

# Etrieve by Softdocs

## Employee Self Service Module

### What is the Employee Self-Service?

The Employee Self-Service is a module that belongs to Softdocs' Etrieve Central.

Etrieve Central is a browser-based, mobile first management system for electronic forms and documents. It is designed to be:

- Universally accessible
- Easy to use
- Minimal learning curve
- Extensible & customizable
- Mobile friendly and responsive
- Dynamic & fully integrated

The Employee Self-Service will allow employees to have immediate, yet secure access to their personnel files at any time, from any device. From direct deposit notices and tax forms, to general employment documentation and contracts, everything is electronic and easy to access.

### **COMING SOON:**

#### **Employee Onboarding**

Endless paperwork and incomplete documentation are unfortunately a realistic part of the new hire process. By creating a truly paperless onboarding process, electronic forms can be completed, reviewed and processed more efficiently, ensuring that all required information is collected even before an employee's start date.

#### **Electronic Teacher Contracts**

Manage the complete contract process through automation of distribution, review and finalization. Pre-populate employee data to reduce manual keying and increase data consistency, then automatically route the contract to the employee and their supervisor for review and approval.

Everyone involved is aware of statuses and deadlines, and once complete, signatures are captured electronically with a date and time stamp. Contracts and all related content including letters of intent, recommendation letters and letters of agreement are all organized and processed in a fraction of the time.