

DOCUMENT MANAGEMENT

Store and manage employee documents throughout their lifecycle. The Document management Web App facilitates document categorization, robust security controls, configurable workflows, and data retention rules. Employees can access their personal files with document visibility based on their security access levels. Managers and HR users have broader access and approval capabilities.



Centralize your documentation storage with added categories, rules and workflows

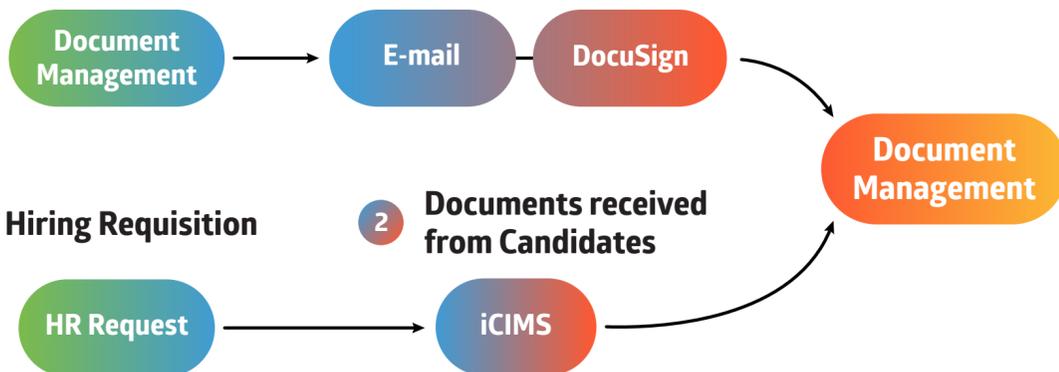


Generate letters and make use of efficient digital signing capabilities



Provide visibility to both employees and managers through controlled access

- 1 Letter generation
- 2 Signing the letter
- 3 Centralized storage



FUNCTIONALITY

- Central documentation storage for all stages of the employee lifecycle
- Facilitate document templates and e-signatures ([DocuSign](#)) as part of letter & document generation
- Set-up company-specific configurations for security, workflows, retention rules & document templates
- Connection to Recruitment via the [HR Request Web App](#)

KEY FEATURES

- Central location to store all documents with e-mail and in-app notifications
- Document storage using different categories & category groups
- Security configuration to control access and visibility based on category
- Separate workflows & retention rules for data protection policies based on categories
- Letter generation with integrated DocuSign e-signature capability for offers, transfer, disciplinary, promotion, appointment letters, contracts and more.

Meet the needs of your business

YOUR EMPLOYEES

Your employees get access to their own personal files based on their security access. The documents that are managed by Managers or HR will be shown as 'Read Only', and can not be changed by employees.

YOUR MANAGERS

Your managers have the ability to generate, e-sign and approve documents for disciplinary actions, transfer and promotion letters.

YOUR HR ADMINISTRATOR

Your HR users are able to upload documents on behalf of workers in the organization. They can view & upload documents and approve documents submitted by employees. Document Management also has access to Recruitment through the HR Request Web App. This enables letter generation, where an offer letter can be sent to applicants for signature via DocuSign.