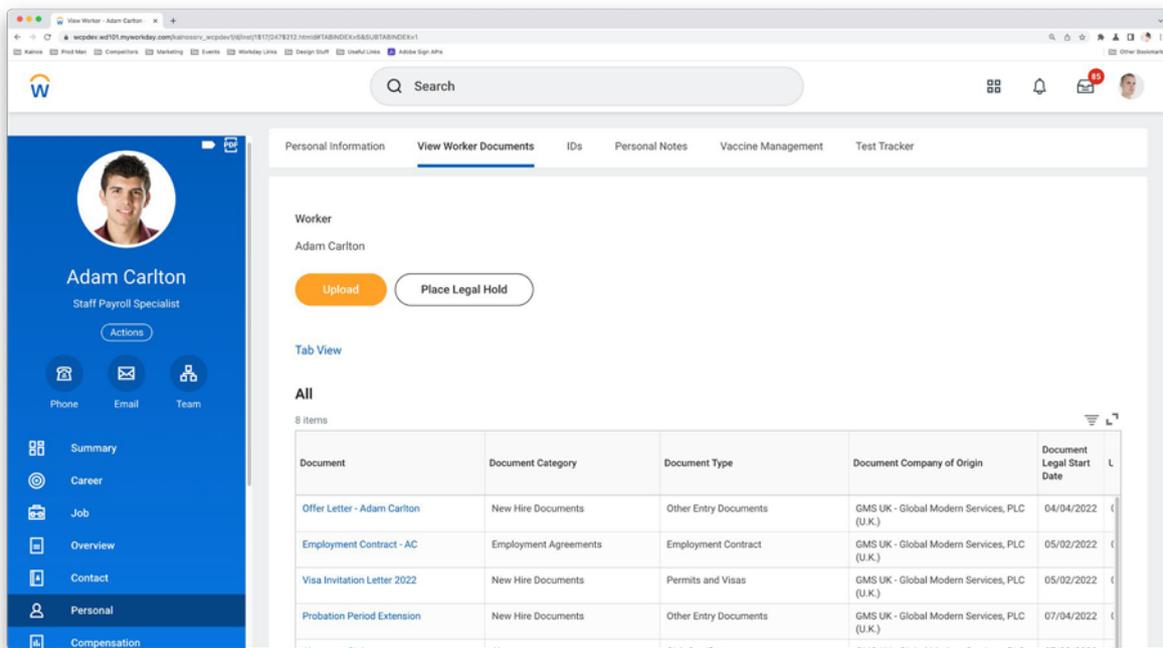


# EMPLOYEE DOCUMENT MANAGEMENT

## Easily create, manage, distribute, store, and view documents directly within Workday

**Enable your fast-moving teams with a simple, innovative all-in-one solution – Kainos Employee Document Management (Kainos EDM) – to easily create, manage, store and access documents.**

HR professionals will be familiar with the many challenges of keeping documents updated, secure, compliant and accessible. Kainos EDM eliminates the pain of working across multiple systems and provides intelligent document generation, storage and compliance capabilities within Workday.



### Employee Document Management helps you to:



#### Enhance employee self-service

Eliminate poor user adoption and low engagement in your business and unite, integrate and optimise all your people processes and maximise the success of your employees. Kainos EDM enables employees to securely access and view their documents by category without contacting HR.



#### Maintain privacy and security

Automate your document management processes with the confidence that your data is secure. Kainos EDM works seamlessly inside Workday, leveraging existing security models. Store employee HR documents safely and control access to personal information and sensitive data and maintain a detailed audit trail.



#### Increase productivity

Save time and effort by having everything your business needs in one place. Improve operational performance with a centralised area inside Workday that enables you to manage your document templates, making it easy to create and modify templates using the tools you know (Google Docs/Microsoft Word), manage versions, configure e-signature rules and upload document attachments.



#### Ensure regulatory compliance

Improve compliance with data privacy legislation such as GDPR by configuring retention policies that make sure employee documents are not held for longer than required. Apply a legal hold to an employee record to prevent documents being deleted. Monitor the status of your documents and receive updates and reminders for important events/legal changes that may affect your business.

## The benefits provided by document storage and compliance



### My documents

Employees and HR teams can access documents quickly and easily inside Workday using a simple interface.



### Access control

Configure access by document type. Manage purge approval and authentication requirements.



### HR-only view

Set access controls for your HR team to limit who views sensitive documents e.g. Employee grievance report.



### Document retention

Specify how long to keep document types. Create multiple policies for user attributes e.g. location/document type.



### Legal hold

HR teams can apply a legal hold to automatically suspend a retention policy and prevent updates or purging.



### Enhanced audit

View complete history for each employee document from creation or upload to the time its purged.

## The benefits provided by document generation



### Document generation

Streamline your document creation process by automating the generation, distribution, signing and filing of documents.



### Advanced template management

Save your HR team valuable time by using simple, customisable templates for a range of document types. e.g. contracts, offer letters.



### No code Microsoft Word integration

Enable your HR team to build powerful Workday data-driven templates using tools you know (Microsoft Word/Google Docs).



### Mass document generation

Save time by generating multiple documents at once, distribute using attachments and link to eSignature functions.



### Powerful eSignature capabilities

Automate and speed up your signature capture processes with built-in capabilities to handle wet and advanced signature types.



### Seamless integration

Export data from third party systems and integrate to Workday, so you have all your company documents in one, secure place.

Minimise risk and transform your business today with Kainos Employee Document Management. Book a demo with one of our experts.

BOOK A DEMO

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Find out more at [kainos.com](https://kainos.com)

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 Kainos for Workday