Integrated Document Management for HR

Why using integrated document management within the HR function really does cut recruitment costs.

Is your HR Department stuck in a paper-filing nightmare? Do you have a desk full of CV's, cover letters, and interview notes? The HR department is one of the biggest producers of paper documents, creating, processing and circulating hundreds and sometimes thousands of documents each month such as CV's, cover letters, contracts, holiday requests, salary increases, sick leave, employee reviews, disciplinary action, etc.

Our document management solution tightly integrates into our HR solution enabling organisations to store all employee records in an electronic format, eliminating the need for paper-based personnel files. Documents, from both physical and electronic sources, can be held and indexed against the individual, allowing for immediate retrieval of information as required.

Using our document management solutions tightly integrated into your HR system you will be able to:

> Streamline the life cycle of hiring, interviewing and performance reviews

> Enable HR staff to focus on recruiting and hiring and less on time consuming paperwork

> Never misplace a document again

> Enable staff to view required documents simultaneously

> Eliminate rows of filing cabinets and the costs associated with file storage

Support the Employee Lifecycle

The solution covers the entire 'recruit to retire' process, providing secure storage for all stages of the employee lifecycle. This includes new starter documents such as contracts, offer letters and curriculum vitae's through to review forms; disciplinary and grievance documents; payroll information and leaver documents such as termination agreements and pension information.

FACT SHEET

Fact Sheet - Document Management for HR

Comlpiance

Restricted access to sensitive information can be controlled, ensuring that confidential documents are not made available to unauthorised users. Our HR customers benefit from instant access to employee files as well as long-term storage of records in accordance with current legislation.

If a personnel query is raised at some point in the future, our solution will ensure that you are able to quickly and easily access the corresponding documentation as required.

Fast Payback

As prices of scanning and storage hardware have fallen substantially over recent years, this has brought document imaging and document management software within the reach of even the smallest IT budget.

Coupled with very fast Return-on-Investment - typically just a few months - this has significantly increased demand for our solutions.

More information

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