GIT Business Software
Since 1981

WinEUR DocuRH
Optional module in WinEUR PAYROLL

This module, which must be linked to WinEUR PAYROLL, offers the possibility of complete electronic management (EDM) of all administrative documents produced in WinEUR PAYROLL concerning your employees, this through integration with M-FILES, the Electronic Document Management software. It's a simple and friendly interface to import HR documents that also allows you to save them electronically.

PRODUCT HIGHLIGHTS

- ✅ Quick search thanks to advanced search features M-FILES
- ✅ Filing by type of documents
- ✅ Filing by user group
- ✅ Automatic management of access rights: a web interface allows each employee to access their own documents
- ✅ Import all types of file formats used in office software (Word, Excel, PDF, etc…)

Technical aspects

PROCESS

- Employee «paper» documents are digitised by scanner, then filed from WinEUR PAYROLL

- 2 types of users and uses:
  - o "HR" administrator who has all rights, created in M-Files and linked to a Win€UR Payroll user who is part of an HR group (standard use)
  - o "Employee" user qui only has viewing rights over his own documentation (optional use of electronic distribution of employee documents)

- Documents are organised into two groups:
  - o HR: includes all human resource related documents
  - o Employee: includes all documents generated from the payroll program for all employees

- Once scanned, the documents can be view by employees (HR and other) and via an intranet (M-FILES licence extra). For use via a WEB extranet, provide for additional infrastructure as well as M-FILES licences.

- Access is secure through the use of private and personal M-FILES viewer user accounts.

GENERAL ASPECTS

- A wage company (inter-fiscal year) is linked to a secure M-FILES safe

- Management of document lifecycle for identity cards, work permits, etc., according to your settings

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- Notions of «M-FILES view» predetermined by the administrator and employees

- Option to print a list of employee logins for the HR administrator

- Possibility to use advanced features of M-FILES

LIST OF DOCUMENTS HR

- This is a non-exhaustive list, the wages administrator user can add others from M-FILES, i.e. all documents saved in office software format:
  - Letter of offer
  - CV
  - Certificate of employment
  - Placement agency file
  - Hiring questionnaire
  - Letter of engagement
  - Employment contract
  - AVS card
  - Passport or ID card
  - Family record book
  - Work permit
  - Drivers licence
  - Bank card
  - Criminal record
  - Copy of permit or hiring location request
  - Copy of IS announcement form
  - Copy of benefits request
  - Various correspondence with administrations
  - Correspondence with the employee
  - Amendment to employment contract
  - Annual LPP certificate
  - Notification of accident
  - Notification of illness
  - Medical certificate
  - Letter of resignation
  - IS exit notification
  - Final employment certificate
  - Notification of exit to the Cantonal Population Office
  - LPP certificate

LIST OF DOCUMENTS STAFF

- Pay slip, salary certificate, source tax receipt, general annual summary, vacation