

DocuWare Kinetic Solution for Employee Management



Digitize employee records, automate HR tasks and ensure legal compliance

Your HR team can no longer afford the cost drain, security risks and wasted time of scattered employee records and error-prone manual processes.

Your needs are clear: eliminate paper and disorganized shared drives. Get rid of long email chains and constant status inquiries. Move records into a secure environment to protect employees and your organization.

DocuWare Kinetic Solution for Employee Management digitizes, centralizes and organizes employees' HR documents within a secure, searchable repository. Within the DocuWare solution, HR teams can use ready-to-go digital workflows and forms for applicant tracking, hiring, onboarding, performance reviews and time-off request management.

Simplify your life in HR and refocus on the strategic programs that help employees.

Now you can:

- Connect all team members involved in candidate selection within a unified, digitized process
- Capture employee onboarding information once and automatically populate other required forms
- Automate onboarding tasks and organize all documents for new hires
- Monitor your performance appraisal timeline with automatic notifications
- Secure employee files in an encrypted repository and protect them with controlled access rights
- Satisfy employee privacy and regulatory requirements
- Improve employee service and retention

Flexibility for your HR team

DocuWare Kinetic Solution for Employee Management provides a fast on-ramp to long-term value. The solution easily adapts to your corporate records management policies and procedures, effortlessly scales as your organization grows, easily adapts to your unique HR workflows, and integrates with other systems. Employee records are compliant and accessible from anywhere and from any device.

Unlock a new level of HR productivity:

- **Centralize employee files:** Organize 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 EEOC, HIPAA, PII, GDPR and other regulatory requirements.
- **Streamline recruitment:** Create job postings, receive and automatically index resumés based on pre-defined skill sets, and use workflow 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, 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 organization.
- **Organize performance reviews:** Customize performance appraisal templates and set dates for automated reviews, while capturing and storing all the information.

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



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"DocuWare has significantly impacted our business and streamlined our processes. Our onboarding procedure is considerably easier and quicker for both applicants and staff and the use of online web forms results in complete, accurate information. On a corporate level, we have access to all employee files from each of our 26 locations, smoothing our audit process and improving our efficiency. DocuWare has helped us move our business into the modern age."

Rachel Martin
VP OF OPERATIONS, LGC HOSPITALITY

