

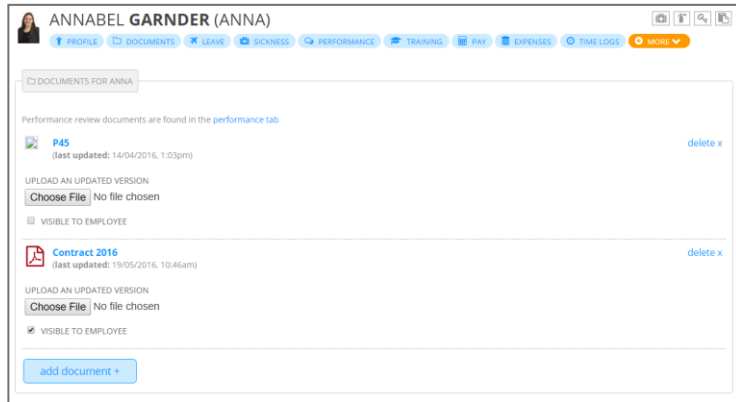


Central store for all employee paperwork

All documents in one place – no more paper files



All those documents that relate to each employee: little updates about their contract, sending their details to other people or confirming changes to their working patterns. All these create a paper-trail that can get complicated and messy. Load all these documents into breatheHR and you keep the whole lot in one place. His line manager can upload any documents she generates too.



Document storage for each person

Easily accessible and well organised
Keep a list of all documents in date order that relate to each employee. It means that the employee, their line manager and the HR department can all access the information they need without any reference to the HR team.

So everyone who needs to can find out whether Anne has been given an updated contract, or a copy of her driving license has been sent to the insurance company. The letter about John's change of working conditions is held against his record too.

And there is no need for any filing cabinets.