

## DocuWare for Employee Management



## Employee Management starts with humans, not processes.

DocuWare for Employee Management digitises, centralises and organises employees' HR documents within a secure, searchable repository. It improves processes from recruiting to sick leave to offboarding so you can get ready to deliver a whole new level of expertise, transparency, and value to your colleagues.

Employee Management from DocuWare provides a secure home for each employees' documents. Automated tasks, reminders and email notifications allow you to stay on top of things.

The employee management solution benefits you on day one. It easily adapts to your corporate records management policies and procedures, effortlessly scales as your organisation grows, easily adapts to your unique HR workflows, and integrates smoothly with your other systems. Employee records are compliant and accessible from anywhere and from any device.

### Benefits:

- **Seamless data security**  
Give your entire organisation peace of mind when you protect sensitive employee information with secure access rights and data encryption. Remain fully GDPR compliant.
- **Go entirely paperless**  
Digitise your paper records and eliminate disorganised shared drives, once and for all. Organise all records in one secure home and retrieve critical information in a heartbeat.
- **Work from anywhere**  
Access documents on demand and on any device. Perfect for on the go, different office locations or remote working. Work isn't somewhere you go to, it's something you do.
- **Encourage self-service**  
Make significant strides in empowering individual employees, managers and HR colleagues with powerful self-service capabilities.

Get up and running *in just days* when you move to **DocuWare for Employee Management**.

## Flexibility for your HR team

Employee Management begins and ends with the employee record. DocuWare starts by providing a safe and secure place for employees to service their own employee record. HR colleagues can then introduce their own processes, workflows and approval chains. Employee Management from DocuWare benefits your business with a broad range of comprehensive features for digitising the HR department and remaining on the correct side of security and compliance protocols. Key integrations come as standard, so you can get up and running in a matter of days.

### Unlock a new level of HR productivity:

- **Centralise employee files**  
Organise and store all employee records in a multi-tiered folder structure that differentiates access rights among HR, managers and employees – ensuring audit-readiness and compliance with GDPR and other regulatory requirements. Apply retention dates to stored employee records.
- **Streamline recruitment**  
Create job postings, receive and automatically index CVs based on pre-defined skill sets, and use workflows to route applicants for review, schedule interviews and gather applicant feedback. Set up automatic email notifications to candidates.
- **Eliminate redundant information capture**  
Leverage web forms to capture all required employee data upfront, one time, which can populate other onboarding documents such as tax forms, benefits, and other employee forms.
- **Coordinate and automate onboarding**  
Create an onboarding checklist of required tasks, including acknowledgement of employment, confidentiality agreements, employee handbooks and initial training plans. Send automatic email notifications to appropriate individuals within your organisation. Manage new hire provisioning to provide employees all items needed to start on day one.

## DocuWare is best-in-class

- ▶ True multitenant SaaS solution built on Microsoft Azure for high reliability, scalability and security
- ▶ Built for converting manual, paper-centric processes into fast digital workflows
- ▶ Known for ease of use and straightforward implementation
- ▶ Subscription model eliminates upfront investment and provides an immediate ROI
- ▶ Extensive experience with digital transformation within human resources



## Schedule a free demo

Email us: [infoline@docuware.com](mailto:infoline@docuware.com)

“What were once manual tasks are now handled by fully automated workflows thanks to the DMS. New employees can now be onboarded within a few hours - instead of weeks. Without process automation, we would not be able to meet the new legal requirements for onboarding.”

David Grady  
IT DIRECTOR, B&M RETAIL, LIVERPOOL (UK)