Empower your HR team with cutting-edge digitalization

# SIMPLIFY
AND
AUTOMATE
YOUR HR PROCESSES

InDoc EDGE

At the heart of every successful organization ...

... lies a robust human resources department, responsible for crucial tasks such as talent acquisition, employee development, keeping personnel records, performance management, and so much more. However, HR professionals often face numerous challenges, with document management a key hurdle.
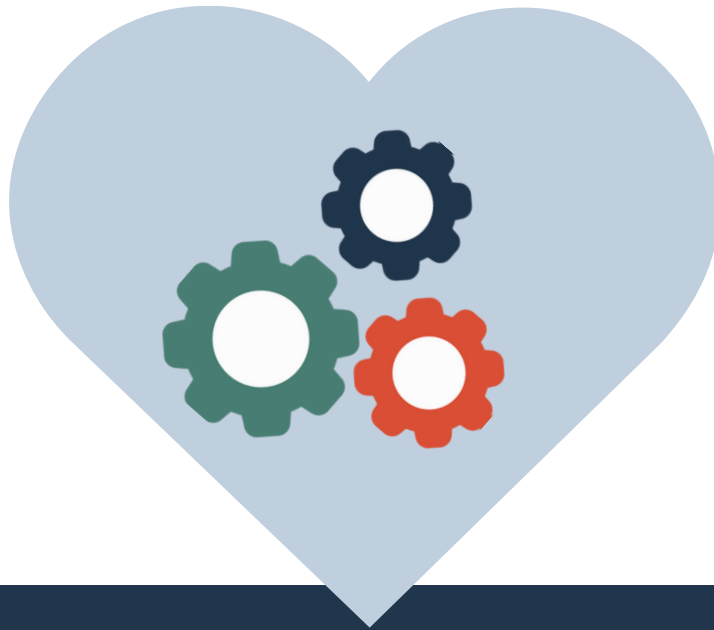
The study "The State of Human Resources 2023 by Deloitte" has shown that companies are facing numerous challenges in the field of human resources. Among the most important are the digitalization of the HR process, employee development, and talent acquisition. Companies understand that the key to future success lies in developing their employees and attracting talents.

The dispersion of information creates chaos in the HR department

Even before the massive increase in remote work, HR professionals were already struggling to collect, manage and extract relevant information from the mass of documents flowing in and out of their departments. At the same time, different sources and channels are being used. The documents are in a variety of formats, often in paper form, and are kept in binders in filing cabinets, often in different locations.
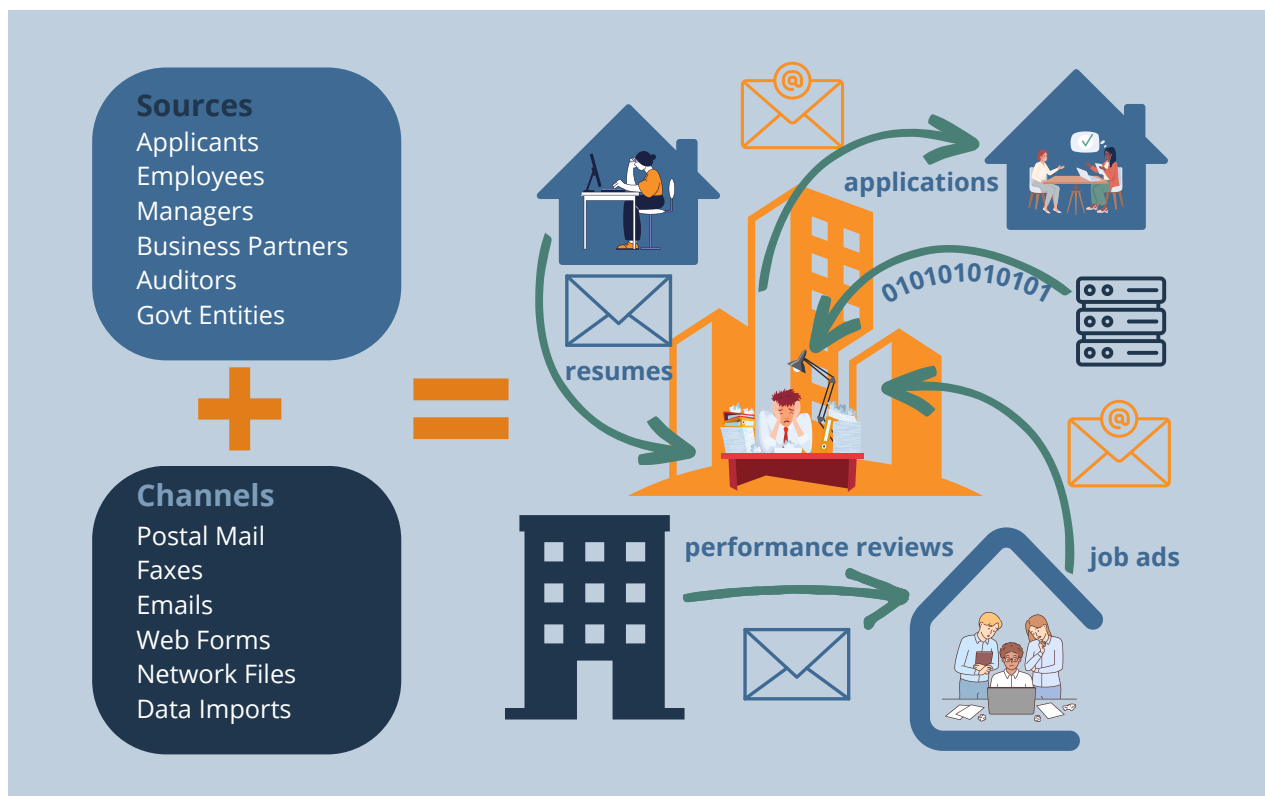
Imagine the chaos that arises when vital information is scattered across various documents, formats, and locations. Security is difficult to maintain when documents are shared across a variety of channels, some of which are less secure (regular mail, email, free file sharing, and sharing apps) This in turn increases the risk of unauthorized access, data loss or security breaches. The above description applies equally to paper-based and electronic documents; of course, each format brings its own challenges.

Challenges of document storage and management

Paper documents require **physical storage** space. And when there are lots of documents, this also means a greater organizational and financial burden. At the same time, it is extremely difficult to ensure adequate security measures and conditions for **proper storage**.

Paper documents are also **highly susceptible to damage** in fires or floods. Once they are damaged or destroyed, recovery is virtually impossible, and the loss of important information can lead to **serious business problems.**

Electronic documents must also be adequately protected by appropriate security measures such as **encryption, role-based access, multifactor authentication**, and other advanced security technologies.

To ensure **compliance and security**, it is essential that all access to and changes to HR documents are traceable. This means that a system must be in place to record who accessed the document, when, and what they changed.

Both paper and electronic documents must be **properly archived and retained** for a specified period as determined by laws and regulations. Non-compliance or failure to comply with the retention requirement can result in fines or even legal action.

Manual work: slowing down strategic HR progress

Many HR departments still rely on manual management of HR documents and traditional methods to carry out all processes, which quickly becomes time-consuming, confusing and error-prone in a document-intensive environment. At the same time, manual handling of documents takes valuable time away from HR professionals who should be focusing on integrating HR and corporate strategy to achieve business goals.

In a modern corporate environment, HR should not be just a support department dealing with administrative tasks related to hiring and employment law matters. Its role must be strategic, as it is directly linked to the overall success of the company.

Therefore, automating the processes of HR is simply necessary today.

Digitizing HR processes not only simplifies administrative tasks, but also makes it possible to better track employee progress, promote personal and professional development, and identify and attract new talent. With the help of modern digital tools, HR can more easily track employee performance, identify areas for improvement and development, and create training and development programs tailored to the needs of the individual.

All in all, this will not only improve the productivity of the HR department, but also that of the entire organization, ensuring consistency, coherence, and efficiency.

According to a study by consulting firm PwC ("Challenges and Opportunities for Middle East Companies"), 55% of respondents believe that the HR service's greatest contribution to digital transformation is the digitization of HR processes.

Source: PwC, 2020

Which processes can be simplified and automated using a modern #DMS?

01   **Simplify the recruitment process**

Create a smooth digital process from job application to electronic signing of the employment contract. With a seamless digital workflow, you can eliminate manual form filling, automate document capture, and reduce administrative overhead.

Say goodbye to paperwork and hello to a more accurate and trackable hiring process.
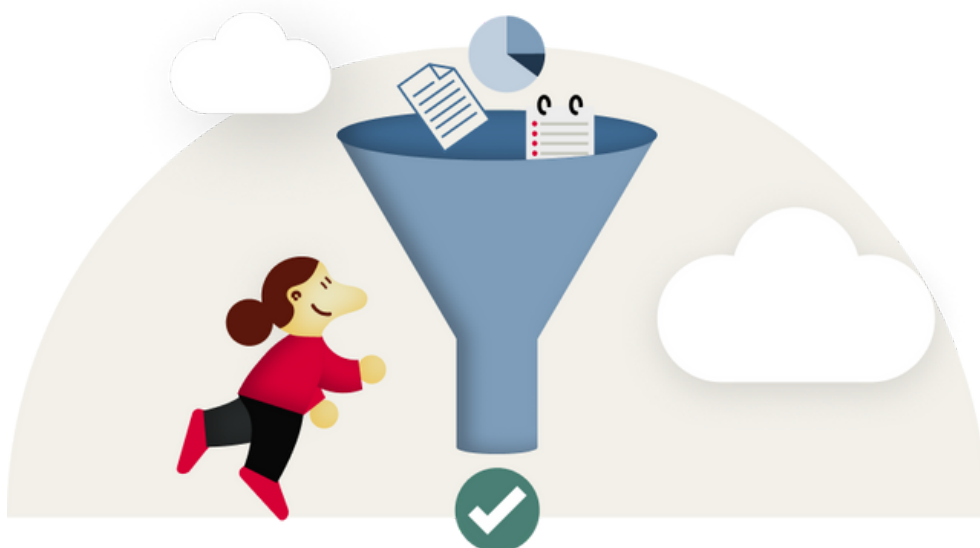
02 Improve the user experience in the onboarding process

Make a lasting impression on your new employees with an exceptional onboarding journey. With the modern IT solution, you can automate tasks and notifications and provide easy access to crucial information such as work instructions, policies, and contacts. Accelerate employee onboarding and increase their productivity and engagement from day one.

03 Maintain effective and secure HR records and give employees access to their personnel files

A centralised document system is a perfect solution for storing and managing various documents, such as:

- Employment contracts,
- Documents used in the recruitment process
- Pay slips
- Education and training documents
- Performance assessments
- Annual leave entitlement notice
- Medical certificates
- Awards and certificates
- Other documents containing sensitive information relating to the employee.

Save time and effort and avoid manual organization and assignment of documents, providing you and your employees with quick and easy access when needed.

04 Keep your internal rules and technical documents up to date and compliant

Consistency and information are paramount at HR. With a document management system, you can easily organize and regularly update internal rules, policies, or instructions. With features such as version control and indexing, you can track changes, seamlessly implement updates, and ensure document compliance throughout your organization.

Automated processes in the system allow you to validate documents in a traceable way, automatically publish them to all or only specific units or employees and confirm that the document has been acknowledged in a traceable way.

Save time and effort and avoid manual distribution and maintenance of management decisions, memos, various system documents, corporate policies, etc.

05 Ensure compliance despite complex and changing legislation

Laws and regulations change frequently and may vary by country, region or even industry. Different retention periods apply to different documents. Some documents, such as employment contracts or medical certificates, may need to be kept longer than others, such as annual leave valuation notices. Checking all this manually and consistently with a resting hand is almost impossible these days. Failure to comply with or follow legal document retention requirements can result in severe penalties and legal consequences.

The document system helps HR teams effectively manage compliance-related documents and workflows. It ensures that the content of stored documents remains intact and unchanged, and automatically assigns retention periods to documents based on a classification schedule.

06 Streamline the employee offboarding process

Managing the employee offboarding process is one that involves a lot of paperwork and tasks. The process is often complex and challenging, but digitization and modern IT solutions can make it much easier and faster. Automated notifications of relevant people and departments speed up the process and reduce delays and errors.

Automation is also immensely helpful in coordinating and tracking handover tasks and knowledge transfer while ensuring the quality and integrity of the information flow. It also makes it easier to revoke access and rights and return equipment and other assets that employees have used in their work.

Finally, digitization assists with conducting exit interviews and post-leave surveys, which provides valuable insights to improve the employee experience. Thanks to these benefits, HR can focus on the more strategic aspects of offboarding, such as analyzing the reasons why employees leave and developing talent retention strategies.

Unlock the full potential of your HR team with digitization

It's not just about replacing old processes with digital processes, it's about transforming your entire company culture of the company. Implementing a modern document management system can play a key role in this transition. With the ability to efficiently manage documents, improve compliance and reduce security risks, such a system can enable HR to become a strategic corporate function rather than a department dealing with administrative tasks.

Automating HR's processes is not just a step forward, but a leap into the future. By moving to digital data management, HR is adapting to modern trends and actively helping to shape an innovative work environment that is the foundation of any company's success.

SIMPLIFY AND AUTOMATE YOUR HR PROCESSES.

With this e-guide, we would like to highlight the key benefits and opportunities of digitalization.

Digitization is no longer just an option; it has become a necessity.
Empower your HR department today with effective digitalization and take a step into the future.

Business done *simple*

Take this opportunity to see how InDoc EDGE can help you optimize and automate your HR processes.

Sign up for a **free trial** and experience the true power of digitization. Discover how our system can improve your efficiency, reduce errors and speed up your business processes.

InDoc EDGE - ready for the digital future, with you.

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