

## **HR Online – Company Policy Documents Video Transcript**



Documents such as legal 'terms & conditions' or 'disclosure agreements' can be added to the system to be sent out to every employee who can act upon them to confirm that they have read and accept these documents. The HR team can upload files such as word documents, PDFs or excel spreadsheets and assign the document a title.

After it has been saved, the document will be sent out to every employees 'policy documents folder', employees with self-service enabled will be able to read the document and if required, download or attach the document in an email sent from the system email address. Most importantly, the employee can electronically confirm that they have read and accept the document.

All documents against an employee will be stored in their system HR file. Storing important documents electronically means that each user has 24/7 access to any file documented against them that they have permission to view. All documents in this folder can be filtered by type, for example here, we can filter to only see 'timesheets', and the system also provides a useful search bar to help users find specifically what they are looking for.