



"Using CIMA's HR solution 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

HR departments are constantly faced with an increasing volume and variety of personnel information, such as employee records, certifications, personal information, contracts, applicant files, and employee evaluations; they all need to be managed in an efficient and secure way.

With HR365, CIMA Software designed a solution to help HR departments ensure efficient, consistent and immediate access, organization, and control of all employee related documentation as well as dynamically and intuitively update all employee data.

HR365 eHRFile ensures that required employee information is collected and complete, it can automate common manual tasks with alerts and time controls as well as streamline standard documents like evaluations, time sheets, contracts, certifications, etc. Additionally, HR365 eHRFlow can streamline the entire process of managing human resources throughout the career of employees, from the initial application to final retirement or resignation.

## eHRFile

eHRFile not only enables HR departments organize and access all employee file information in an efficient and secure manner, but also creates dynamic and intuitive models to register and update employee data.

Furthermore, eHRFile ensures that all personnel/applicants required documentation is present and automates traditionally manual tasks such deadlines alerts (such as the case of vacations) and the creation of standard documents like evaluation forms, acceptance letters, etc.

## Benefits:

- Provides faster response to inquiries
- Maintains a record of all employee evaluations and ensures new evaluations are performed on time
- Ensures information security
- Eliminates the loss of documents
- Consolidates all employee information and paperwork
- Maximize employee productivity



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"On average, HR uses 50% of all its available time to process employee information and to address questions and requests"

Forrester Research

## eHRFlow

eHRFlow enables HR Departments to streamline and automate traditionally time consuming paper based processes such as hiring and employee onboarding. Workflows are created based on tasks, thresholds, policy, required documentation, authorization and people involved. This solution further automates business processes by linking all related documents and providing management insight into the entire workflow process. Human Resources processes data that can be integrated with your HR line of business software applications.

## Benefits:

- Streamlines key HR processes such as job posting, on-boarding, hiring and personnel evaluation
- Easily manages changes in employee information, status or position
- Tracks all of your employees' certifications while monitoring dates for re-certification
- Automates administrative processes and eliminate manual and unnecessary tasks
- Reduces operational costs
- Enables HR personnel to dedicate more time to strategic tasks
- Ensures compliance with federal and state regulations as well as enforcement of document retention policies

### sample HR documents



Resumes / Application

Job Description

Employment Contract

Employee Information



Certifications

Evaluations

Legal documents



IRS Forms

Complaints (employees)



Disciplinary Actions

Supervisor Notes

Relevant emails

