Campus Document SaaS

The software-service package for digital document management

Today's document management is more than just the digitization of paper documents. Real process optimization involves the entire document life cycle. Starting with the automatic creation of documents, their processing and approval, distribution and access, through to the final archiving.

Digital personnel dossier

Do you dream of completely getting rid of your paper files? Then Campus Document is the right solution for you. Fully integrated into Campus Core or as a standalone application, you benefit from digital personnel documents as well as legally secure and Web-based access from any location.
However, the document-management solution offers so much more than just an electronic archiving of employee files. You can define the expiry dates of documents, thereby guaranteeing compliance guidelines are met. You can request missing documents directly from employees fire electronic workflow, or you can even conduct an entire signature process by certified electronic signature. This speeds up the process in enormously.

And if you also use Campus Workflow & Ticketing, documents can even be stored directly from the on boarding process to the electronic dossier. Access right to employee dossiers can be controlled by means of freely definable roles. All activities are recorded and the documents are encrypted in a digital "envelope". This guarantees of utmost security at all times, while at the same time you can access necessary files at any time and from any location.

Automatic document creation

Highlights

- Digital personnel dossier with integration into Campus Admin and Campus Payrol

- Freely configurable file structure

- Integration with the Microsoft Office environment

- Access to personnel documents from any location

- Temporary file access for employees

- Flexible authorization concept

- Automatic document creation

- Free design of document templates

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HAPPY EMPLOYEE, HAPPY COMPANY.

Campus Document allows you to create employee-related correspondence in a simple, automated process. CD/CI-compliant employment contracts, confirmations and letters are easy to create and store based on data available in Campus Admin. In Campus Document, you can administrate the document templates for yourself at a central location. Documents can be created ad hoc or as the result of a concluded HR process. Likewise, standardized mass mailings are possible, such as for bonus rounds and wage increases. Of course, a document-approval process can be triggered, and this is particularly important for contract-related documents.

Campus Document's Web-based software allows you to reduce the workload of your personnel area by up to 50 per cent.

What does SaaS mean?

In contrast to a conventional software contract, a software-as-a-service (SaaS) contract is directly with the provider – in this case HR Campus – not with the developer. You will benefit from a better, fuller and faster service. Technical and legal patches are regularly updated. We monitor your systems directly and, in the event of a problem, we support you in accordance with our service level agreement. With software as a service, you get cutting-edge HR solutions directly from the cloud – personalized for you and your company. You don't have to worry about updates of changes in legislation. HR Campus can provide you with personal support at any time.

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