



Business Solution ELO HR Personnel File

# Digital personnel file

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[www.elo.com](http://www.elo.com)



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

## Redefining HR processes

Digitalization presents major opportunities for streamlining HR processes. **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. Permissions and encryption technology ensure compliance with data privacy law and other regulations.

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

- › **Easily create master data**  
Create master data and initiate the necessary processes when an employee joins or leaves the company.
- › **Use checklists**  
Use checklists to streamline your processes.
- › **Ensure compliance with privacy law**  
Easily meet the requirements of GDPR and other regulatory policies.
- › **Keep to deadlines**  
Never miss deadlines or appointments thanks to automatic notifications.
- › **Stay on top of things**  
Dashboards help you see the big picture, even if you have a large number of documents.

# Capture and manage HR data

## Integrate third-party systems

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

## Manage activities

The HR board and checklists with a comment function help you keep track of all necessary 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 thanks to form requests and automatic data transfer functions. Processes associated with new hires, such as installation requests or purchase requisitions, can be initiated fully automatically.

## Manage document formats

All common file formats can be stored and managed in one central location in the ELO digital personnel file. Easily transfer paper documents into the file using the built-in scan function. Thanks to integration with Outlook, you can store e-mails in personnel files and automatically send them from ELO.

# Ensure compliance with privacy law

## Meet deadlines

Monitor and meet important deadlines with the ELO digital personnel file. Keep track of when probationary periods or employment contracts end. The ELO digital personnel file automatically notifies you before the deadlines pass.

## 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.

## Observe deletion periods

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

## GDPR

The digital personnel file from ELO also ensures that you implement GDPR in a secure and transparent way: The standard software versions already include functionalities for enabling compliance.

### Core functions of ELO HR Personnel File

- > Permission and role concepts
- > Document chat function
- > Review and approval processes
- > Mobile access
- > Launchpad function to view HR files and submit change requests
- > Create badges
- > Map organizational charts
- > Dashboard with filter options and deadlines

# 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 digital personnel file from ELO provides you with standard processes that can easily be integrated into your system – be it notifications of changes in staff or leave requests.



## Use the mobile app

With the ELO client for mobile devices, employees have access to the ELO ECM system while away from the office, and can trigger requests or processes with just a few clicks.



## Organizational charts

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



## Create dashboards

**ELO Analytics** allows you to analyze large volumes of data in a matter of seconds to manage HR resources and visualize custom dashboards.

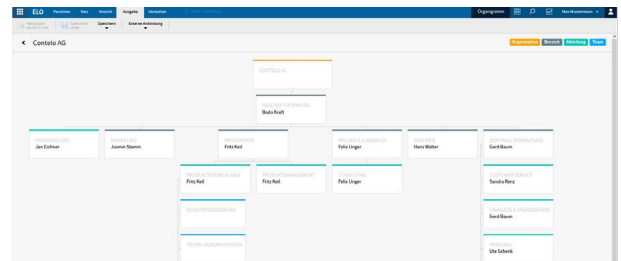


Image of an organizational chart



## Make collaboration easier

The ELO document feed makes collaboration a lot easier. 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 IDs, including a picture thanks to webcam integration.

Do you want to adopt even more digital processes in your HR department?  
Take a look at our other solutions:



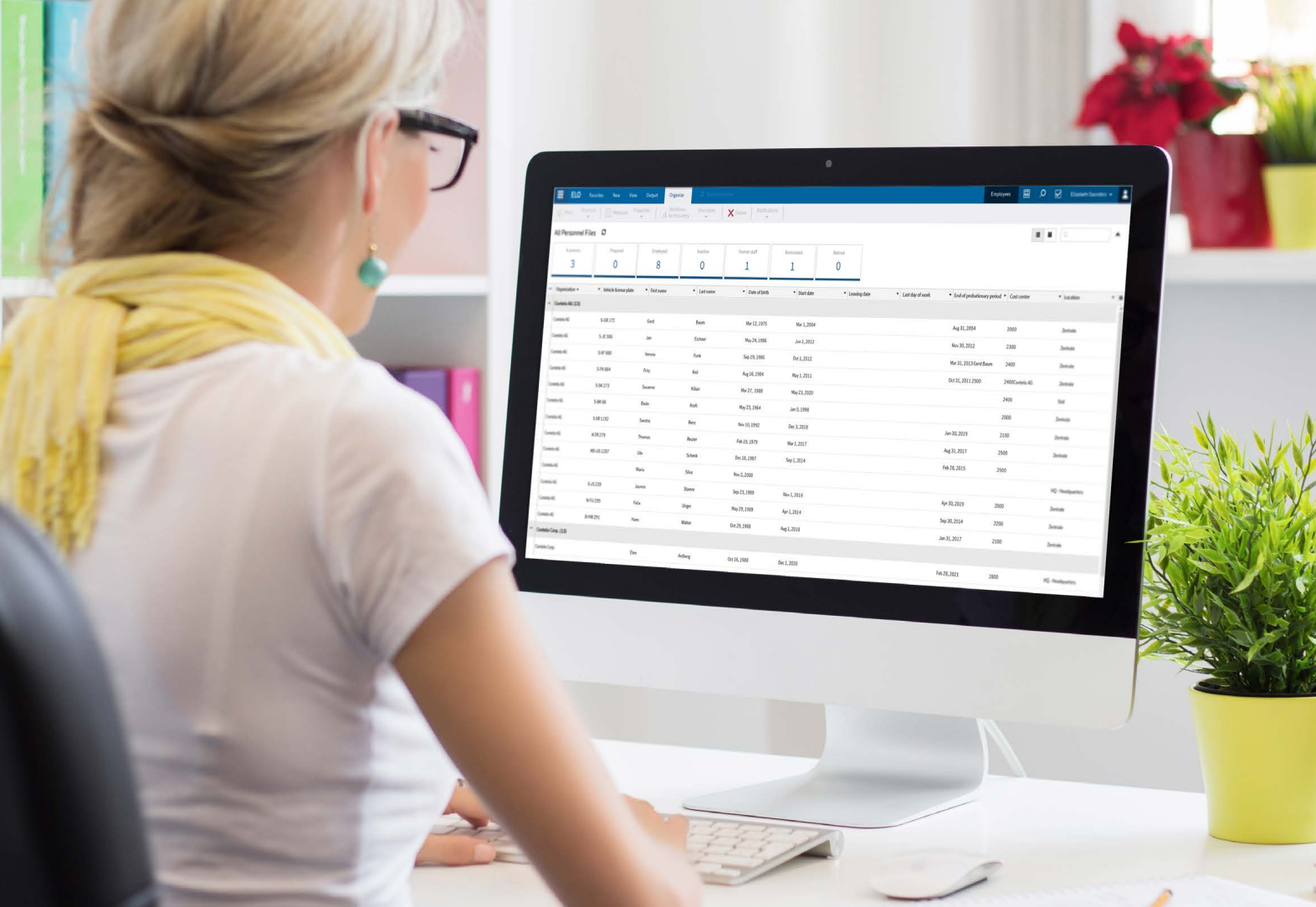
### ELO Contract

Digital contract management  
[www.elo.com/en/contract](http://www.elo.com/en/contract)



### ELO HR Recruiting

Digital candidate management  
[www.elo.com/en/recruiting](http://www.elo.com/en/recruiting)



## The benefits

### Securely capture and manage data

- Easily meet GDPR requirements
- 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 directives

### Simple process management

- Integrate standard HR processes into existing processes
- Initiate work processes on a mobile device
- Customize templates to your requirements
- Define your own custom processes
- Flexibly map organizational structures

### Fast data analysis

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

 **ELO HR Personnel File**

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