# Document management solutions for your HR and Payroll departments

## Against a backdrop of economic challenges, increasing pressure is being placed on the human resources (HR) department.

Organisations are reliant on their HR department to carefully manage the complete employee lifecycle, from recruit to retire, while trying to keep costs to a minimum and meeting both organisational and regulatory requirements.

V1's document management solution can play a major role in enabling HR departments to manage these processes whilst delivering a clear ROI.

V1's document management solution provides instant access to all types of documents such as contracts, payslips, holiday requests, salary reviews, disciplinaries and pension information. Documents held within the archive can be viewed through HR and Payroll systems and are automatically linked to an employee record.

Outbound documents produced by mail merge can be automatically indexed and archived with little or no user intervention – compare that to the time and effort required to manually file each letter in separate personnel records.
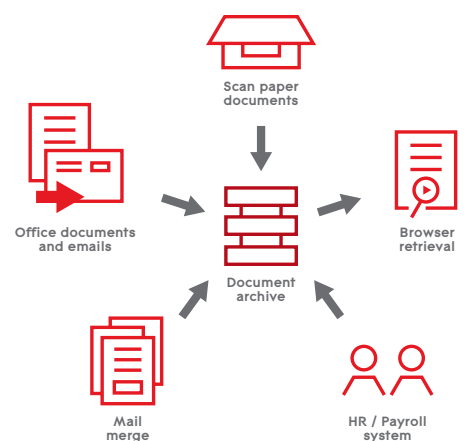
**Inbound documents can be dealt with in a variety of ways:**

**Paper documents** arriving into the organisation can be scanned, archived and subsequently shredded. Documents such as contracts of employment can be captured and kept securely in the archive.

**PDF and Photo CVs,** copies of driving licences, training certificates can all be electronically stored in the employee's file.

**MS Office Documents** either received by email or generated internally can be easily stored away. Simply drag and drop the document into the archive and link it to an employee record.

**Emails** The solution provides the facility to drag and drop an email (complete with attachment) directly from the Inbox into the archive.



Scan paper documents

Office documents and emails

Browser retrieval

Document archive

Mail merge

HR / Payroll system

# Pension Auto-enrolment

Workplace Pensions law is changing, and every UK employer will have to act upon those changes. The new law requires all employers with one or more workers to automatically enrol certain members of their workforce into a pension scheme to which they must make contributions. The new regulations came into force from 1st October 2012.

These new regulations will also result in a significant increase in administration and paperwork but this is an area where document management can make big savings.

V1's document management solution can capture outbound documents as they are produced by the system's mail merge facility. As signed documents are returned to the business, they can be scanned and automatically filed in the employee's record.

It is anticipated that organisations will need to spend 2.5 hours extra per employee per year on administering Pension Auto-enrolment which will certainly add significant workload and additional paper to the HR department, particularly in larger organisations. Most organisations are now considering how to mitigate the expense of handling such a large additional volume of documents. Document management is the obvious solution to this.

## The business benefits of integrating document management into your HR solution

▶ Electronically manage Auto-enrolment documents

▶ Save expensive office storage space and offsite archiving

▶ Find employees' documents instantly

▶ Save time filing paper documents

▶ Secure back up ensures business continuity in the event of disasters (fire/flood)

▶ Aids business compliance in the face of ever increasing levels of red tape

▶ The archive will hold all documents relevant to all phases of the employee life cycle

▶ Integration with your existing HR and Payroll systems