Managing all your HR documents made easy!

Easily generate, collect, store and consult your employees' documents.

Compliance with legal requirements, GDPR, mandatory documents, expiry.

An all-in-one solution integrated with your HRIS.

UPLOAD...

The Employee Document Management solution has been designed to meet all HR documentation specific needs:

- **Security, confidentiality, legality of documents:** HR documents are by nature sensitive documents with a strong need for security and confidentiality (GDPR).

- **Centralization of documents:** they are often stored in multiple tools and solutions (HRIS, payroll management tools, talent tools, etc.). Our solution allows you to centralize all your documents, save storage space and minimize your impact on the environment.

- **Ease of access to documents:** the new working methods require a unified employee experience from an employee portal or digital workplaces.

Dedicated HR document management

HR document management is becoming **more and more complex and time consuming** due to:

- The increasing number of remote employees;
- the decreasing time to generate legal documents;
- and the increasing complexity of document content.

As a result, documents can no longer be in paper format and/or manually generated, and signing can no longer be manual.

Neocase Document Management includes following modules:

EDM Module	BPA Module	Advanced document generation
2 standard process (send and request a document)	Knowledge Base Module	Portal Module
Electronic signature		

Customer Story   BNP PARIBAS

"Thanks to Neocase, 80% of contracts are signed within an hour of being sent to candidates"

Magali Perrin
Product Owner - BNP Paribas France

Associated services:
Personalization, Training and Support.

Learn more about our solutions:

Centralize documentation management and integrate it with your HRIS

Documents can be **collected and stored in Neocase** via several methods:

- **Automatic storage** of documents collected or generated from HR processes,
- API for document storage,
- Bulk import,
- Automatic document recognition and artificial intelligence classification.

Automatically generate contracts, addendum, work certificates...

- Automate document generation to save time and **ensure compliance**.
- Create **templates** using the Advanced Generation Document tool.
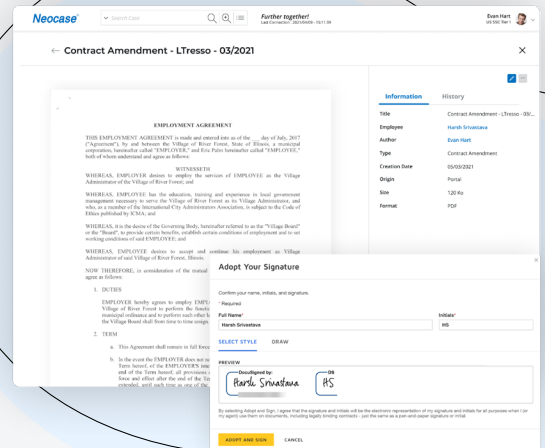- Dynamically manage the writing of your documents with our **clausier management tool**.
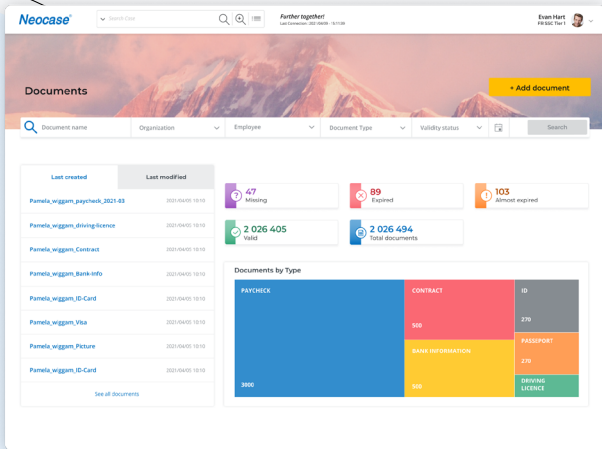
Comply with all regulations

- **Proactive management** of missing, expired and renewal documents.
- Configurable document **validity periods**.
- Management of **retention periods** by type of document.
- **Managing the purging** of documents according to business rules.
- **Legal hold** to freeze an employee's documents in case of legal proceedings.
- **Data room** to give access to certain types of documents in case of audit.

Validate and sign your documents electronically

Accelerate process managing with document validation and electronic signature with our **certified connectors** that provide all **levels of eIDAS compliant signatures**. Also benefit from setting up approvals, taking ownership of the approval delegation and **visualizing the progress of the signing process**.

AIRFRANCE — MGM RESORTS INTERNATIONAL — THALES — SOCIETE GENERALE — NAVAL GROUP — Capgemini — PennState

ABOUT

Neocase is the leader in digital and flexible HR solutions for SMEs and large international groups.

Our goal is to make digital simple and seamless. Our job is to imagine software that **facilitates the work of HR teams, improve the employee experience** and enrich the company-employee relationship.

Our software solutions cover the needs of HR teams and employees via a Self-Service Employee Portal, an Employee Knowledge Base, Collaborative Case Management, Employee Document Management, a 100% no-code HR Process Automation tool, digitized employee journey and powerful analysis tools.

Neocase has more than 5 millions users in 180 countries and our solution is available in more than 27 languages.