



Document Management Solution

Zalaris' Document Management Solution, which we call Zalaris eFile, is your path to a completely paperless HR function. With easy access, reassuring security and robust compliance, it will transform the way your HR team operates.

Overview of the solution:

With the Zalaris eFile file management solution you can banish inefficient piles of paper and cumbersome manual records as all HR-related documents are electronically uploaded, accessed and maintained in a secure and central location. You will save time and money spent processing documents, while knowing you have an archive in the cloud that can be viewed at any time. Employees can view and add to their documents via our simple PeopleHub self-service portal, further reducing the burden on your busy HR team.

Features of the solution:

For employees:

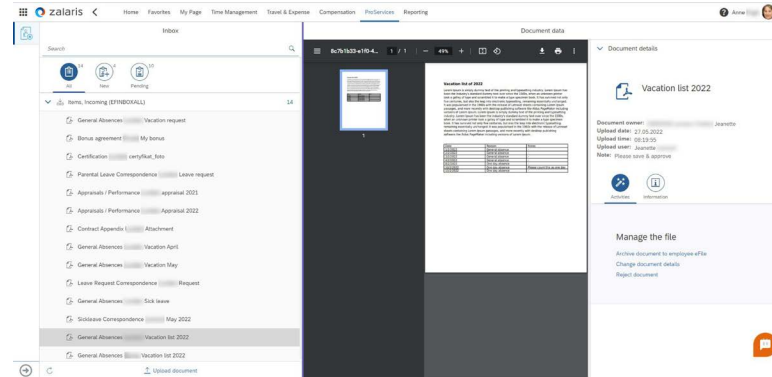
- ✓ Access to all archived documents for all employees in your organisation.
- ✓ It improves financial stability and allows for better visibility and planning.
See employees' files in just a few clicks, saving time.
- ✓ No need for third-party document management systems, saving money.
- ✓ User-friendly desktop and mobile platforms.
- ✓ Customisable document storage and deletion rules with full compliance and security.

For employers:

- ✓ All their personnel documentation in one place, at their fingertips.
- ✓ Easy to collaborate with managers and HR administrators.
- ✓ Time-saving self-service system via a desktop or on-the-go mobile platform.
- ✓ Reassurance that unwanted records are securely deleted.

Benefits of the solution:

Zalaris eFile brings you all the benefits of paperless HR. You will have access to all archived documents for all employees, with HR admins able to access, view and perform activities within each employee's e-file. Managers have an overview of their team's documents and can submit more files to be archived on their behalf.



An easy search engine means your HR team can navigate between employees within your organisation, while leaving it up to staff to upload and check on their own archived documents through Zalaris' PeopleHub self-service portal.

The Zalaris eFile DMS solution reduces the time it takes to process documents, saving time and money. User-friendly desktop and mobile platforms increase efficiency and ensure that your HR team and all members of staff have instant access to their records wherever they are.

How does it scale your HR & Payroll?

Zalaris eFile is a file management solution that provides effective document storage during the entire employee lifecycle, a solution that supports a global structure for multi-country clients. It offers customisable storage and deletion rules, tailored to your organisation's governance processes and local data-handling legislation such as GDPR.

Documents can be archived, assigned to the eFile Workspace where HR administrators can decide what actions should be taken, or moved to the eFile Recycling Bin where the HR team can manage documents that are nearing their deletion time. All these functions are ideal for a scaling organisation with growing HR demands over multiple jurisdictions.

The Zalaris eFile DMS solution also closes the gap that can undermine HR efficiency in companies where only a one-year history of personnel records are kept in the cloud, with the rest shuffled into antiquated archives.

Go paperless with the Zalaris eFile file management solution and gain the competitive advantage that streamlined, easy-access and secure document management brings.

Want to get started? Get in touch with our experts today.