

EMPLOYEE LIFECYCLE



Efficient HR operations

Provide state-of-the-art HR services with eForms and document management.

Maximize the efficiency of HR staff and their ability to perform administrative tasks. Improve the interaction among employees and the HR department throughout the employee lifecycle.

Departmental records and procedures are centralized for easy administration in **Document Locator**. HR staff have access to the information they need in order to provide rapid service to employee requests.

The addition of **Electronic Forms** allows employees to interact with the HR department with greater efficiency.

Employees can use eForms to electronically submit everything from status change requests, to time off requests, eliminating paper forms and the need to re-key information. Workflow routes form requests automatically.

Key HR initiatives like evaluations and training are also made more efficient with electronic forms. Virtually any processes that is form based can be handled faster and with fewer errors using intelligent electronic forms.



Respond to requests faster

Immediate access to information by HR staff helps speed response times, and improves the interaction between the department and employees.

Efficient eForms

Capture requests and automate form-based procedures, including everything from change of status requests to employee evaluations.

Improved visibility

View and analyze data, charts, and graphs to validate compliance, raise accountability, and verify actions.

See a Demo

www.DocumentLocator.com/HR

Intelligent Electronic Forms