# Re-Sign Employee Onboarding Forms

Overview

Candidates who are completing the Signature Step within the New Employee Step for Onboarding have the option of clicking the *Employee's Forms Correct Data* link to correct any errors in completed forms before submitting them.

When this occurs, the employee is placed in the *Onboarding Signature Step* in SuccessFactors Onboarding, and the employer signature that HR Shared Services applied to the employee's forms during the Post Hire Verification Step is removed. The Signature Step Activity must be assigned to an individual from HR Shared Services who will re-sign the forms in order for the hiring process to be completed.

Procedure

1. Click the **Home** menu and select **Onboarding** from the dropdown.
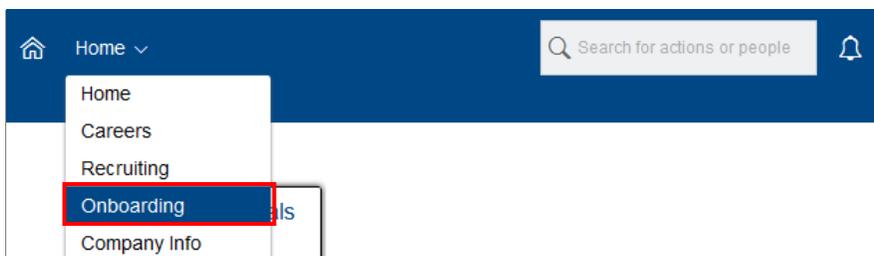
The *Onboarding* dashboard screen appears.

2. Click the **Signature Step** checkbox under the **Processes** area to select it (leave all others unchecked).

3. Click ⋮ to the right of the **name of the candidate** for whom you wish to re-sign onboarding forms.

- Menu options appear in a list (View at a glance; Reassign; Restart; Cancel).

4. Click **Reassign**.

The *Reassign Activity* pop-up window opens.

5. Enter the name of the individual to whom you are assigning the onboarding signature step activity in the text field.

6. Click **OK**.

You return to the *Onboarding* dashboard screen. Steps 7 through 10 apply to the individual who has been assigned the Onboarding Signature Step Activity.

7. Click the **name of the employee** for whom you have been assigned the Onboarding Signature Step Activity.

The *Corporate Representative Signature* screen appears.

8. Enter your **password for electronic signature** in the **Password** field.

9. Click **Submit**.

The *Click to Sign* screen appears.

10. Click the **Click to Sign** button to sign the required forms.

Note: The employee signature will be there and the Employer signature will be missing.

Next Steps

After the onboarding forms are re-signed, the forms can be found in the Document Center with both the employee and employer signatures. Refer to the Access Onboarding Forms in the Document Center.