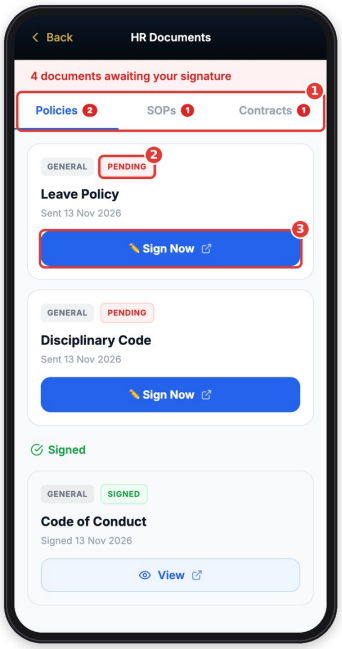
Sign HR documents

Read and sign your contract, policies and SOPs on your phone.

1. Find your documents

1. On the Home screen tap **documents awaiting your signature** (or tap the notification).
2. Documents are grouped under **Policies**, **SOPs** and **Contracts**. A red number shows how many are still waiting in each.
3. Documents you still need to sign are marked **PENDING**.

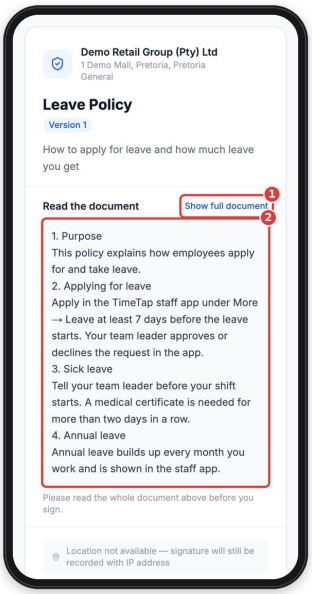


HR Documents

1. Check every tab with a red number.
2. **PENDING** — not signed yet.
3. **Sign Now** opens the document.

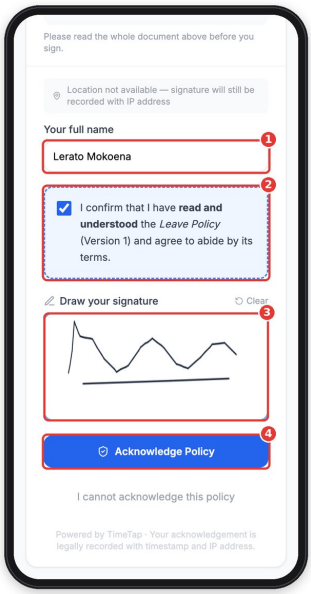
2. Read and sign

1. Tap **Sign Now** and read the whole document — tap **Show full document** if it is long.
2. Type your full name, tick to confirm you read and understood it, and draw your signature with your finger.
3. Tap the button at the bottom to sign. The document moves to **Signed**.



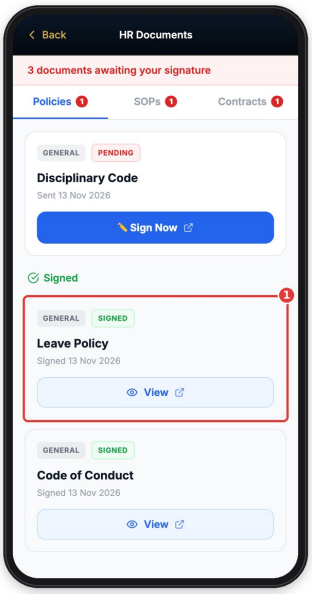
Read the document

1. **Show full document**.
2. Read everything before you sign.



Sign

1. Your full name.
2. Tick to confirm.
3. Draw your signature.
4. Submit.



Signed

1. Signed documents stay here — tap **View** any time.

Important: Read and understand every document before you sign. Your signature is recorded with the date, time and device.

Still stuck? Ask your team leader or HR — they can see what TimeTap shows for you.