

HR

Deliver important employee documents they can always find

A practical guide to choosing the right approach for different employee communications, from reminders and live HR information to important documents employees may need to keep for years.

A COMPLETE APPROACH TO EMPLOYEE DOCUMENTS

Different documents do different jobs

HR systems, email and messaging, employee portals and Documentd each serve a different purpose.

The right choice depends on the job: creating and managing employee information, communicating, providing access and interaction, or permanently delivering an important document to the employee. Using each in the right way creates a better employee experience and reduces avoidable HR support queries.

01

HR systems

CREATE & MANAGE

Manage employee records, payroll information, benefits and HR documents.

02

Email & messaging

COMMUNICATE

Reminders, announcements, requests and everyday employee communications.

04

Documentd

DELIVER, KEEP & FIND

Deliver permanent, employee-owned copies that remain private, accessible and easy to find.

03

Employee portal

ACCESS & INTERACT

Secure access to live employment information, benefits, requests and self-service.



No single channel is right for every communication. Email works well for transient messages, employee portals for live information and self-service, and Documentd for important documents that ought to become permanent, employee-owned records.

HR IN PRACTICE

Choose the right approach for each communication

Employee portals are the right place for live employment information, self-service and ongoing interaction. Email and messaging handle reminders and transient communications. Documentd is designed for important, point-in-time documents employees may need to retain during and after their employment. Using each appropriately gives employees a clearer experience and helps reduce avoidable HR support queries.

Email & messaging

COMMUNICATE

Best for short-lived information, reminders and prompts to take action.

- Training reminders
- Benefits reminders
- Policy announcements
- Requests for action

Employee portal

ACCESS & INTERACT

The right place for live information, self-service and ongoing HR interaction.

- Current benefits
- Leave requests
- Personal details
- Live payroll information

Documentd

DELIVER & RETAIN

For important point-in-time documents employees should keep.

- Employment contracts
- Payslips
- Tax documents
- Benefits statements
- Leaving documents



Important employment documents should stay with the employee. Documentd delivers permanent, employee-owned copies into each employee's own private document home, where they remain easy to access and find again.

LEARN MORE

documentd.com/functions/hr

SECURITY & TRUST

documentd.com/trust