



Affinity HR Document Management

Find any document in seconds without leaving your chair.

Win the paperwork and filing war with quick and convenient on-line access to all employee related documents. Access remotely, manage centrally and share documents with appropriate staff. Manage policy compliance with on-line distribution and acceptance.

The volume of information continues to increase and established manual filing systems can't keep up or do not adequately allow for quick and easy access to files. This problem is compounded when the need to access employee documents is shared between different roles, departments and physical locations.

Your organisation's HR information is one of your most valuable and irreplaceable assets, but it needs clever management to ensure it's secure and readily available. The Affinity HR document management system electronically stores all HR related documentation from employment contracts to policy. It provides fast and easy retrieval of documents by attaching them directly to the relevant records. By simply finding the relevant record (employee, position, incident, etc.) a list of all related documents are displayed along with information such as issue date and optional employee acceptance of the document.

Store Any Documents

Affinity will store any document type including scanned documents, PDF's, Word, Excel, Emails, etc. Your handwritten notes, manually completed statutory or customer forms etc. can also be scanned and attached to the appropriate record. Any documents auto-generated by the Affinity system are also automatically added to the appropriate record.

Accessible

All documents are instantly accessible from anywhere within the Affinity system. By using document categories Affinity determines who can view each document (e.g. Employee Upwards, Manager Upwards, HR/Payroll Only, etc.). Through self-service, employees and managers have on-line immediate access to all the appropriate personal and policy/informational documents. Finance, HR, payroll and auditors can also gain appropriate and efficient access to records despite the geographical location of the employees.

Acceptance of Policy/ Instructions (Compliance)

Automatically send documents and policy updates via self-service to circulate information, policy, or obtain employee receipt, acknowledgement and agreement of new document or policy changes. Employees are notified of new documents requiring review/acceptance. On viewing the document employees are prompted to acknowledge they have read and understood/agreed with the document/policy. If acceptance is required and does not occur, Affinity will automatically escalate. On acceptance by an employee a date stamped copy is placed in the employee's on-line document folder and full details recorded to attest compliance/acceptance. A very useful record during HR or legal proceedings as all documents scanned into Document Manager are admissible in court in their electronic form.

Security

Not having documents in paper form provides a greater level of control over sensitive information. Documents stored in Affinity are fully protected by encryption and access is limited to the appropriate role and document type. Default access is set by the user adding a document and/or the management structure above that person. Full daily/weekly backups and optional regular electronic customer copies are available. Document storage is one part of the full Affinity Disaster Recovery provision with instant replication between independent data centres ensuring access to documents regardless of any disaster that might occur.

Key Features

- **Statutory**
Manage compliance requirements.
- **Risk and Compliance**
Assures employees agree/validate all legal documents, stored in repository for retrieval.
- **Accessibility**
Accessible by the appropriate people.
- **Security**
You determine who has access with full audit trail reporting.
- **Policy**
Workflow the distribution and acceptance of policy.



www.affinityes.com

For more information email info@affinityteam.com
FREE CALL AUSTRALIA 1800 778 326 or NEW ZEALAND 0800 729 633