



1. Short Description

M-Files HR Template Demo describes features main features included in M-Files for HR Template vault. These functionalities optimize HR efforts by increasing visibility, enhancing security, automating time-consuming processes, and helping individuals create and access documents quickly and easily.

- Managing different documents and records
- Supporting compliance requirements
- Offering strong import capabilities of employee-related documents and options for importing/exporting employee data in and out of M-Files.

The premise of the solution is to serve as a tool for supporting the varied and complicated HR operations of an organization. M-Files HR is not intended to be a comprehensive HRIS solution, rather a flexible and functional record management system that supports the secure management of HR related documents and content, along with facilitating HR related processes

The HR department manages a large variety and volume of information. Job applications, contracts of employment, payroll information, and medical records barely scratch the surface when it comes to the amount of information managed by HR.

Managing this information is often referred to as employee record keeping and it is essential to HR responsibilities. In order to avoid administrative and legal headaches, HR personnel must follow proper employee record keeping protocols which means that they must know which records to keep, how to store them, and for how long.

When it comes to employee record keeping, HR has some key concerns:

- **Information Accessibility & Security:** HR is responsible for managing and staying on top of all the intricate data and processes associated with employees. However, HR departments are often victims of typical information silos. They may have paper employee records and contracts stored in filing cabinets and network drives, leaving confidential information scattered and unsecure. With e-mail and other company-wide applications such as CRM, ERP and document management systems also thrown in to the mix, the result is typically an excess of information silos with little or no communication between them.
- **Compliance:** Employers may be required to keep certain types of records in order to comply with specific provisions under federal and state law. These laws mandate what information should be collected, what the company may or may not do with that information, and how long records should be kept (retention).

In order to cope with increasing workloads and demanding regulations, it is vital for HR departments to facilitate smooth information management operations and ensure consistent workflows to keep and maintain employee records efficiently.

2. Changes

Version 2.0 differs from previous version quite significantly as all features that included non-official and unsupported components were removed. These include *Onboarding* and *Retention and Disposition*.

24.11.2020: Version 2.1:

- Compliance Kit updated to version 20.10.911.3
- SharePoint Online connector updated to version 20.2.17
- Network folder connector updated to 20.8.9339.3

Needs M-Files 20.11.9630.6 or newer.

3. Links for more detailed info

[M-Files for HR 2.0 - Template Demo](#) ([Desktop](#), [Web](#), [Mobile](#)) Includes demo script

[M-Files for HR 2.0 - Extended Use Cases](#) ([Desktop](#), [Web](#), [Mobile](#))