

Less paper, more results. Rely on HR Paperless

! Problem: The processing and workflow of HR documents containing sensitive data were for a long time tied to paper, pen, and postal services. Technological advancements in this area have been limited by legislative restrictions and security concerns. As a result, companies relied on traditional practices, which significantly slowed down both efficiency and innovation.

✓ Solution: The universal HR Paperless platform allows users to generate, distribute, sign, and archive HR documents in a fully digital and seamless workflow that meets all legislative and security standards.

01

GENERATION

In the application, documents are ready for users to work with, and templates that they can customise and adapt to their needs.



02

DISTRIBUTION

Users can send generated documents individually or in bulk according to customisable parameters and filters.



03

SIGNING

Recipients electronically sign the received documents using the Employee digital signature or by verifying their identity through integration with third-party solutions like ZenID, Trask, or Esign.



04

ARCHIVING

After the digital signature the document is archived. In cases of a physical signature, the document can be scanned and uploaded into the system, subsequently becoming accessible in the employee's EOS.



Benefits:

- ✓ **Open technologies:** The platform is easily integrable into SAP SuccessFactors ecosystems.
- ✓ **Support for hybrid processes:** The solution enables the use of hybrid forms of digital generation and physical signing.
- ✓ **Digital overview:** A spectrum of supportive transactions provides a comprehensive real-time overview of all documents, which can be filtered and organised as needed.
- ✓ **Power of automation:** Based on specific parameters, users can set up automated sending of alerts or notifications about approaching expiration dates or signing deadlines.

Result:

- 👍 The HR Paperless platform facilitates the digital transformation of processes related to HR documentation. It enhances efficiency, reduces the need for paper documents, and enables quick management and archiving, while centralising all processes within a single interface. This significantly relieves HR departments from repetitive administrative tasks while simultaneously improving the user experience for employees.

References:



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