human resources department. "Adobe Sign provided us with a cost- and time-saving product by converting slow paper based signatures into fast digital signatures," says Joseph Pupo, Director of Administrative Computing, Office of Information Resources at Philadelphia University.

Saving paper, time, and effort

Payroll-action notices at Philadelphia University require multiple signatures from busy department heads and administrators. Using Adobe Sign, an Adobe Document Cloud solution, human resources personnel automatically route electronic documents to the recipient's email account. Documents can be received and signed immediately on any device with a mobile connection, whether the recipient is in the office or away at a conference.

"With Adobe Sign our human resources department reduced turnaround time from a month to less than a day," says Pupo. Onboarding for adjunct faculty has also been simplified. Incoming faculty can easily fill out all necessary forms online. Completed forms are returned directly to human resources, eliminating the need for academic program managers to oversee paperwork. "Adobe Sign streamlined our new employee onboarding process by giving new employees the ability to sign and have documents quickly routed where they need to go," adds Pupo.

With the success seen by human resources, Philadelphia University has expanded the e-signature workflow to other departments and processed more than 10,000 documents in two years. Despite advanced functionality, the solution is also highly intuitive, which encouraged easy adoption by enabling departments to manage and create new e-signature applications without outside technical assistance.

Advanced features such as MegaSign and custom signing processes helped to convince Philadelphia University that Adobe Sign was the right choice. By merging CSV files with MegaSign, the financial aid department can send all forms associated with work-study programs to students and supervisors with just a few clicks, saving both paper and time. Custom signing processes provide a level of self-service, enabling students to change their status or faculty to submit course waivers without needing to request forms from the appropriate office.

“Adobe Sign gave us the ability to view the status of digital documents and see where a document is in the workflow.”

Joseph Pupo, Director of Administrative Computing, Office of Information Resources, Philadelphia University

SOLUTION AT A GLANCE

- Adobe Document Cloud
- Adobe Sign

Career Services at Philadelphia University also uses Adobe Sign to provide a professional face to organizations in the community. The solution delivers customized Philadelphia University branded electronic documents to companies sponsoring internships, as well as automated tracking and reminders to help the department keep on top of paperwork and encourage faster responses.

“Adobe Sign gave us the ability to view the status of digital documents and see where a document is in the workflow,” says Pupo. “Our faculty and administrators are saving time and are able to stay focused on our students.”

For more information

www.adobe.com/go/dc-enterprise



Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com