DOCTECH
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DocTech Whitepaper

Employee Management Software



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With Employee Management Software, HR professionals can get back to effectively supporting employees rather than sorting paperwork and managing manual processes.

What You'll Learn

Understand how Employee Management Software can transform your Human Resources (HR) department. Compliance and administration are supported with the secure and digital storage of employee records.

With more time available, tangible steps can be put in place to work on achieving individual and organisational goals.

On this page DocTech will explain how applicant tracking, on-boarding and performance reviews are all easier to manage with Employee Management Software. Audits, compliance regulations and Subject Access Requests can easily be dealt with, reducing the stress and preparation they bring.

Employee Management Software: Explained

We understand that many organisations will have an engrained way of working and to think about changing things will send a shiver down the spine!

But as the saying goes, a 'change is as good as a rest' and we hope to show the benefits that making the move to digital employment management software will bring.

What is Employee Management?

Employee management is the effective process of managing all staff to ensure they perform as well as they can and reach their potential. Without hardworking and valued staff, an organisation will struggle to meet business goals.

Employee management covers everything related to the Human Resources (HR) function including recruitment, training, appraisals, payroll, contract management, legal compliance and more

What is Employee Management Software?

Employee Management Software helps HR professionals **manage all employee data and documentation in one centralised place**. It acts as a digital filing cabinet where information is securely stored and easily searchable by only those with access. Each employee can have their own personnel file with all information relating to their employment. It can also be accessed by the individual themselves when looking for information on training or holiday entitlement.

The Purpose of an Employee Management System

Employees generate a huge volume of documentation – all of which needs to be **securely stored, legally compliant but yet easily accessible.** This can be achieved with an Employee Management System.

Having a digital solution in place provides the functionality to **automate** HR processes.

The manual storage of paperwork is removed, hours spent on data entry reduced and time wasted searching for documents is eliminated. Workflows can be implemented to help with applicant tracking, appraisal reminders, document retention and holiday requests.

The Importance of Employee Management Software

How your organisation handles employee management can be the difference between success and failure. Happy, motivated and hardworking staff will go the extra mile to see the business do well.

Ensuring they have the right tools in place and knowing the company they work for cares about their professional development can make all the difference. This can be achieved by taking the time for staff appraisals, listening to and fulfilling training requests as well as planning for their future.

Employee Management Software relieves HR managers of the manual administration work that can take them away from focusing on staff progression and job satisfaction. It allows them to get back to managing people rather than procedures. HR teams are often one of the smallest departments but can have the biggest document demands of an organisation.

One employee can generate hundreds of documents over their employment lifetime – CV, appraisal forms, training requests, holiday forms, maternity leave information, grievance issues, contracts, payroll information…..the list goes on.

Depending when the employee started these could be in both paper and digital format and spread across off-site storage, desktops and network folders. What happens when a Subject Access Request is received or an **HR audit** takes place – can your business guarantee the information needed is readily available?

With an **Employee Management System** all information is centralised into a secure and digital system. This eliminates unorganised shared drives and gives employees access to important information in seconds.

Sensitive employee information is protected with secure access rights and data encryption. Access can be restricted solely to the HR team, meaning even IT can't access private employee records such as payroll data. This is vital to ensure your company meets data protection laws such as GDPR and the Data Protection Act (DPA).

How to Overcome the Challenges of Workforce Management

Overcoming the challenges of workforce management is likely to be an ongoing and evolving task for many organisations. With so much to consider: safety in the workplace, up skilling workers and the admin of managing employee records - and that was all before the world was thrown into a global pandemic.

But on the 23rd March 2020 when the country was put into lockdown and working from home became the new norm, Human Resources teams had to find new and different ways to manage and support employees. Many looked to technology for help and here we discuss how an online HR Document Management System can help.

Employee Wellbeing

All employees have been under enormous amounts of stress since the start of the pandemic. Many working from home with the added pressure of home schooling and being unable to see loved ones.

Recognising this and showing some understanding will support staff. Clear, open and honest lines of communication are vital – video call where possible, send individual emails and be transparent about the situation you're in.

How DocTech Can Help:

While employees are working remotely, giving them the right tools to access their own data provides a level of transparency. Their information isn't hidden in folders they can't open but is easily available when they need it and in turn, reducing the reliance on HR for basic queries.

Unorganised Data

Employees come with lots of documents – emailed job applications and CVs, role descriptions, emergency contact forms, training records, appraisal forms –the list goes on. Management of these employee details is a big task, ensuring they're secure, they don't get lost and that they don't fall into the wrong hands.

How DocTech Can Help:

With a HR document management system, **employee records are stored digitally, in a central and secure way**. They are saved according to set criteria such as by employee name, department or document type. A search in the system for 'Joe Bloggs' brings up all the documents stored against him. Likewise a search for 'contract' alone, will show all contacts saved in the system.

Too Many Forms to Fill In

The first few days in any new job come with a variety of forms to complete – boring for the employee, time consuming for HR to process, but necessary to ensure organisations have the correct information.



How DocTech Can Help:

With a **digital form** solution from DocTech, a single form fill accurately captures all the employee information which can then automatically populate fields in future forms.

These web based forms can also be combined with **digital workflows** where a completed form triggers the next step in a process. When a new employee form is submitted into the HR document management system, IT can be notified that a laptop needs to be ordered or Finance will have a task set to set them up on the payroll system.

These web forms provide structure to your data and can be easily created by HR teams themselves with no programming knowledge required.

Lost Records

Losing or misplacing confidential employee, supplier or financial information can result in hefty fines, a damaged reputation and loss of revenue.

Data protection refers to the proper handling, processing, storage and use of personal information. The rights of the individual have to be protected and organisations need to be able to demonstrate how employee information is collected, used, stored and shared.

How DocTech Can Help:

DocTech's HR management software securely stores and protects employee information from loss, theft or misuse. It gives organisations the tools to keep control of their data and comply with security standards such as the Data Protection Act and GDPR.

Access to documents is based on a complex rights structure which means admins can control which employees have rights to edit, read, save, export or delete.

Documents are protected from malware and with multiple backups across different data centres, emergency recovery in the event of a disaster means information can quickly be made available again.

Time Consuming Processes

Time consuming workforce management processes can cause bottlenecks and slow down productivity. If your department is struggling with too much manual data entry or applications that aren't fit for purpose then online HR software could be the answer.

Different internal systems that don't 'talk' to one another mean staff regularly have to flick between applications. They can also spend too much time copying, pasting and rekeying information.

How DocTech Can Help:

Employee information housed in one central document management system that can easily integrate with other applications means processes can be streamlined.

Our software can integrate with HR, Finance, ERP or CRM packages so when you want to look up documents relating to an employee, there's no need to leave your main application. You can also store into the document management system from within any other program.

On top of this, data in the document management system can be imported into your other applications, ensuring everything remains up to date and consistent no matter which system is being used.

Absence Requests

Whether your organisation uses spreadsheets or paper forms to track holidays, if there's no central system to make and receive holiday requests, things can get a little messy, adding to the challenge of workforce management.



HR teams can be inundated with holiday request forms and emails from employees to find out their remaining entitlement. Further checks then need to take place with line mangers or department heads which increases the workload further.

How DocTech Can Help:

With HR employee management software, **digital forms are used to capture the information needed from each employee such as date, duration and reason for the absence.** When submitted, the form is automatically sent to line mangers for approval and is stored against the employee in the system.

The number of days taken and the remaining entitlement for leave is calculated and is visible to all parties.

Conclusion

No matter what size organisation you are or industry you're in, the challenges presented by workforce management will be more real than ever before. Employees are looking for support, reassurance and encouragement while adapting to the new normal of remoting working, self-isolation and home schooling.

Having the right tools in place to remove manual time consuming work, automate and speed up processes mean HR teams have more time to support employees in other ways. By reducing administration tasks, greater focus can be placed on training, one to one sessions or team bonding exercises.

An online HR document management system is accessible from anywhere with an internet connection to any authorised user, meaning processes don't stop when employees have to work from home.

HR management software can help organisations with their workforce management by protecting sensitive employee information, eliminating time consuming processes and by digitally organising employee records in one central location.

We want to speak with you about any challenges you are facing with your workforce management and explain how our solutions will help. Book a discovery call and speak with a member of our team.

DocTech are fast approaching 40 years of experience in document management solutions, implementing systems that make a difference for the long term. We will take you through the steps needed of how to get started with a HR document management system and how it will make a difference to your organisation.

10 Significant Benefits of Using a HR Management System

Efficient and secure employee record management is just the start when it comes to the benefits of using a HR Management System. With the challenges a remote workforce brings, ensure your organisation continues to support employees by implementing a solution that gives HR teams the time to do so.

In this piece we hope to give an understanding of how a HR management system supports remote working, streamlines processes, reduces manual work and admin tasks and most importantly, gives HR teams more time to support employees. Our solutions can be integrated with emails, Office 365 and CRM systems or work as a standalone solution.

The Importance of Online HR Management Systems

The importance of online HR management systems are growing in recognition. They're becoming an increasingly valuable tool for not only growing organisations, but for those who require HR teams to be a part of strategic discussions.

It is the skills people posses, along with their attitude and work ethos that help a company succeed. Happy and motivated employees want to do well and see the company prosper, which is why having the man power and resources to support them is vital.

A HR management system ultimately saves Human Resources professionals and managers time. It removes daily admin, provides an easy way to find employee records and reduces manual data entry.

It **automates** so many HR processes that the time saved by using one can be better used elsewhere in the business. HR professionals can focus on hiring the right candidates, planning employee growth, focusing on training and providing social and team bonding experiences.

A HR management system can help senior management identify the manpower needed to meet business goals as the information needed is housed in one system and is easily available.

Data is protected with high levels of security and can only be accessed by authorised users. With a Cloud based system, information is encrypted and has two factor authentication.

The Benefits of Using an HR Management System

At DocTech we are approaching **40 years of experience** and know the benefits using a HR management system can bring. A dedicated HR system enables organisations to manage a variety of tasks to make HR processes easier.

1. Support Remote Working

With a HR management system, employee records such as CVs, ID, training records, performance reviews and more are all **stored digitally** in one central location. Access to an individual's records can be restricted to the HR team and the individual employee, and are available from the office, at home or out on the road.

Enabling employees to access their own information such as absence requests and contracts, alongside staff handbooks, safety procedures and company policies is not only useful for the individual but reduces the reliance on HR teams.

It's not just HR documentation that can be stored, the system can be used by **Finance**, IT, Sales or **Quality** to digital store information and automate processes.

2. Improve Recruitment and On-boarding

Job seeking and hiring can be a frustrating and time-consuming task for all parties involved. Manual processes can make a big job take longer, and old-fashioned ways of working will not be appealing to a generation that has grown up in a digital age.

The recruitment process is document intensive, and each document has its own set of compliance and legal regulations. Ensuring personal data is handled securely and that CVs and interview notes are stored for a designated period of time are legal requirements.



The areas that will see the biggest benefit in using a HR management system, are those with the highest paper based or manual work.

Central and digital storage for all job applications means no information is lost. An email address can be monitored by the software to automatically store and index all applications that are received.

A notification can be sent to HR and line mangers about a new application and only those with access will be able to view the information.

Digital forms can also be utilised to collect all new hire information in one form. The information in that form will then go on to populate others. This saves repetitive, manual and boring work for the employee and streamlines HR processes.

3. Automate the Handling of Routine Tasks

Those daily, routine tasks that are vital but yet time consuming mean they don't get done as well as they should or as often as they need to be. Other work may suffer and because of the time they're taking, your availability to employees could be less.

Company policies as well as the employee handbook need regular updates and the most up to date information needs to be readily available to staff.

A HR management system can **store these documents in a digital filing cabinet and provide read only access to all employees.** Rules can be set so that only HR team members can make changes. Employees can then be notified about any updates made to the documents, making them aware that there is change they need to read about.

When manging absence requests, web forms can be used to route all requests to a line manager and / or HR. There's no need for names or departments to be added as this is already know by the system.

Email notifications manage the approval or rejection of time off, and the remaining balance can be seen by all parties. This removes the need for forms to be emailed back and forth and manually stored, or using Excel to work out remaining holiday allowance.

4. Information at Your Fingertips

There's nothing worse than searching for a document you're sure you've stored somewhere but can't find it. Clicking through multiple layers of network folders, looking on your desktop or through emails – we've all done it.

There needs to be **one central place that everyone stores documents** of any type –forms, images, emails, contracts. There are many reasons to invest in an HR management system and this is one of them.

The system will dramatically reduce the time needed to locate documents as all information indexed and organised before it is stored.

5. Simplify the Search Through Employee Records



Digital filing cabinets are used to store information just as physical ones were, with documents indexed by categories that you decide such as employee name, department and start date.

Documents are either scanned, emailed or drag and dropped into the HR management system and then stored digitally. This makes finding information quick and easy.

Run a search on start date of 2018, and any employee data saved against this start date will be found. The search can then be narrowed down further to document type or department.

6. Data is More Secure

Employee records need an organised and secure storage system, and one that protects against lost, destruction and malicious threats.

Staff should be trained about common threats and as an organisation, you should clarify which laws apply to you, likely determined by the industry you're in and the data you keep.

Our Employee Management Software allows you to control how you process and store your data. Access is only available to authorised users and a complex permissions structure means employees can have different rights on who can store, edit, export or delete information. This means even the IT department can be restricted from viewing employee records.



With our cloud solutions, documents are secure against ransomware and other malware. With 99% of virus' already known, a contaminated document is immediately recognised and cannot be saved.

With data stored in the Cloud and backed up in different data centres, it is protected from natural disasters, and all documents and data traffic are encrypted.

7. Access Documents from Anywhere

April 2020 saw almost half of the UK's working population working from home according to the **Office for National Statistics**. Many organisations were not ready for this huge shift; employees didn't have the hardware they needed and processes struggled when away from the office. Those with paper based processes struggled the most and many turned to technology to help.

Employee management software enables users to access documents and take part in workflows from any device and from anywhere with an internet connection. Working from home or being out on the road is no longer a problem. Documents don't need to be printed and brought home, or saved on the desktop – causing potential **version issues** and wasting resources.

With all information stored digitally in one central location, employees can be certain they are viewing the latest document.

Processes also don't grind to a halt when staff are away from the office. **Digital workflows** identify the steps of a process, then connect them with actions. A task can be created for an employee when a decision is needed from them, and an alert sent to notify them. An approval or rejection can be made from home so processes continue unaffected, no matter where individuals are located.

8. Integration with Digital Signatures

With more and more recruitment taking place online, obtaining physical signatures can not only be difficult, but slows processes down.

HR employee management software can be **integrated** with **Digital Signature software**. It gives the ability to sign multiple documents remotely and utilises two-factor authentications for security.

Once documents are signed, they can be automatically stored in the software with no manual intervention.

9. Comply with GDPR

Maintaining employee records is an on-going job. Employee absence, pay, training, performance reviews all have to be kept up to date and information stored in a well-organised, secure system where it can be easily retrieved.

The new Data Protection Act 2018 (DPA) applies to records kept in paper or digital format and states data must not be kept for longer than is necessary. The emphasis is on the employer to have systems in place to determine how long the data should be retained and when records should be destroyed.

Our HR management system can automatically manage the retention and deletion of documents. When a document is stored, the date is captured and rules can be applied to delete this document in six months. The system can be set up to notify a nominated employee the day before to check it can still be delete, and if so be removed from the system.



It's also good for managing any **Subject Access Requests**. Individuals have the right to access and receive a copy of their personal data, so knowing where to find it in good time is vital.

Information is stored digitally and categorised by employee name. To store a document users will select what criteria to store it against by picking from a drop down multi select list to choose the right name. As all names are already in the system, they cannot be misspelt. This means that a simple search of the required name will bring up all the data you have stored against that person.

10. Make Audits Simple!

Maintaining the necessary documents and processes for an audit is always a challenge. On the run up to an **external auditor** arriving, employees can often be found dotting the I's and crossing the T's to ensure everything is in order.

With no effective solution in place there can often be a scramble to ensure missing documents are found, retention policies are in place and that there's evidence of correct recruitment practices.

Documents stored digitally in a HR management system are **audit ready**. Organisations can adhere to **compliance** regulations along with having a **document control** procedure in place. Documents can be easily found and **auditors can be given read only access to view the information they need for themselves.**

Conclusion

With the changes organisations have faced since the start of the Covid Pandemic, it's understandable that HR processes have been under enormous pressure when adapting to a large portion of the workforce now working from home.

A dedicated HR management system means securely stored information can be accessed from anywhere, recruitment and on-boarding processes are streamlined with automated workflows and legal compliance is maintained.

Once you have the documents you need stored in the system, key workflows can be implemented between managers, HR and employees.

We want to help and we know that our solutions work. With almost 40 years of experience, we understand the challenges HR teams face and we also understand that implementing a new solution can seem daunting.

Why you should Choose DocTech for Employee Management Software.

We're getting close to our 40th anniversary and we're proud of our long history supporting clients and providing digital solutions for **better employee record management.** **We understand the mounting pressures facing HR teams to be compliant and strategic, all while having employee welfare at the centre of everything they do.**

Employee development is essential for individuals to progress, feel valued and to successfully contribute. This in turn contributes to business growth.

We want to help **Human Resources departments** be more efficient though the digital storage of employee records. **We remove manual processes and replace them with streamlined automated solutions** that give staff back the time they lose managing CVs, scheduling meetings and ensuring compliance.

HR professionals with more time can **get back to supporting colleagues further, meeting training needs and focusing on company culture.** A stressed and overworked HR department offers no reassurance to the rest of the business that they're approachable when needed.

DocTech can support your business whether you're looking for a solution hosted on your servers or in the **Cloud**. If you're unsure, we're happy to explain the options and provide any further information you need. We're experts in **integrating our solutions** into third party applications such as CRM, ERPs and Office365. Software that shares data creates smoother and more streamlined processes.

Employee Management Software FAQ

What is Employee Management Software?

Employee Management Software enables employee records to be available online meaning organisations can digitally manage all staff data in one central place. Digital access to information is available only to authorised users from anywhere via a mobile device. High levels of security means data is secure from loss, damage or malicious attacks.

The software will be installed by professionals who can implement workflows that align with your business processes and ensure the system works for you as you need to. Any system should be user friendly and simple to use to ensure a good ROI.

What is the purpose of an employee management system?

An employee management system alleviates the pressures HR professionals face when managing high volumes of employee records, recruitment, performance reviews, payroll information and all associated legislation. It can **automate** repetitive tasks so HR teams can focus on employee retention, training and satisfaction.

Can an Employee Management System Manage Holiday Requests?

Yes! Eradicate the hundreds of emails received by HR and Line Managers with holiday requests and approvals. Each employee can access, track and request their own holidays and see their remaining entitlement with no involvement from HR. Requests are managed by the system with emails sent to line mangers for approval.

Can DocTech help my HR Department Management Employee Records?

Managing employee records is at the heart of what our solution can do. Secure and centralised storage with simple searching that's available to only those with authorised access. Once the required information is stored in our d**ocument management software,** key workflows can begin to manage recruitment, on-boarding, training and performance reviews.

Conclusion

Effective employee management is crucial to ensure individual performance and organisational goals are met. Increase productivity and control the flow of documents in your HR department by using DocTech's Employee Management Software.

Engage your workforce through better management of their data and give HR professionals the time back to support staff and help them reach their full potential. Engaged staff are less likely to look elsewhere for employment. Retaining staff improves company culture, while saving money and time on future recruitment and on-boarding.

With secure document storage, you can ensure qualifications, training and competencies are kept up to date, while reducing paper, reliance on network folders and pressure on staff.

We understand that switching to a new way of working and introducing new software can be daunting, but we are here to help every step of the way. Our team of friendly and experienced staff have the knowledge to implement a solution that works for your business.

We offer process improvement advice and support to organisations in various industries irrespective of their size and stage of their projects.

Whether you know you need employee management software, or would like some further information on how it could work for your organisation get in touch. Book a discovery call with a member of our team who will listen to the challenges you're having in HR and explain how our solutions can help.