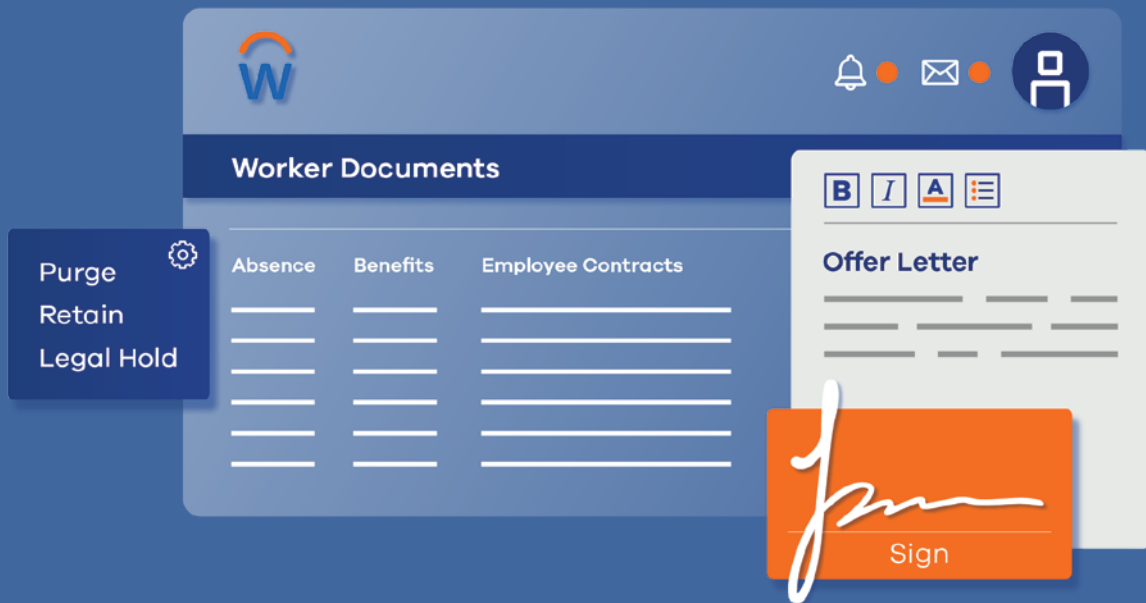


HR DOCUMENT STORAGE, AUTOMATION AND COMPLIANCE. DESIGNED EXCLUSIVELY FOR WORKDAY.



Transform the people document experience

A single view of documents in the place that works best for both HR teams and employees – Workday. Go beyond manual processes and fragmented systems and provide a seamless and consolidated employee experience inside Workday.



Empower enterprise-grade document compliance

Enable global document compliance in Workday with flexible controls built to manage security, retention and purge policies across different countries, and harness simple, advanced or qualified eSignatures.



Ensure document process efficiency

Centralise document templates and leverage the power to generate documents from any business process, in bulk or on an ad hoc basis. Automated document generation and filing that reduces errors and increases operational efficiency.

EMPLOYEE DOCUMENT MANAGEMENT MADE EASY WITH A RICH ARRAY OF FEATURES INSIDE WORKDAY

Document storage and compliance benefits



Enhanced document storage and experience

Employees and HR teams can access all employee documents quickly and easily inside Workday using a simple, intuitive and powerful interface.



Document security, retention, purge and legal hold

Support compliance obligations with enhanced control over who can access documents and when documents should be retained and purged.



Document reporting, auditing, and compliance

With everything in Workday, HR teams can be assured that all activities are audited and can be reported upon.



Document searching

HR teams can quickly and easily find documents by country, company, worker, category and type, including ability to find employees that are missing key documents.

Document generation benefits



Centralised template management

Save your HR teams valuable time with version controlled document templates that are simple and customisable for all your employee document types, e.g. contracts, offer letters.



Dynamic document content, powerful design and editing

Empower your HR team to build Workday data-driven templates that are aligned to your corporate branding using familiar tools like Microsoft Word / Google Docs.



Generate documents ad hoc, in bulk, and from any Workday BP

Streamline all your document creation processes by automating the generation distribution, signing and filing of documents for every use case.



Simple, qualified and advanced eSignatures

With the ability to support all eSignature types, your organisation can automate the signing process of all documents in all countries you operate across.

BOOK A DEMO



Find out more at [Kainos.com](https://www.kainos.com)

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