

CROWN RECORDS MANAGEMENT HR PERSONNEL

The power of memory
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HR PERSONNEL PROCESSES

Digital personnel file securely manage HR data

Digitisation presents major opportunities for streamlining HR processes.

HR Personnel assists you in setting up electronic personnel files and standardises documents, regardless of formats. All correspondence, such as e-mail applications, reference letters, and leave requests, are stored in a central location. A permissions-based system and encryption technology ensures compliance with data protection and other legislation.

At the same time, **HR Personnel** automates numerous processes and relieves employees of routine tasks. It enables form-based workflows, notifies employees of deadlines, and simplifies approval processes. Shorten processing times, cut costs, and increase transparency for your HR processes.

- **Create master data**
Create master data and initiate the necessary processes when an employee joins or leaves the company.
- **Support processes with checklists**
Use checklists to streamline your processes.
- **Ensure data protection compliance**
Easily meet the requirements of GDPR and other directives.
- **Meet deadlines**
Never miss deadlines or appointments thanks to automatic notifications.
- **Always stay on top of things**
Keep even large numbers of documents under control with custom dashboards.

CAPTURE HR PERSONNEL AND MANAGE HR DATA

INTEGRATE WITH THIRD-PARTY SYSTEMS

If you already work with an HR system, our solution can easily integrate with it. Master data can be transferred to the personnel file in HR and kept upto-date thanks to a data comparison function, which keeps you apprised of relevant employee data.

MANAGE ACTIVITIES

The HR board and checklists, with a comment function, help you to effectively track activities. Select a checklist from available templates and simply tailor it to your own needs. You can even use checklists to automatically control your work processes.

MAINTAIN MASTER DATA

After you have imported or manually created master data, you can easily maintain it. Changes are quickly processed using form requests and automatic data transfer functions. Subsequent actions, regardless of nature, are fully automated.

MANAGE DOCUMENT FORMATS

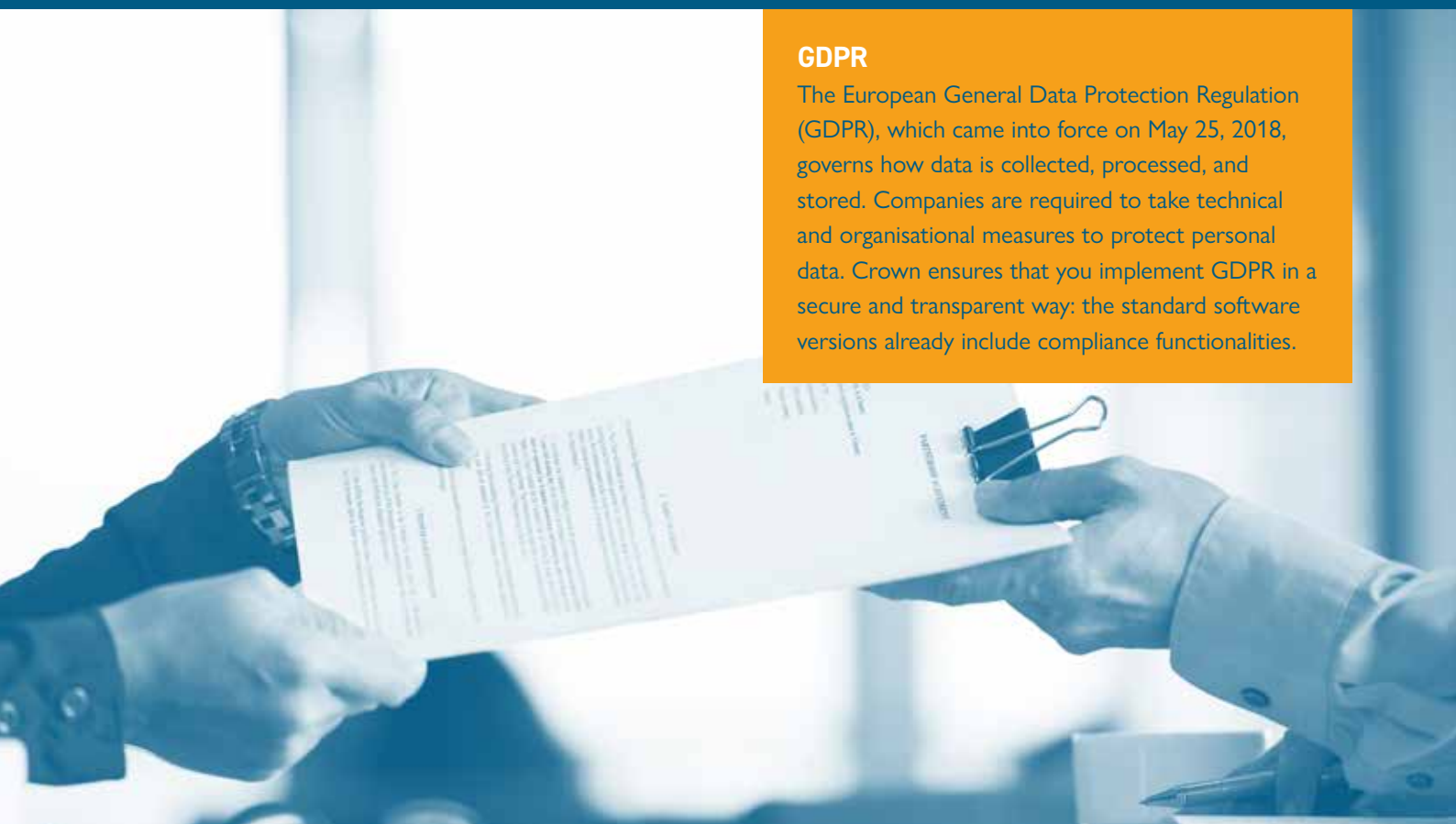
All common file formats can be stored and managed in one central location. Easily transfer paper documents to the file using the built-in scan function. With Outlook integration, you can include e-mails in personnel files and automatically send them.

TRACK EXPIRATIONS

Certain documents, such as applications or warnings, must be destroyed after a specified period. With Crown, you can set deadlines according to legal requirements.

GDPR

The European General Data Protection Regulation (GDPR), which came into force on May 25, 2018, governs how data is collected, processed, and stored. Companies are required to take technical and organisational measures to protect personal data. Crown ensures that you implement GDPR in a secure and transparent way: the standard software versions already include compliance functionalities.



KEY FEATURES



CREATE WORKFLOWS

Use the integrated workflow designer to generate your own automated workflows for approval processes or change requests, keeping your processes transparent.



STANDARDISE PROCESSES

The personnel file provides you with standard processes that can easily be integrated into your system – from staff change notifications to leave requests.



ACCESS FROM ANYWHERE, AT ANY TIME

With the Crown client for mobile devices, authorised users have access to the HR system while on the go and can trigger requests or processes with just a few clicks.



ORGANISATIONAL CHARTS

Create organisational charts with as many hierarchies as needed to maintain an accurate view of your company's HR structure.



CREATE DASHBOARDS

In just seconds, Analytics allows you to easily visualise and analyse large volumes of HR data via custom dashboards.



ISSUE EMPLOYEE BADGES

An integrated template manager features components for standard correspondence and templates for creating employee badges, including a picture, thanks to webcam integration.



FOSTER COLLABORATION

The document feed simplifies collaboration significantly. Employees can leave comments in the feed or subscribe to documents.



THE BENEFITS

Secure data capture and management

- Meet GDPR requirements and ensure transparency
 - Manage your documents in one central location, regardless of formats
 - Easily integrate existing HR systems
 - Protect your data with role-based access rules
 - Delete documents according to defined guideline
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Simple process control

- Integrate standard HR processes into existing processes
 - Initiate work processes anywhere - any time
 - Tailor templates to your requirements
 - Define your own custom processes
 - Flexibly map organisational structures
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Fast data analysis

- Log changes and access end-to-end
 - Automatically manage deadlines and appointments
 - Quickly analyse data
 - Reveal correlations in custom dashboards
 - Compare relevant company data
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