



DISRUPT THE STATUS QUO

Digital Employee Management

Companies around the world have been working to digitise HR documents and processes for some time, but the recent change in the way we work has escalated this transformation process into a priority.

Remote employee management in a time of uncertainty and rapid, almost daily policy change, maintaining business-as-usual, and handling affected employees during a global health crisis, are challenges that require a robust, secure, customisable and automated employee management system with quick setup and easy management.

BENEFITS



Go paperless



Digitise forms



Own your information



Apply retention rules



Secure confidential data



Empower self-service



Expedite audits



Access versions

CURRENT CHALLENGES



- HR documents are manually filed, in paper or electronic format and are difficult to manage
- Retention and notification management is impossible
- Contract and license renewals are difficult to manage
- Communication about rapid policy changes
- Sensitive employee information being handled remotely
- Cyber security that adheres to compliance regulations
- Remote employee management, including performance reviews, leave applications and exit interviews
- Additional sick leave policies

HOW IT WORKS



Automated Document Storage

Automated document management and indexing with centralised access, based on permissions, including email, paper and electronic document management.



Performance reviews

Monitor each employee's performance, provide early assessments and conduct interviews.



Onboarding

Minimise busywork and ensure laptops and other equipment are ready to go on day one.



Time-off management

Employees requests for vacation time, personnel time or medical leave can be tracked from one location.



Recruiting

Create job postings, efficiently manage resumés, and aggregate feedback from internal stakeholders.



Legal compliance

Keep confidential information safe with to comply with HIPAA, GDPR and other legal requirements.



Talent pool

Build a centralised pool of qualified applicants. Search across resumés, cover letters and applications.



Employee separation

Automating this process to ensure nothing is missed and the exit process is completed accurately.



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