



▶ YOUR WORK FLOWS

■ Business Solution ELO HR Personnel File

Digitize personnel processes



Issue employee badges with just a few clicks using ELO HR Personnel File.

Digital personnel file

Securely manage HR data with Business Solution **ELO HR Personnel File**

Digitization presents major opportunities for streamlining HR processes. Take advantage with ELO's digital personnel file.

Business solution **ELO HR Personnel File** assists you in setting up electronic personnel files and standardizes documents, regardless of formats. All correspondence, such as e-mail applications, reference letters, and leave requests, is stored in a central location. A permissions-based system and encryption technology ensure compliance with data protection and other legislation.

At the same time, **ELO HR Personnel File** automates numerous processes and relieves employees of routine tasks. It enables form-based workflows, notifies employees of deadlines, and simplifies approval processes. Shorten processing times, cut costs, and increase transparency for your HR processes.

- › **Create master data**
Create master data and initiate the necessary processes when an employee joins or leaves the company.
- › **Support processes with checklists**
Use checklists to streamline your processes.
- › **Ensure data protection compliance**
Easily meet the requirements of GDPR and other directives.
- › **Meet deadlines**
Never miss deadlines or appointments thanks to automatic notifications.
- › **Always stay on top of things**
Keep even large numbers of documents under control with custom dashboards.

Capture and manage HR data

Integrate with third-party systems

If you already work with an HR system, you can easily integrate it into ELO. Master data can be transferred to the personnel file in HR and kept up-to-date thanks to a data comparison function, which keeps you apprised of relevant employee data.

Manage activities

The HR board and checklists with a comment function help you to effectively track activities. Select a checklist from available templates and simply tailor it to your own needs. You can even use checklists to automatically control your work processes.

Maintain master data

After you have imported or manually created master data, you can easily maintain it. Changes are quickly processed using form requests and automatic data transfer functions. Subsequent actions -- regardless of nature -- are fully automated.

Manage document formats

All common file formats can be stored and managed in one central location in Business Solution **ELO HR**. Easily transfer paper documents to the file using the built-in scan function. With Outlook integration, you can include e-mails in personnel files and automatically send them from ELO.

Ensure compliance with data protection requirements

Meet deadlines

Monitor and meet important deadlines with Business Solution **ELO HR**. For example, you can track when probationary periods or employment contracts end. Business Solution **ELO HR** automatically notifies you before the deadlines pass.

Track expirations

Certain documents, such as applications or warnings, must be destroyed after a specified period. With ELO, you can set deadlines according to legal requirements.

Effective data protection

Reliable role, group, and user-based access rules make sure employee-related data stays safe. Assign permissions to personnel files or data within files, or apply special encryption mechanisms to safeguard your information. Sensitive data can only be viewed by authorized users. All access and changes are automatically logged, ensuring transparency and compliance.

GDPR? No problem with ELO!

The European General Data Protection Regulation (GDPR), which came into force on May 25, 2018, governs how data is collected, processed, and stored. Companies are required to take technical and organizational measures to protect personal data. ELO ensures that you implement GDPR in a secure and transparent way: the standard software versions already include compliance functionalities.

Key features



Create workflows

Use the integrated workflow designer to generate your own automated workflows for approval processes or change requests, keeping your processes transparent.



Standardize processes

The ELO personnel file provides you with standard processes that can easily be integrated into your system – from staff change notifications to leave requests.



Access from anywhere, at any time

With the ELO client for mobile devices, authorized have access to the ELO ECM system while on the go, and can trigger requests or processes with just a few clicks.



Organizational charts

Create organizational charts with as many hierarchies as needed to maintain an accurate view of you company's HR structure.



Create dashboards

In just seconds, **ELO Analytics** allows you to easily visualize and analyze large volumes of HR data via custom dashboards.

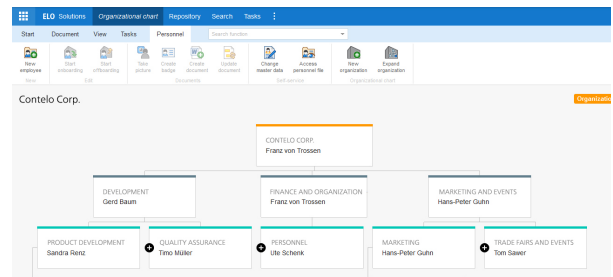


Figure: Company organizational chart



Foster collaboration

The ELO document feed simplifies collaboration significantly. Employees can leave comments in the feed or subscribe to documents.



Issue employee badges

An integrated template manager features components for standard correspondence and templates for creating employee badges, including a picture thanks to webcam integration.

Are you ready to transform your HR processes and you're interested in complementary ELO products? Take a look at our other solutions:



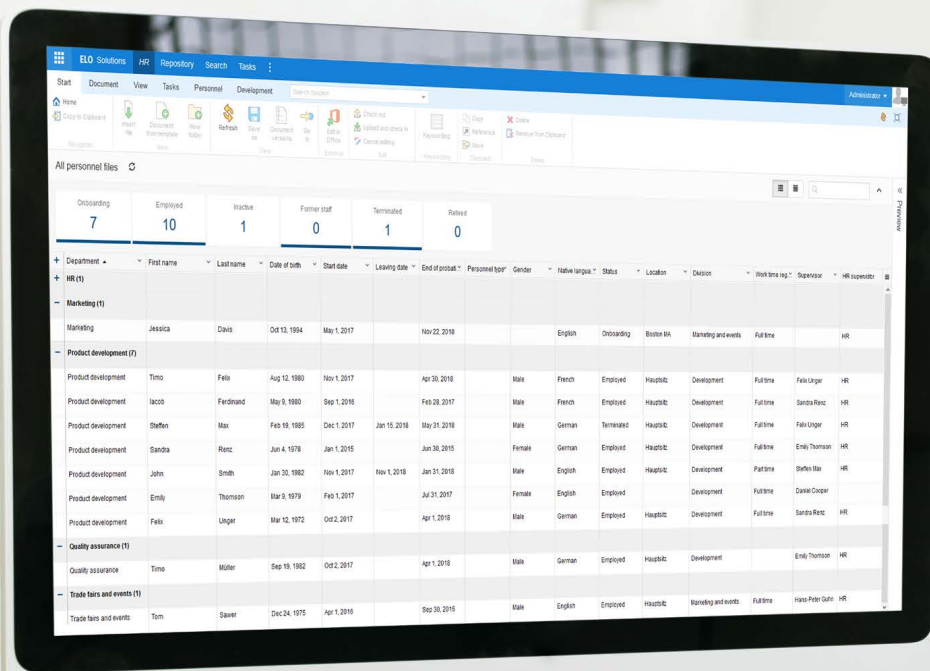
ELO Contract

Digital contract management
www.elo.com/en/contract



ELO HR Recruiting

Digital candidate management
www.elo.com/en/recruiting



The benefits

Secure data capture and management

- Meet GDPR requirements and ensure transparency
- Manage your documents in one central location, regardless of formats
- Easily integrate existing HR systems
- Protect your data with role-based access rules
- Delete documents according to defined guidelines

Simple process control

- Integrate standard HR processes into existing processes
- Initiate work processes anywhere - any time
- Tailor templates to your requirements
- Define your own custom processes
- Flexibly map organizational structures

Fast data analysis

- Log changes and access end-to-end
- Automatically manage deadlines and appointments
- Quickly analyze data
- Reveal correlations in custom dashboards
- Compare relevant company data

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ELO® is available from:

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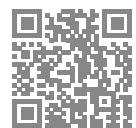
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For more information, go to:
www.elo.com/en/personnel-file