

Win€UR

DocuRH
Win€UR Payroll



Electronic management of HR documents integrated to Win€UR Payroll software provides an efficient solution in the processing of all staff documents.



Powered by M-Files

www.git.ch

PRODUCT DESCRIPTION

Win€UR DocuHR requires a minimum purchase of one M-Files licence (cf. annexed brochure)



The Win€UR DocuHR module offers the possibility of electronically managing all administrative documents of an employee integrated to Win€UR Payroll software.

Win€UR DocuHR allows you to:

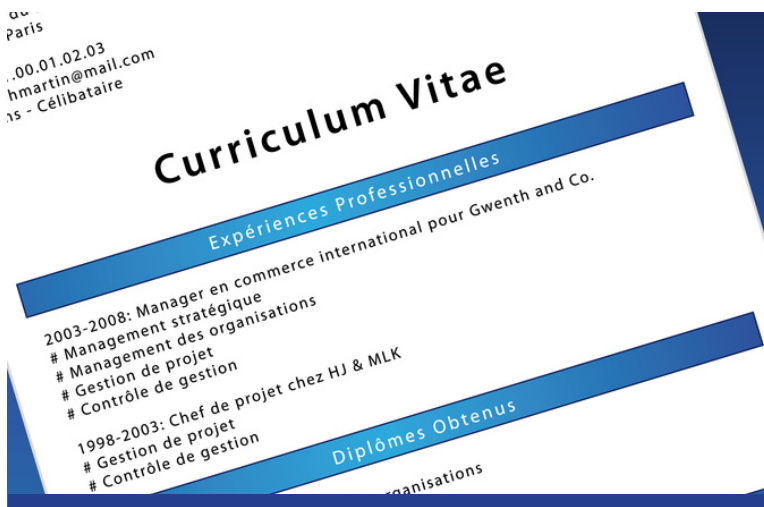
- Electronically save HR documents related to an employee.
- File them according to document type or user group.
- Find them instantly by type of documents or through advance M-Files search features.

With the Win€UR DocuHR module, staff "paper" documents are digitalised by scanner, then filed from Win€UR Payroll. Win€UR DocuHR also imports all document formats used in office applications (.doc, .xls, pdf, etc).

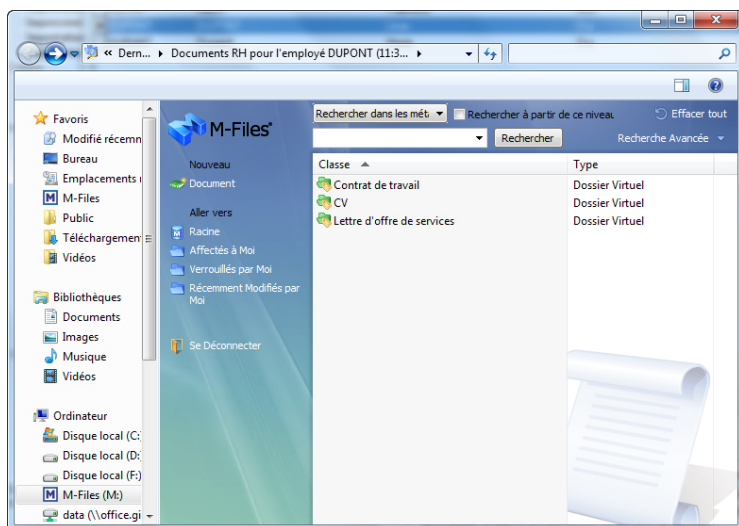
Since documents are electronic, it allows, for example, staff to search directly for their documents (HR and other) through the intranet (additional M-Files licence). For use through a WEB extranet, provide for additional infrastructure and M-Files licences. Access is secured thanks to a private and personal M-Files viewing user account.

The Win€UR product line

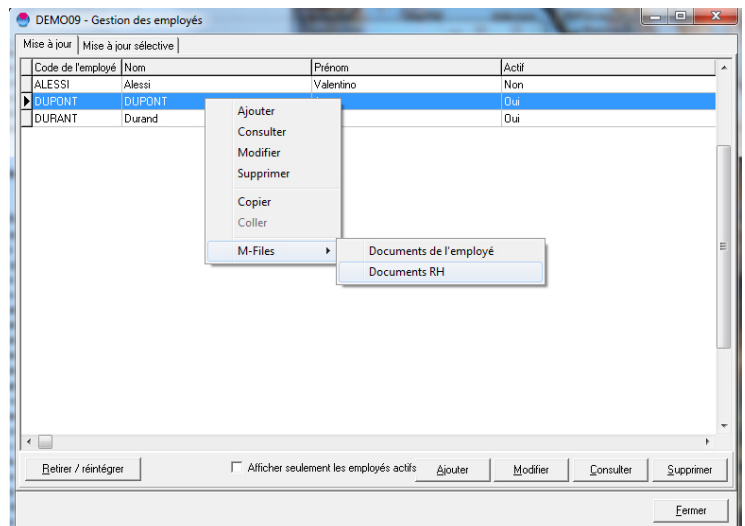
Win€UR Accounting – Win€UR AP/AR – Win€UR Analytical Ledger – Win€UR Budgets – Win€UR Consolidation – Win Eur Fixed Assets – Win€UR Portfolio – Win€UR First – Win€UR Payroll – Win€UR Invoicing – Win€UR Invoicing & Stock – Win€UR Timesheet



• HR documents in M-Files



• Integration with Win€UR Payroll





DocuRH
Win€UR Payroll

PRODUCT HIGHLIGHTS

- **2 types of users and uses**
- 1. **"HR" administrator** who has all rights, created in M-Files and linked to a Win€UR Payroll user who is part of an HR group (standard use).
- 2. **"Employee"** user qui only has viewing rights over his own documentation (optional use of electronic distribution of employee documents).
- Documents are organised into two groups:
- HR: includes all human resource related documents.
- Employee: includes all documents generated from the payroll program for all employees.

- A payroll company (inter-activity) is linked to a secure M-Files safe.
- Period management (hiring, current, exit, etc)
- Notions of M-Files View pre-set by the administrator and employees.
- HR administrator can print-out a list of employee logins.
- Possibility of using advanced M-Files features.



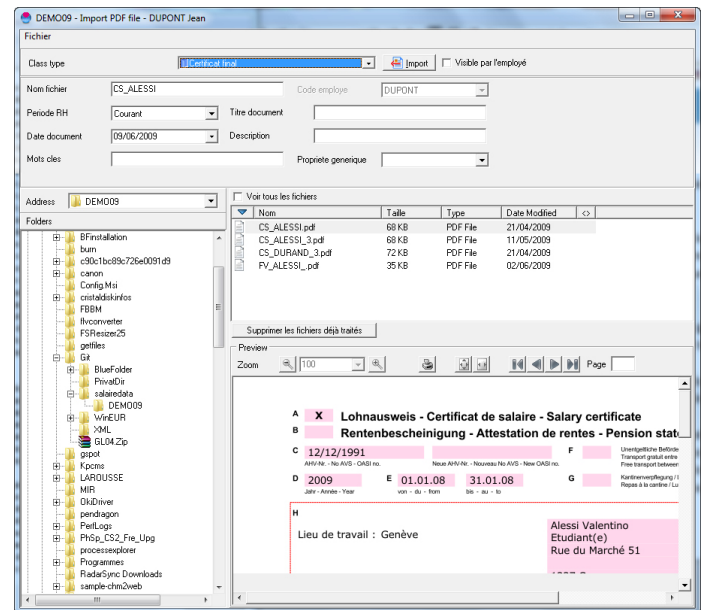
LIST OF DOCUMENTS HR

- Letter of offer
- CV
- Certificate of employment
- Placement agency file
- Hiring questionnaire
- Letter of engagement
- Employment contract
- AVS card
- Passport or ID card
- Family record book
- Work permit
- Drivers licence
- Bank card
- Criminal record
- Copy of permit or hiring location request
- Copy of IS announcement form
- Copy of benefits request
- Various correspondence with administrations
- Correspondence with the employee
- Amendment to employment contract
- Annual LPP certificate
- Notification of accident
- Notification of illness
- Medical certificate
- Letter of resignation
- IS exit notification
- Final employment certificate
- Notification of exit to the Cantonal Population Office
- LPP certificate

LIST OF DOCUMENTS staff

- Pay slips
- Salary certificate
- Source tax receipt
- General annual summary
- Vacation

- Document import screen



Win€UR DocuHR requires, a
least, an M-Files licence.



Gestion & Informatique pour Tous S.A.
Tél. : +41(022) 309 39 88 Fax : +41(022) 309 39 89

www.git.ch

24, rue Le-Royer
e-mail : info@git.ch

1227 Genève/Suisse
IDE CHE-108.010.221