

REDUCE HR DOCUMENT MANAGEMENT EFFORT BY UP TO 70%

With Kainos Employee Document Management.
Built on Workday.



Streamlined HR document management

HR teams handle a variety of employee document types, each with country-specific retention, purging, access, and signature rules. These requirements can make document management complex and labour-intensive. Outside of Workday, this is inefficient, slow, and prone to compliance risks. Kainos EDM transforms Workday into a complete HR document management system, reducing effort by up to 70%.

Simplify document management with automation

Kainos EDM automates every stage of the employee document lifecycle to simplify, speed-up, and reduce the cost of HR document management. It enables flexible document creation, automates delivery and filing, and applies retention and purge policies automatically.

Empower your HR teams for efficiency and compliance

Quick, secure, and complete employee document management in Workday accelerates talent acquisition and onboarding, simplifies audits, reduces compliance risks, and lowers costs. HR teams can quickly access documents, efficiently handle mass events like seasonal hiring, mergers and acquisitions, and easily manage data subject requests for proactive audit compliance.

How Kainos EDM provides efficiency, compliance, and cost savings:

- ✓ Create complex, rich formatted, version controlled document templates using MS Word or Google Docs
- ✓ Automatically create documents with a variety of delivery types like simple, qualified, and advanced eSignatures
- ✓ Configure rules for automatic document filing, retention, purging and access
- ✓ Place employees / ex-employees on Legal Hold to protect documents during litigations, employee relation cases, etc.
- ✓ Easily report on all aspects of documents with all documents and data stored in Workday
- ✓ Seamlessly find documents by country, company, worker, category and type, including missing key documents



“Kainos Employee Document Management means that we can be compliant. We can meet all the functional requirements. By reducing employee document creation time by 50%, we can increase the efficiency of our HR administration teams and empower our employees.”



BOOK YOUR DEMO

Follow our story:

@KainosSmart Kainos | for Workday