

Document Signer Utility

Document Signer Utility

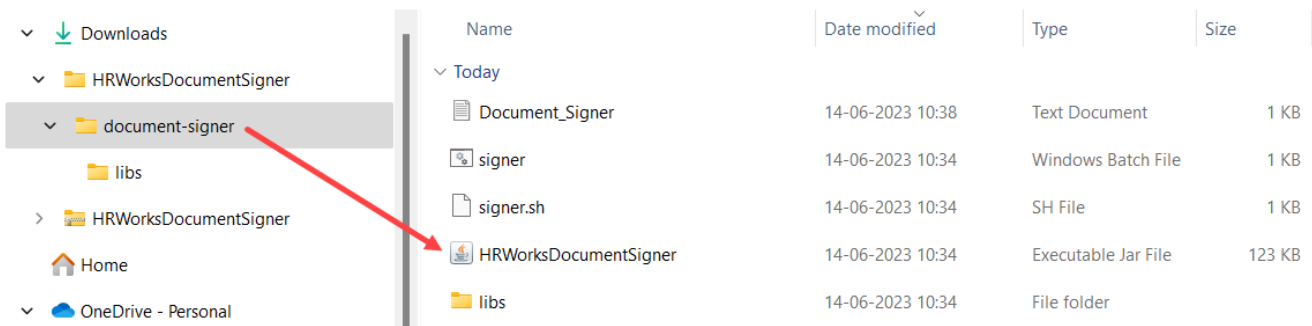
You can create a variety of documents such as Form 16, appointment letter, employee address proof letter, promotion letter etc. on HRWorks. The Document Signer Utility enables you to digitally sign the documents generated on HRWorks. The utility is a software which can be run on your computer and access your digital signature (inside a USB stick or a .pfx file) in order to sign the documents on HRWorks.

System Requirements

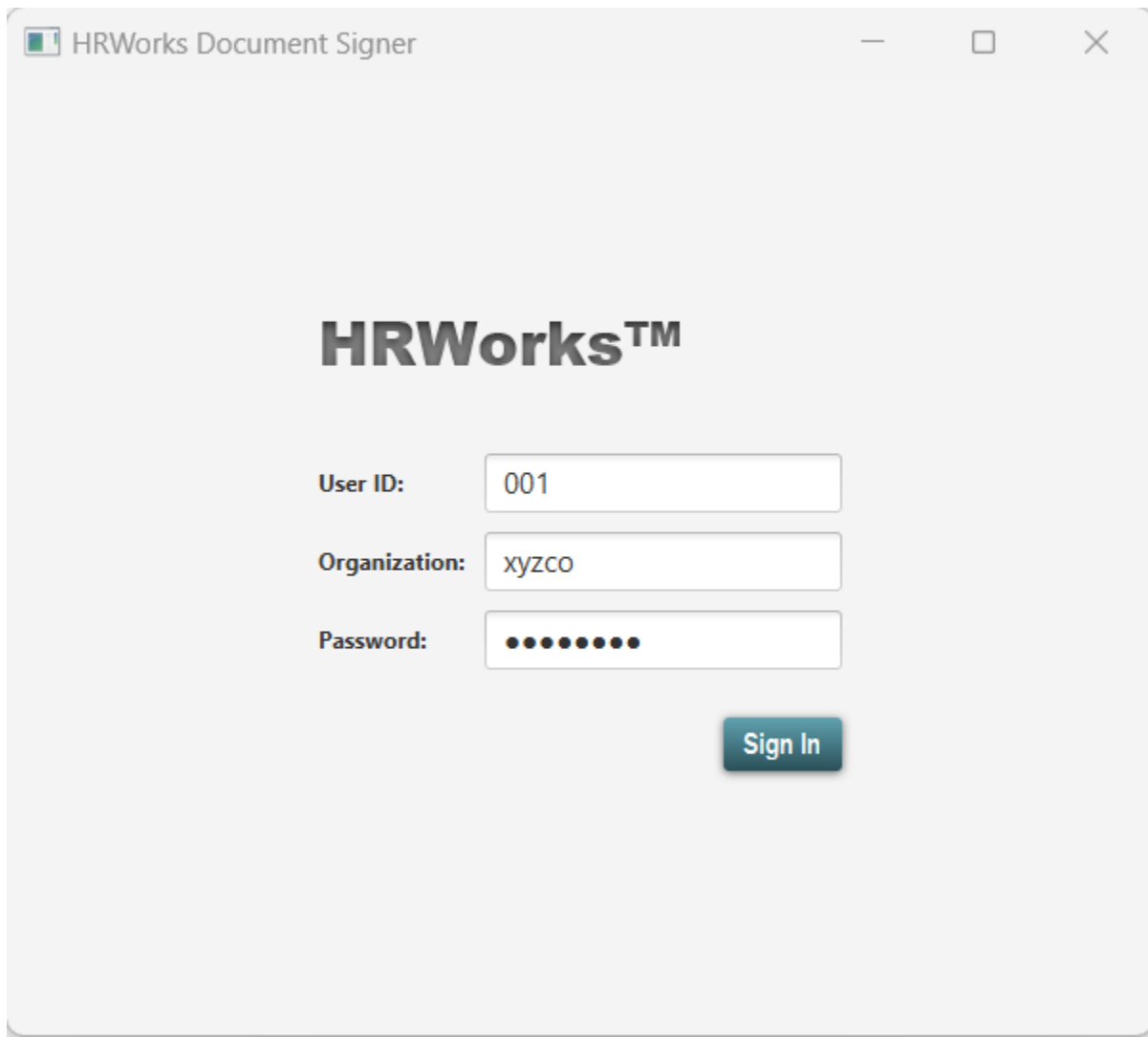
The utility requires installation of Java** environment (Java Version 8) on the Windows operating system. You can download the Java environment on your computer from the [Java website](#).

Installation

You can download the Document Signer Utility by [clicking here](#). The utility is contained in the file called HRWorksDocumentSigner.zip. Extract the contents of the zip file in a folder (say, C: drive) on your computer using software such as WinZip or 7Zip. On extraction, a folder called "document-signer" gets created, as follows.



Click "HRWorksDocumentSigner" (Windows Batch File) in the folder in order to launch the digital signer.



The image shows a screenshot of a software window titled "HRWorks Document Signer". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. The main content area is light gray and features the "HRWorks™" logo in a large, bold, black font. Below the logo, there are three input fields for login credentials, each with a label to its left: "User ID:" with the value "001", "Organization:" with the value "xyzco", and "Password:" with a masked password represented by ten black dots. A blue "Sign In" button is positioned to the right of the password field.

HRWorks Document Signer

HRWorks™

User ID: 001

Organization: xyzco

Password: ●●●●●●●●●●

Sign In

Enter your HRWorks login credentials on the above screen in order to use the signer utility. Prior to logging into the signer utility, please ensure that documents (Form 16 etc.) are generated on HRWorks by way of a batch process.

Once you log into the signer utility, you will be able to see all batch jobs created for document creation on HRWorks, displayed as follows.

HRWorks Document Signer

User : T E Gautham

Organization : Hinote Systems Private Limited (hinote)

Financial Year: 2022 - 2023

Form16 Jobs:

Job No	Run By	Run Date	Status	
1	T E Gautham	14-Jun-2023 11:07:32	Form16 generated - To be signed	Show Details

Log out

On the above screenshot, there is 1 Form 16 batch job generated, which need to be digitally signed. Click "Show Details" against a particular job in order to proceed with signing the documents created on the job.

Please ensure that your digital signature is available on your computer for signing documents on HRWorks. You can use any valid digital signature (class 2 or class 3) issued by a licensed certifying authority regulated by the Controller of Certifying Authorities, Government of India. HRWorks supports crypto tokens in USB devices as well as pfx files.

HRWorks Document Signer

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User : T E Gautham

Organization : Hinote Systems Private Limited (hinote)

Log out

Bulk Form 16s Request	
Requestor:	T E Gautham
Request Date:	14-Jun-2023 11:07:32
Status:	Form16 generated - To be signed

Certificate Information:

Type of Certificate: ☒ USB token ☐ .pfx file

Select pfx file:

Browse

 (Not Selected)

Key password:

Select Certificate:

Select Certificate

Previous Page

Start signing

Select the digital certificate on the screen above and click the "Start signing" button to start the signature process. After all the documents are signed, you will see the success message on screen.

HRWorks Document Signer

User : T E Gautham

Organization : Hinate Systems Private Limited (hinate)

Log out

Bulk Form 16s Request

Requestor:	T E Gautham
Request Date:	14-Jun-2023 11:07:32
Status:	Form16 generated - To be signed

Progress

Total Employees:

Processed Records:

Note!

Signing is complete. Please download the signed Form16 files from the HRWorks web application

OK

Certificate Information:

Type of Certificate: ☒ USB token ☐ .pfx file

Select pfx file:

Browse

 (Not Selected)

Key password:

Select Certificate:

THIRUVALLUR ECHAMBADI GAUTHAM

Previous Page

Start signing

Once the process of signing the documents is complete, you can log into HRWorks and access the signed documents for download or emailing the documents to employees.

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