

DocuWare for Human Resources

- Increase the security and confidentiality of employee files.
- Streamline hiring practices to allow documents to be retrieved, sorted, and reviewed simultaneously.
- Efficient HR processes result in qualified employees placed in the correct position the first time, while improving regulatory compliance and document security issues.



Improve results with efficient workflows

CVs, contracts, transfers, recommendations, salaries, expense reports, holiday requests – that’s just the tip of the paperwork iceberg managed by a Human Resources department. And all of these critical documents must be edited, stored and retrieved in a way that is quick, reliable and absolutely confidential.

When the pressure is on to improve costs and staff, even the Human Resources (HR) department’s efficiencies come under scrutiny.

This means a growing number of tasks have to be handled by fewer employees. Meeting the latest legal requirements also adds to the workload. A way to succeed in this environment is to handle routine tasks as quickly and efficiently as possible. The key is an integrated Document Management System (DMS) and electronic personnel files.

Benefits of DocuWare

- Only authorised staff has access
- No lost documents
- Quick retrieval of documents
- More support for employees and management
- Reduces storage space

Inter-Office Communication

Questions from employees, management, and colleagues from Accounting can be immediately answered thanks to DocuWare. The time previously needed to research and return calls is eliminated.

Increased Productivity

From recruiting to mentoring, promotions to salary calculations – all of the processes handled by HR become more efficient. Employees feel better supported and management is aided daily by the DMS to make better-informed decisions. Improved job satisfaction is the natural result.

Discrete and Secure

The sensitive content of documents and the requirements of privacy laws mean that paper documents, computer files, and e-mail must be handled with great care. The growing number of electronic documents and the variety of available media make it even more challenging to keep up with requirements.

Being able to securely set up access rights, tamper-free electronic filing, and integration within HR’s existing IT system, all make a DMS virtually irreplaceable. Properly configured, even the system administrator cannot have access to sensitive HR records.



The processes

Personnel Administration

Personnel files include documents such as CVs, application letters, contracts, transfers, promotions, evaluations, report cards, goals, training certificates and much more. To provide employees with the best support, it is key to be able to access all this data quickly.

Whether it's for a transfer, promotion, legal dispute or annual goal setting, this information is critical. In many companies, HR personnel spend much of their time managing paper. Working with paper documents is not only inefficient, it's a critical waste of time.

Benefits with DocuWare - With a DocuWare solution, you significantly increase productivity: an electronic file gives all HR staff and managers a way to centrally access relevant employee data and documents. Individual access rights restrict entry to parts of "Personnel Files" – this guarantees confidentiality. Routine processes are significantly accelerated through simple-to-operate electronic workflows, such as authorisations of holiday requests, paid/unpaid leaves, overtime, etc. The system makes sure that documents are moved automatically from one station to another to speed up authorisation. Tracking features help managers to identify (and remedy!) any bottlenecks along the way.

Accessing Critical Information

To work productively, HR employees must have quick and easy access to the most current documents, such as job descriptions, guidelines, requirements, laws, publicly displayed regulations, union contracts, corporate bylaws, etc. Often, the latest documents are distributed in various departments, in different locations. Managing multiple data sources, tedious search routines and twice the workload are the results.

Benefits with DocuWare - When all documents are stored in one central DocuWare document pool, employees can access all general information from HR with a mouse click. Colleagues in HR are relieved of routine tasks and are better and more quickly informed. Productivity and job satisfaction grow.

Enhance employee motivation

Employees expect their holiday requests and travel reimbursements to be authorised quickly. This process can often take longer than expected, as it can involve several employees/departments, yet should be resolved within a few hours (or days at the very most). Making these processes seamless, fast and well documented is important for employee satisfaction. DocuWare integrates workflow applications that are easy to use yet give you the power to significantly speed up core tasks and processes. As an example, the system steers documents automatically to parties responsible for authorisation, from one station to another within the company.

Meeting Legal Requirements

A growing number of national and international laws require long-term, secure storage of personnel files and documents. Administering paper documents separately from computer files and e-mail is not secure, wastes space and increases warehousing costs. As time goes on, it becomes harder and harder to quickly retrieve information.

Benefits with DocuWare - Legal requirements are more easily met when using a DocuWare solution: All personnel documents can be electronically filed as long and securely as required. Authorised staff may retrieve any information at any time. Office and warehouse space is saved, since it's no longer necessary to store documents in binders and file cabinets. E-mail is filed automatically saving the costs associated with printing and manual filing. Complying with locking and notification schedules and deletion of data beyond retention schedules is guaranteed.



Transparency is key: you can always see exactly where an authorisation request stands and where the bottlenecks might be. When an employee returns from a business trip, for example, authorisation and payment of expenses will occur at lightning speed. All materials such as forms, authorised requests, receipts etc. can all be accessed — by authorised users only — instantly from the DocuWare document pool. If questions arise after payment has been made, the relevant information can all be found quickly to help answer the query. This process means the HR department and management are freed from tedious routine tasks and both productivity and employee satisfaction improve. With DocuWare, you automate your processes and control their administration.

For more information please contact one of our consultants:

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