



"Using DocuClass increased productivity more than any other change in the HR department. Before we took thirty minutes to respond to requests but now we respond within a minute or two."

Kyle C. Knapp  
Du-Co Ceramics Co, PA

Human Resources (HR) is one of the areas of the organization that works very hard with document management. Reducing the administrative burden in the area of human resources helped a place in improving business competitiveness.

"DocuClass Human Resources" makes the HR Department flexible and productive with the ability to provide real-time information.

According to Forrester Research, "Human resources departments use on average 50% of all their available time manipulating roles primarily related to personnel management tasks."

Addressing the key Roles of Human Resources Departments that are "Recruitment and Recruitment," "Personnel Development," and "Key Employee Retention," DocuClass offers solutions for:

- **Recruitment:** Captures, stores and routes or processes applications and curriculum vitae.
- **Hiring:** Automation of procedures for hiring new employees.
- **Employee File Management:** Store them in one place.
- **Completion:** Automates employee termination or removal procedures.
- **Policy Management and Certification:** Ensures compliance with policies and procedures is current and consistent with regulations.



**Latin America**  
Calle Loma Umbrosa 260  
Urb. Prolongación Benavides  
Santiago de Surco, Lima – Perú  
Teléfono +51.1.6378810  
info@cima-software.com

**Pittsburgh, PA**  
554 Jones Street  
Verona, PA 15417 USA  
Phone: (412) 799-0120

**Europe**  
Xynda 7  
Athens 111 41, Greece  
+30.217.731.0085

[www.cima-software.com](http://www.cima-software.com)

# Benefits

- Centralizes the entire file of the employee such as curriculum, contract, personnel file, tax information, comments, training certifications, promotions, etc.
- Automates / simplifies recruiting and induction processes.
- Uses electronic forms to capture and process employment applications.
- Simplifies daily HR tasks.
- Provides instant access to documents.
- Streamline staffing tasks such as:

Benefits  
Holidays  
Expense reports  
Reminders

- Employee Agreements, Certifications, and Policies
- Easily manage all employee information.
- It automates administrative processes and eliminates manual tasks.
- Reduce operational costs.
- Ensures the integrity and security of the information.
- It ensures that the processes are carried out in accordance with current legal norms and document retention policies.

