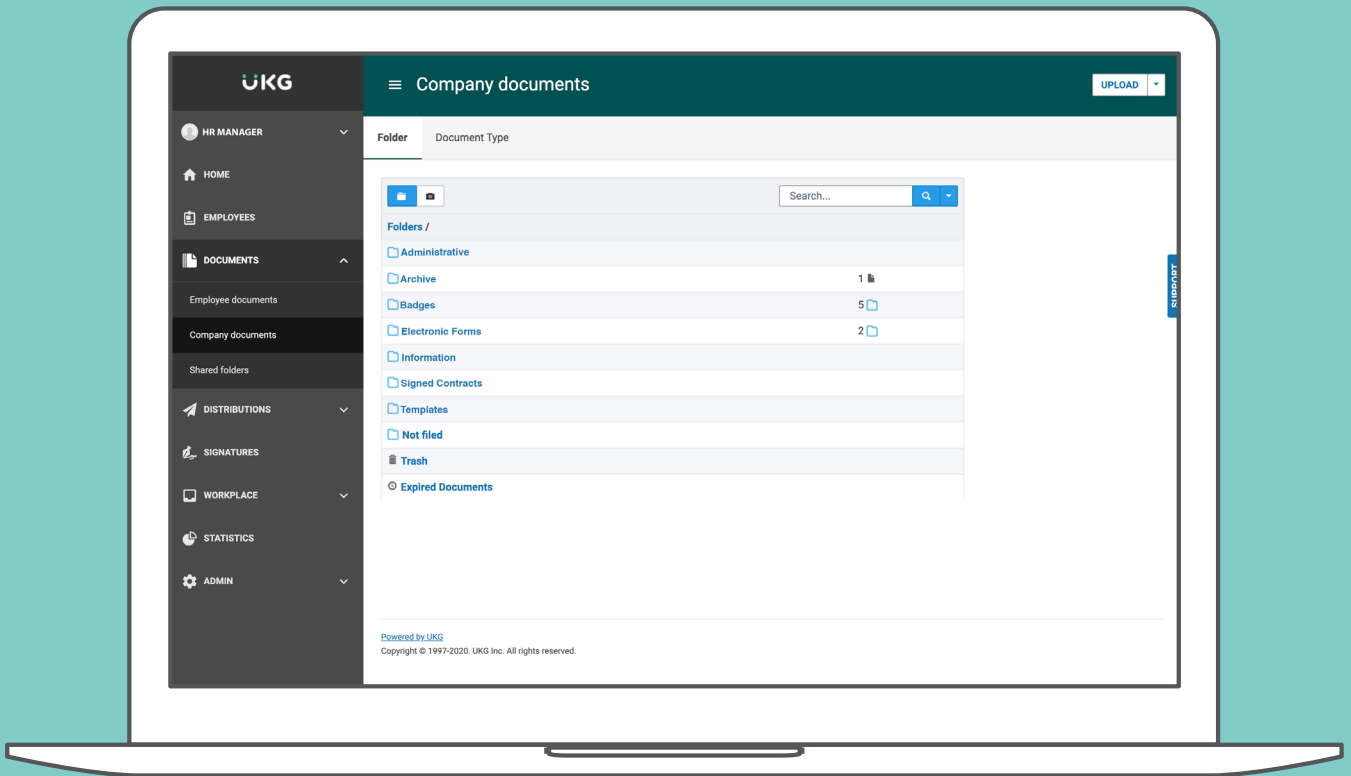


Document Manager

Go beyond document storage to proactively address compliance and **digitise critical processes**.

With UKG Document Manager (formerly PeopleDoc Employee File Management), go beyond static storage to active document management, and make HR’s job easier and more efficient. Create, store, access, share, and delete employee files in one secure place for teams to access from any device. The solution centralises employee and company documents from multiple sources, including scanned paper documents previously stored in filing cabinets and digital documents stored across existing HR systems.



HR Agility

With Document Manager, HR teams gain a complete view of all employee files from various HR systems. Centralised document access means HR can quickly take action to find documents, request missing documents, or initiate a signature process in just a few clicks.



Empowered People

In digitising employee files, HR is able to offer a modern, accessible document experience for all people. With Document Manager, employees can upload critical HR documents, and quickly complete document-related tasks from any device, no printer necessary.



Optimised Service Delivery

Document Manager allows HR to track and report on key metrics, such as pending document signatures, missing employee documents, expiring documents, and more in order to remain compliant and continuously improve digital document processes.

Key benefits

For HR Professionals

Easily migrate your historical paper and electronic documents, and add new paper documents via upload, scan, fax, or email

Store and secure all your employee files in one place, automatically importing documents from other HR systems

Quickly find the records you need by performing advanced searches with multiple criteria, such as document type, employee ID, dates, or other metadata

Route documents to the appropriate individuals for review, eSignature, or acknowledgement

Enforce employee data and document security through role-based permissions and password-protected document viewing

For Employees

Provide an easy document experience for employees throughout various processes, including crossboarding, relocation, promotions, tuition reimbursement, patent remuneration, and more

Enable employees to securely access documents, as well as sign time-sensitive documents with electronic signature

Distribute critical HR documents to all employees instantly, even those without company email addresses

Quickly complete document tasks to focus more time on building relationships with employees

Maintain employee data privacy with role-based permissions and additional document security features

Proactively Address Compliance

- Ensure employees and HR teams are only able to see documents which they have viewing permissions for, based on document type or user role
- Easily view missing documents or documents that are about to expire so HR can request employee files and stay ahead of an audit
- Maintain an audit trail that tracks actions performed on a document, such as sharing, downloading, and deleting
- Securely share documents with a third-party, such as your legal team, compliance officers, or a third-party auditor
- Define retention schedules for each document type, managing global compliance with laws and regulations
- Actively manage the entire document lifecycle for employee files—from creation to disposition without involving IT resources

Automate Document Processes

- Digitally create, access, and send documents with ease—no more download, print, mail
- Automatically generate simple or complex documents that require logic-based templates
- Easily send documents for electronic signature and store completed documents in the employee file
- Send employee documents, like payslips or other critical files, to an employee electronic vault
- Gain deeper insight into KPIs like time to complete a contract, number of documents expiring in a timeframe, or total number of archived documents by user, type, location, and more



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