

HYDMedia Digital personnel file

As it pays to stay on top of things.

At all times and everywhere.

With the digital personnel file, HYDMedia G6 enables the creation of a digital store of information for human resources.

HYDMedia G6 significantly simplifies and accelerates the work process in human resources. With the help of the digital personnel file, paper-based personnel documents are archived in an audit-proof manner, processed in a targeted manner and assigned directly to the digital personnel file.

The digital personnel file integrates existing HR systems such as SAP HR and takes over the documents and print lists, such as salary lists.

Different types of documents, for example a leasing contract for a company car or medical documents from a company medical examination, can be assigned to the digital personnel file.

HYDMedia G6 offers the connection to MS Office and Libre Office for audit-proof archiving, versioning and management of documents with digital signatures.

The Microsoft Office integration with corresponding

MS Word templates facilitates the creation of contracts.

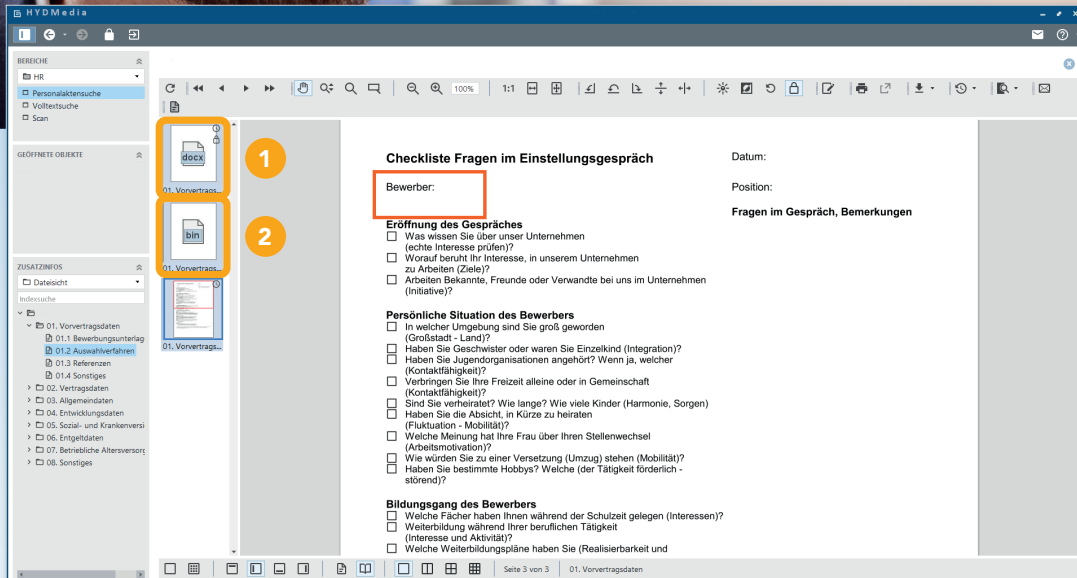
The integrated business process management (BPM) and the business process management and notation (BPMN 2.0) serve as the basis for future workflows, such as the approval workflow of leave applications or the recruitment workflow.

Advantages at a glance:

- Assurance and optimisation of work processes
- Increase in efficiency and transparency
- Faster access to information and documents
- Creation of digital workflows
- Integration of MS Office and e-mail programs
- Integration of existing HR systems
- Rapid implementation in meaningful phases

HYDMedia

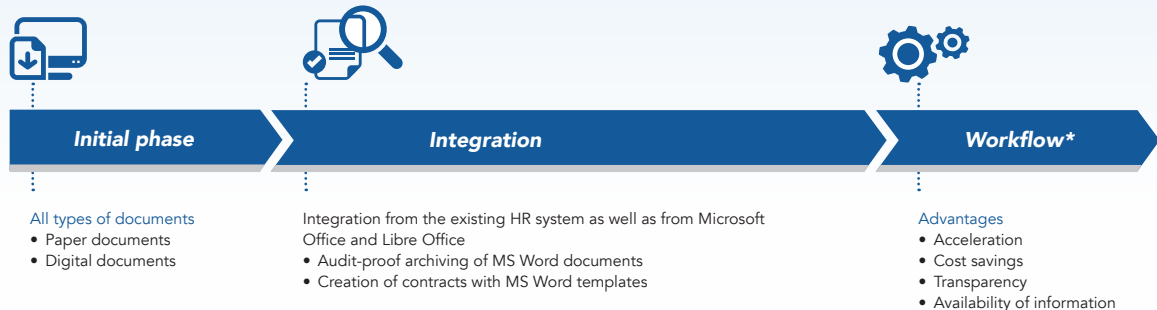
Digital personnel file



Opened document
(pre-contract data) in the file
view in the HYDMedia G6
personnel file

- 1 docx: Office integration with
resubmission function
- 2 bin form

Phase model for the implementation of the HYDMedia G6 personnel file (digital)



* Not included in the offer, requires separate licences

In order to improve readability, personnel designations naturally always refer to all persons (m/f/x).

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