Top 25 Ways HR Departments can Benefit from IS Docs

Recruiting

Use docMgt Workflow to easily share documents with recruiters and hiring managers and to quickly identify where candidates are in the recruiting process.

1. Job descriptions and job requisitions
2. Applicant forms

Onboarding

Capture documents and add them to the employee file as they come in, so you can share documentation, automatically notify the right people, keep documents secure, and speed new hire processing to ensure employees have what they need on day one.

3. Employee handbook acknowledgement
4. I-9 documentation
5. Direct deposit authorizations
6. Emergency contact information
7. Employee credentials documentation

Employee Management

Give managers easy access to employee performance and disciplinary information from a central repository. Use electronic Personnel Action Forms to process transfers and promotions while keeping other parts of the employee file confidential.

8. Personnel Action Forms
9. Tuition reimbursements
10. Change of information
11. Disciplinary actions
12. Performance evaluations
13. Certifications

Payroll

Give payroll associates access to parts of the employee file, so the most up-to-date documents are available on-demand and your staff doesn't have to make duplicates.

14. W-2 reprint requests
15. Payroll change
16. PTO payout

Benefits

Easily collect information and incorporate it into the employee file by scanning forms or using docMgt e-Forms to gather data from employees and submit directly to benefits associates for processing.

17. Employee enrollment forms
18. 401K/403b deduction changes
19. Beneficiary designations
20. Flexible spending
21. Workers' compensation
22. Life events
23. Leave of absence, FMLA and Disability

Offboarding

Use a separation checklist in docMgt as a central collection point for information, helping you share and update information with the appropriate personnel in other departments and verify the completion of separation tasks.

24. Separation checklist