

Document Signer Utility

Document Signer Utility

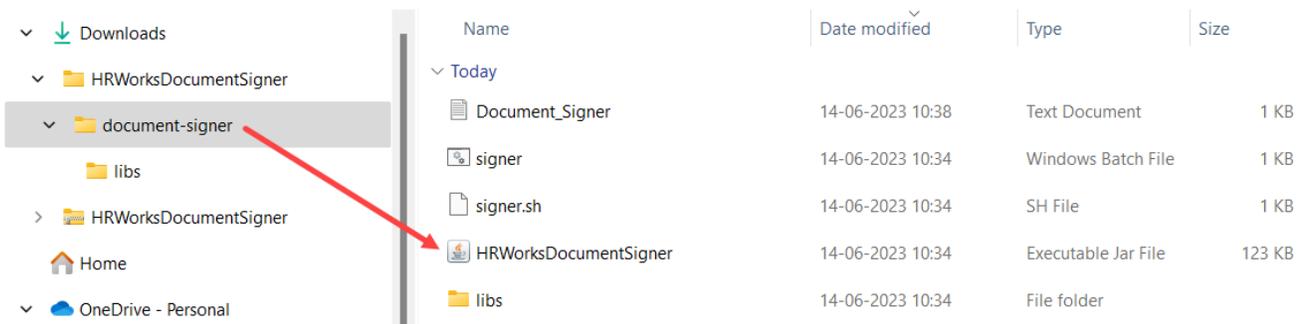
You can create a variety of documents such as Form 16, appointment letter, employee address proof letter, promotion letter etc. on HRWorks. The Document Signer Utility enables you to digitally sign the documents generated on HRWorks. The utility is a software which can be run on your computer and access 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.

HRWorks Document Signer

HRWorks™

User ID:

Organization:

Password:

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.

The screenshot shows the HRWorks Document Signer application window. At the top, the user is identified as 'T E Gautham' from the organization 'Hinote Systems Private Limited (hinote)'. A 'Log out' button is visible in the top right. Below this, the 'Financial Year' is set to '2022 - 2023'. The main section is titled 'Form 16 Jobs:' and contains a table with the following data:

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

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

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: (Not Selected)

Key password:

Select Certificate: ▼

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 Log out

Organization : HInote Systems Private Limited (hinote)

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.

** Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.