Document & Content Management for Human Resources

Element3 Solutions have partnered with World Class technology providers to give our customers access to best of breed technology systems, enabling turn-key, highly effective business software solutions.

M-Files®

Building and retaining your team is the most important thing any business can do. From recruitment and hiring, to onboarding new hires, and then ongoing throughout the entire employee lifecycle, investing to efficiently and consistently manage and optimize this most important asset is money well spent.

Complying with security, health and labour regulations is a mandatory requirement, but the real goal is to build and retain the team that will enable the business to succeed and grow.

BENEFITS OF HR DOCUMENT MANAGEMENT

VISIBILITY AND CONTROL

Employee-related documentation is often scattered throughout the organization, in email, in folders on shared network drives, and in other repositories or information silos. M-Files HR consolidates employee-related information in a central location, either in the cloud or on-premises, providing visibility, control and efficient processing of employee documents and records.

EFFICIENCY AND AUTOMATION

HR processes are often still manual, making them time-consuming and error prone. M-Files HR saves time and reduces errors and compliance risk by automating the management of HR documentation and related processes with easy to use templates, assignments and workflows with integrated notifications.

COMPLIANCE AND SECURITY

M-Files HR ensures employee records are secured and retained in accordance with government regulations and company policies, M-Files HR maintains a full version history and audit log for compliance support. Automatic permissions ensure that only authorized users have access to confidential employee documents and information. Permissions can be automatically controlled on an individual basis, or by pre-defined groups, including Active Directory support.

6 WAYS ELEMENT3 SOLUTIONS CAN HELP YOUR HR NEEDS

Hiring
Manage and process job descriptions, resumes and pre-hire testing documents.

Onboarding
Assign and track employee orientation and onboarding information and status.

Performance Appraisal
Simplify the management of annual performance reviews.

Training and Development
Manage and track professional development and certifications.

Manage
Manage and retain employee records with a full audit log and version history.

Integrate
M-Files HR can be integrated with existing HRMS and HRIS systems, such as Workday, PeopleSoft and others, even custom systems and databases developed in-house.

Element3
SOLUTIONS