

HR FILE MANAGEMENT



Securely store and manage employee files electronically

Convert paper to digital and connect with HRIS systems for greater consistency.

When stored in filing cabinets or on shared networks, workforce files are at risk.

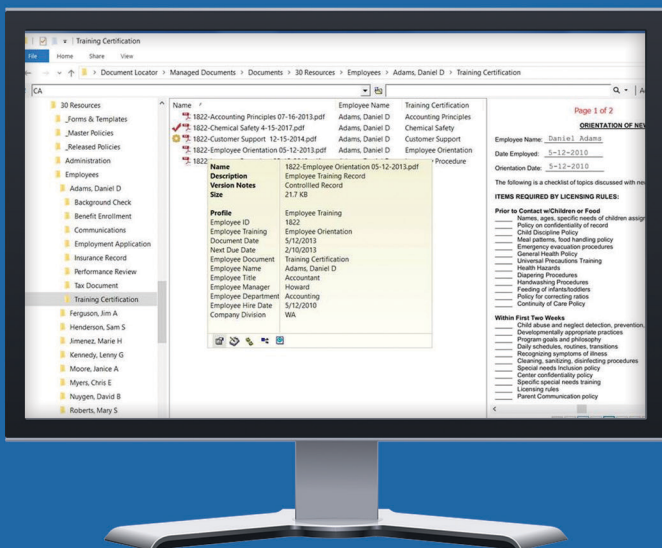
In **Document Locator**, everything is secure and easy to retrieve. Paper is scanned, eliminating the need for filing cabinets, and along with digital records are made full-text searchable in the system. Files are managed with greater consistency and organization, eliminating the risk of lost or misplaced records.

Workforce records are automatically filed in their correct location with structured naming and security applied. Connect files with your HRIS system to

provide even more consistency and seamless access to documents when you need them.

Unlike filing cabinets or shared folders, where you have no record of who did what and when, security prevents unauthorized access and an audit history captures a record of everything that happens.

Workflow and electronic forms further automate and streamline employee management processes, greatly improving efficiency and accuracy. Reporting gives HR managers the ability to improve processes and identify incomplete employee files.



Eliminate lost paperwork

Every record is captured, secured, and fully-searchable. The guesswork of where to find a file is eliminated.

A centralized approach

Connect with HRIS systems to improve consistency and organization, and make it easy to retrieve files from familiar interfaces.

Strengthen compliance, automate retention

Security and audit logging safeguards information, while reporting provides clear visibility and oversight. Retention requirements are met with records policies.