



## EMPLOYEE FOLDER

Employee data must be processed and stored in a confidential way, otherwise there may be penalties.

ARXivar collects the main information of employees in "Binders".

Data are managed and organized so that you can consult it at any time. Information can be:

- hiring
- departments and tasks
- absence
- disciplinary action

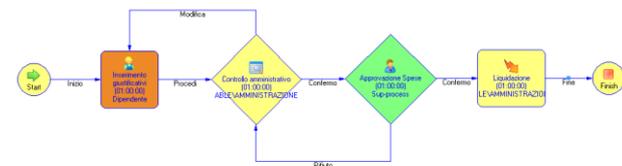
Binders manage the information that the administrator needs: data, tasks, times, business units, actions, absences.

## EXPENSE ACCOUNT AND TRANSFERS

The workflow manages the requests, authorizations and documents from and to the employees and the responsible, with different authorization levels.

It manages trip planning, travel tickets, hotel and car booking.

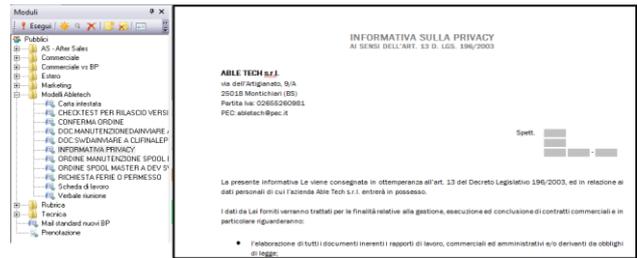
The expense account and transfers management is a crucial point, above all for the expenses (costs for transfers, trip planning, expenses account and registration).



## COMMUNICATIONS TO EMPLOYEES

With a series of templates for the creation of standard documents you can prepare communications and rules for the employees. These documents are subjected to an approval process before validating their distribution.

They are also displayed on ARXIVAR PORTAL, directly on the WEB.

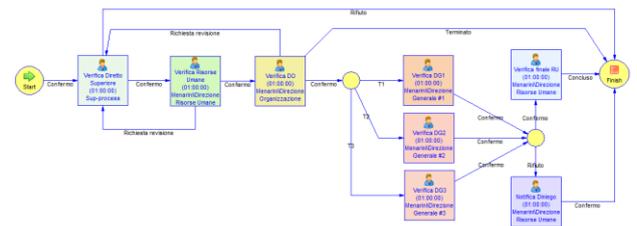


## REPORT

With ARXivar REPORT you can generate prints and information about document management and their processes.

## NEW EMPLOYEE REQUEST

The goal of the process is to forward and manage the requests from the many departments. The mask asks the user to insert all the data for profile, salary and contract terms. The process then involves any person required for the request and triggers the process to manage the new employee.



All documentation will be automatically inserted in the new employee folder.