

Document Manager enables all physical and digital documents relating to an employee to be captured and stored, including emails.

## Managing the increasing volume of Human Resources documents

**The volume of documents that Human Resources (HR) departments handle each year is growing rapidly due to changes in legislation.**

With normal staff turnover, large businesses handle thousands of P60s, P45s, P11Ds and other workforce contracts and documents each year. This workload is now compounded by the need to control more migrant worker permits and visas.

It is becoming increasingly important for employers to have an effective solution to manage their HR documentation.

Standard HR solutions help streamline staff management, but they are not designed to handle physical, non-standard, multiple-page, multiple-version documents like operator licences, qualification certificates, CRB checks, training records and visas.

To comply with legislation, these documents must be managed effectively and retained for many years – generating large volumes of documents over time.

### Document Manager streamlines HR document management

The Document Manager solution helps HR Managers capture and associate documents with employees in a digital format, eliminating the need for physical document storage. Document Manager integrates seamlessly with HR and Payroll applications and gives users access to documents via a desktop client or Web interface.

Document Manager works within existing HR solutions as a 'request and retrieve' tool, operated via the existing solution user interface (UI). This makes it very accessible for users and ensures all security protocols within the existing HR solution are enforced.

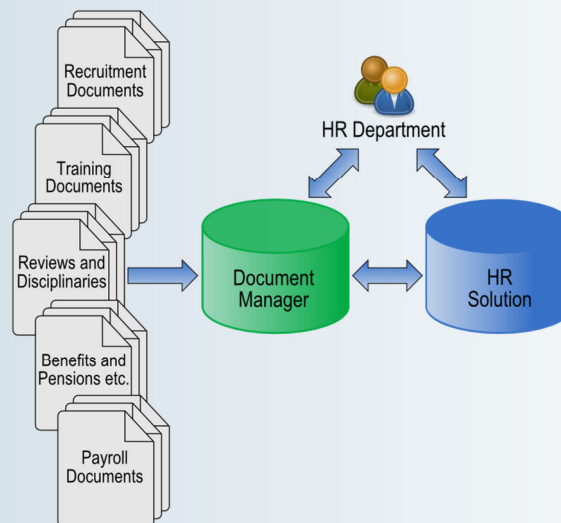
Document Manager is highly configurable. The folders can be structured to meet the exact needs of the business, enabling rapid data retrieval for effective HR management.

Document Manager enables all physical and digital documents relating to an employee to be captured and stored, including emails. These may be required during HR or legal proceedings. All documents scanned into Document Manager are admissible in court in their electronic form.

# HR Documents

## Features and benefits

- Ability to handle multiple document types and formats
- Simple document capture methods
- User-definable indexing and folder setup for accurate version control
- Line-by-line Document Analysis and Interrogation (e.g. Immigration Visa Numbers or CRB Checks)
- Direct integration with core HR/Payroll solution
- Workflow capabilities for approving visas, CRBs, permits, etc.
- Elimination of hard-copy files, reducing storage requirements and cost
- Presentation to internal/external users via Web interface
- Admissibility of data in UK Courts for tribunals, etc.
- Auto-indexing of 'Form Documents' such as P60 and P11D
- Improved operational efficiency and data accuracy
- Vast storage capacity and compression ability, making best use of IT infrastructure



## Industry experience

Document Logistix helps major businesses including: DHL, Aggregate Industries, The Texas Department of Public Safety and Dairy Crest to manage their business documents, providing these clients with powerful solutions that are tailored to meet their needs. Document Logistix solutions deliver immediate improvements in business process efficiency and a rapid Return on Investment.

Document Logistix is a leading provider of end-to-end document management solutions, supplying software to over 300 customers around the world.

### Document Logistix Ltd

8 Copperhouse Court  
Caldecotte Business Park  
Milton Keynes, MK7 8NL

**Tel:** +44 (0)1908 366 388

**Fax:** +44 (0)1908 760 672