



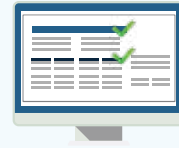
# HR System with payroll

**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
- **Appraisals and Promotions**
  - manage evaluations and authorization for change of employment
- **Trainings**
  - manage training documents and certifications
- **Onboarding**
  - manage job offers, employment contracts, policy records, and new hire information
- **Records Management**
  - manage and retain employee records with versions and audit logs
- **Separation**
  - manage exit interviews and quit claims

## With H-Files, your HR department can:

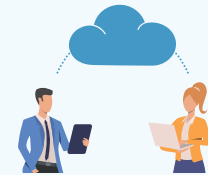


### Manage all files in one place

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 for certain information or documents.

