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Improve employee file management

Employee file management is challenging. With the privacy regulations getting more strict, HR teams are feeling more pressured to create order and clarity out of the document chaos. Today, employee file management requires far greater effort than just keeping documents behind locks. Below are the most common issues that HR department face.

Employee file management silos: Employee records are scattered across multiple systems and locations, making it impossible for HR to have a single view of the workforce. This not only creates bottlenecks that steal productivity but also exposes the organization to compliance risks.

Record retention: The increasing complexity around compliancy requirements for employee files, poses a significant challenge to develop and maintain retention schedules of records.

Audits: Without a central location for employee files, preparing and collecting documents for an audit can take up a lot of time. Especially if you have to comb through records manually and search for the missing documents.

Data Security: Storing sensitive employees' information on paper exposes an organization to data breaches and creates unnecessary compliancy risks.

Want to improve employee file management? Then we have the solution for you.
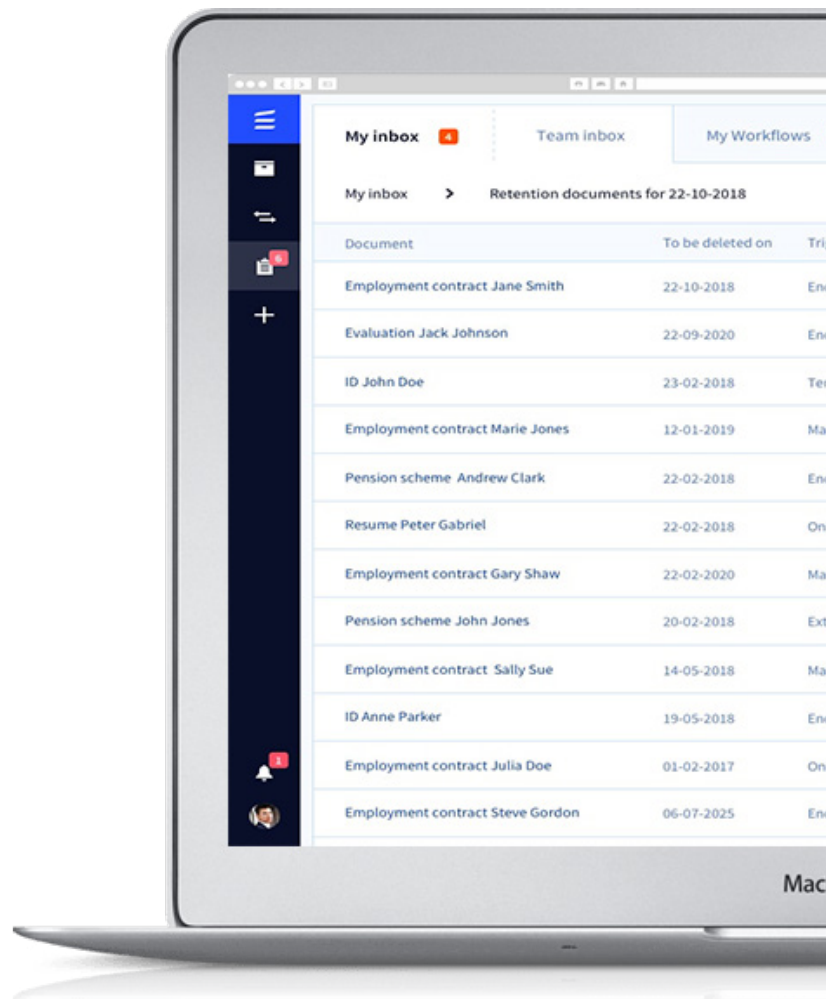
Doculayer as the solution

Doculayer alleviates the major employee file management challenges. With Doculayer, businesses can store employee files electronically in a centralized repository, reducing the time spent retrieving them while improving security and compliance. Powered by the latest Machine Learning technologies, Doculayer eliminates human errors, streamlines processes, and reduces operational costs. For effective employee file management, Doculayer offers the following solutions.

Central repository

Doculayer Employee File Management enables you to locate all the employee files in a single, secure, central repository. It stores files electronically, automatically organizes and indexes them to provide easy access to all the files whenever it's necessary. Knowing where a file is located and how to find it, significantly reduces the time spent on searching. A central repository also eliminates the need to manage the variety of storage systems and breaks down the document silos, allowing you to reduce operational expenses and boost productivity significantly.

Data collection and validation

Tracking the completion of personnel files is also more efficient in Doculayer. You can provide your employees with full transparency on what files they need to submit, and in case something is missing an automatic reminder will be sent out to them. Once all the documents are in place, the HR manager will be notified. With Doculayer it's easy to collect data and ensure the completeness of personnel files.

My inbox	Team inbox	My Workflows

My inbox > Retention documents for 22-10-2018

Document	To be deleted on	Tri
Employment contract Jane Smith	22-10-2018	En
Evaluation Jack Johnson	22-09-2020	En
ID John Doe	23-02-2018	Te
Employment contract Marie Jones	12-01-2019	Ma
Pension scheme Andrew Clark	22-02-2018	En
Resume Peter Gabriel	22-02-2018	On
Employment contract Gary Shaw	22-02-2020	Ma
Pension scheme John Jones	20-02-2018	Ext
Employment contract Sally Sue	14-05-2018	Ma
ID Anne Parker	19-05-2018	En
Employment contract Julia Doe	01-02-2017	On
Employment contract Steve Gordon	06-07-2025	En

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Automatic metadata extraction

Metadata summarizes basic information about a document, ensuring that when you search for a specific term, the file you retrieve is relevant. While maintaining metadata is extremely important to enhance discoverability of your documents, it takes a lot of time to fill in all the metadata fields manually. Therefore, with Doculayer we automated metadata extraction processes: metadata fields are filled in automatically when you upload a new document. You just need to check the accuracy and if required make minor changes.

Employee and manager self-service

Doculayer allows employees to access their own personnel files. They can not only view their files but also update information if necessary. Supervisors and managers can also request access to view the data they need within the limits of their authority.

Security of sensitive information

By assigning very specific access rights to every user, you can control what they can view and what actions they can perform. By allowing only authorized users to carry out specific tasks such as record destruction, you ensure compliance and reduce risks of lost or deleted records. With the help of Doculayer, you can also track document activity and see the full document history, further increasing employee accountability.

Retention management

Using Doculayer to automate employee file retention, you minimize the legal risks associated with the early or late destruction of files. As documents come in, the system automatically identifies and classifies each of them, which helps you to apply correct retention rules. Doculayer allows you to create various retention schedules to satisfy complex local, government, and company-specific privacy procedures. When the records are nearing the end of their life cycle, the automatic reminder to review them will be sent out. This protects you from missing the dreaded deadlines.

Smart content deduplication

Doculayer's smart deduplication solution recognizes and removes the duplicates automatically upon upload. So you don't have to waste time cleaning your repository of unwanted files.

Key benefits of implementing Doculayer:

• Quick retrieval of information;
• Reduced risk of lost or misplaced records;
• Automation of time-consuming, repetitive activities;
• Reliable security of sensitive information;
• Compliance with legal retention policies and audit requirements.

Click here to schedule your FREE demo session