

HR Toolkit: Document Manager

Get HR heard.

Make your communication count with Ceridian HRevolution

Making sure that vital information such as HR policy is read and understood is a challenge in today's timepressed business environment. The Ceridian HRevolution Document Manager provides a comprehensive way of creating, managing and distributing information across the business, meeting that challenge.

The ability to create and present information in a clear, accurate and real-time environment is critical in supporting day-to-day business decisions. The inbuilt knowledge management system gives you a single, central and secure access point to static and dynamic content.

Indeed, the Document Manager gives you your own HR Library that your employees can consult easily through the Self Service facility.



Benefits

Improved Communication

- Give your employees secure, 24/7 access to the documents you need them to read
- Locate documents in your HR library rapidly with text search facilities
- Publish static and dynamic information, reducing your reliance on ineffective email communication

Secure and compliant

- Support ISO9000 and compliance requirements with version control and audit trail
- Control access rights by role, ensuring that only the relevant people see the relevant information

Intuitive and user-friendly

- Use the favourites facility to allow users to set up and access their own subset of documents quickly and easily
- Highlight the documents you deem most important through the integrated self-service

The Document Manager has transformed how we communicate to the business, helping us enforce our HR policy efficiently.

HR Manager

Application Features

- Unlimited user access
- Ability to schedule, broadcast and distribute reports
- Online dashboards and scorecards
- Dynamic content
- Full audit and version control
- Document access is linked to security access rights

Technical Features

- Entirely web-based
- Automatic system maintenance, back up and disaster management
- Available 24/7, 365 days a year
- Online support

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