



H-Files

Revolutionize the way
HR management is done

Overview

Employees are the most valuable assets of an organization.

It is crucial to properly maintain your employees' records. Good record-keeping can help you to administer your company's human resource policies with greater efficiency.



“There is more to the HR management and recordkeeping process than just filing some employee forms in a filing cabinet”



Most records must be secured, accessible only to authorized personnel, and stored separately from other types of records.

Read on to learn how H-Files can help your organization.

What is H-Files

H-FILES is a cloud-based HR document management solution that enables a more efficient control over HR documents by storing them in an electronic archive that is accessible from any location with an Internet connection.



H-FILES supports the entire employee lifecycle, including:

Recruitment and Hiring

- manage job descriptions, application

Trainings

- manage training documents and certifications

Records Management

- manage and retain employee records with versions and audit logs

Appraisals and Promotions

- manage evaluations and authorization for change of employment

Onboarding

- manage job offers, employment contracts, policy records, and new hire information

Separation

- manage exit interviews and quit claims

Onboard more, worry less

Manage personnel files

As a best practice, employers should maintain a personnel file for each employee. Personnel files should contain data related to employment. These files should not contain medical information and certain other types of information.

For instance, medical information should be stored in separate and confidential medical files. When an employee leaves the company, his personnel file should be updated to include the exit interview report (if applicable), separation/resignation letter, and reason for leaving.



H-Files helps your HR department manage these personnel files throughout the employee lifecycle, from onboarding and training, down to separation.

With H-FILES, your HR department can:



✔ **Manage all files in one place**

H-FILES will serve as a central repository for all your files, not just HR records but any other files such as images, fingerprints, audio and video files

✔ **Access and share files securely via the cloud**

Documents can be accessed anytime, anywhere by multiple users at the same time.

✔ **Produce accurate and structured HR reports**

Since data is captured, HR, audit and compliance reports may be generated automatically

✔ **Integrate document management with other system applications**

No human intervention is required to pass information from one system to another which allows for consistency of data across different business applications

✔ **Provide a self-service portal for employees**

Employees may be given access to certain portions of their records so they don't have to keep requesting HR personnel



H-Files Modules



Core HR Modules

Personnel Tracking

- Employee Database
- Biometric Registration & Verification
- Employee Self-Service Approval Workflow
- Global Record Management
- System Reports
- Alerts
- Organizational Chart

Benefits Administration

- Benefits Management
- Reports

Payroll

- Payroll Management
- Reports



Workforce Management Modules

Attendance Management

- Approval Workflow
- Attendance Monitoring

Time Management

- Approval Workflow
- Time Sheet Calendar

Strategic HR Modules

Recruitment

- Job Vacancy Listing
- Application Tracking
- Employee Onboarding

Performance Review

- Employee Performance Reports

Knowledge Management

- Training and Development Repository



Apply secure controls

Employee files must be kept secure at all times, whether they are stored electronically, on a cloud, or in paper format. Ideally, the individual responsible for maintaining employee records should be the only individual with access. He should be present whenever a request is made to access an employee's file.

With H-Files, you can configure and assign access rights so that only the duly authorized personnel can view and access employment-related information.

Ensure that supervisors only view employment-related information and restrict access to employee medical information and other confidential data.



Provide employee access to personnel files

While there is no government requirement to grant employees access to their own personnel files, there are several areas that do. Most of them permit employees to view their files within a "reasonable period of time" following a written request.



"H-Files lets you provide employees' access to certain portions of their records so they don't have to repeatedly seek for approval, just to view the information that they need."

Not only does it save time on the part of the employees, but it also reduces the burden to the HR personnel in processing such requests.

For employees

Categorized information

The screenshot shows an employee profile page for Katrin Perez Lozada. The page is divided into several sections: a left sidebar with navigation icons, a profile card with a photo and basic information, and a main content area with a list of categorized information items. The categories include Employment Details, Personal Details, Salary and Payroll Details, Contact Information, Present Address, Permanent Address, Educational Background, Government ID, Professional License, Family Details, Emergency Contact Person, Company Relatives, Trainings, Accomplishments, and Certifications. A blue callout box on the right highlights the ease of viewing employee details and other relevant information.

Easily view employee details and other relevant information

Employee details

The screenshot shows the same employee profile page, but with the 'EMPLOYMENT DETAILS' section expanded to show a detailed view of the employee's information. The details are organized into a table-like format with labels and values. A blue callout box on the right highlights the ability to see employee details at a glance and update them if necessary.

Employee Number	16014	Linked Record	N/A
Last Name	Lozada	First Name	Katrin
Middle Name	Perez	Suffix	N/A
Job Title	Assistant Manager	Position Type	Rank and File
Position Title	N/A		
Salary Level	F	Employment Status	Resigned
Hire Date	04/18/2016	Separation Date	N/A
Employment Type	Regular	Regularization Date	10/15/2016
Company	SVI-SSC	Primary Company Email Address	klozada@svi.com.ph
Other Company Email Address	N/A		
Career Path			

See employee details at a glance, and update them if necessary

Uploaded documents

Details Benefits Administration Leaves Infractions Documents Timelogs

MAIN

Main (9)

- Biometrics (0)
- Compensation and Benefits (0)
- Education (0)
- Employment (0)
- Government (0)
- Medical (0)
- Payroll (0)
- Time and Attendance (0)
- Others (0)

Quickly and easily retrieve the documents, images, fingerprints, recordings, and other stored files

Time logs

Details Benefits Administration Leaves Infractions Documents Timelogs

Search: Show 19 entries

Date	Time	Action Type	Capture Type
No data available in table			

Showing 0 to 0 of 0 entries

First Previous Next Last

View the clock-in and clock-out logs of the employees

For HR personnel

ADD EMPLOYEE
Add the physical details and relations

Single Entry | No Audit

EMPLOYMENT DETAILS

Company

Employee Number Residence Employee Number (if applicable)

Last Name First Name

Middle Name Suffix

Job Title Residence Type

Position Title

Salary Level Employment Status

Work Status Superior Date

Employment Type Registration Date

CONTINUE

Add employee records in a secured database

UPLOAD DOCUMENTS
Upload new documents to your account

By Step

1. Select Company ID *

2. Attach the Excel file that contains the mapping of document to employee *

3. Attach the documents to upload *

ATTACHED FILES

CONTINUE

Upload the primary and supporting documents submitted by employees

PAYROLL PROCESSING
Process payroll companies and payroll entries in system

Company

Payroll Period

Payroll Period Date

PROCEED

Process the payroll details of the employees

Scanning and indexing services

To make the most out of H-Files, SVI also offers a comprehensive digitization service that converts historical and moving-forward documents into digital records.

Digitization of historical documents

SVI provides the scanner and PC at the client's branches for the scanning and indexing of historical files



- To optimize the throughput and turnaround time, scanning may be performed at the client's branches while the indexing is done at SVI's remote facility.
- If you prefer to do the scanning or already have digitized records, SVI can index those digitized documents and load them in a document management system (DMS).

Digitization of moving-forward documents

The branch personnel perform the scanning, while SVI staff performs indexing and loading to the AWS-based DMS for anytime access of the branch personnel

- To optimize the throughput and turnaround time, scanning may be performed at the branches while the indexing is done at SVI's remote facility.

When the volume of documents is substantial, SVI assigns its scanner team to do the daily tasks



Comprehensive digital transformation

Depending on the requirements and the agreed scope of work, SVI can scan all types of documents (KYC, accounting records, deposits, withdrawals, loans), index, and organize them in a document repository for the reengineering of business process including document warehousing

Get in touch



You need to see SVI H-FILES up and running to evaluate if it's the best solution for you.

Contact us to arrange a demonstration and see the H-FILES in action.

We look forward to hearing from you.


CONTACT US

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