

## ACTIV CONFIDENTIAL DOCUMENTS

# A powerful HR confidential documents and records system.

**Activ Confidential Documents** can be added to Activ Absence or Activ Appraisals to give your administrators access to an employee documents library that stores your confidential employee documents and records securely off-site.

This add-on is only visible to your HR team and gives the benefit of a completely paper free office for a nominal extra cost per employee.

For example, if you have employees who are drivers for your organisation, then you would need to hold evidence of their driver license, insurance etc. These documents can be uploaded together with any applicable dates such as insurance expiry date. You can also configure reminder notification emails to let you or your managers know that a document is due to expire and needs renewing.

Another example would be if you have a member of staff who has received a disciplinary. You need to record of the details of the incident and all the communications with the employee together with the outcome of any disciplinary actions. In this scenario you could use the expiry date to prompt a review of the improvements in the employee's performance

There is no restriction on the type of documents you store so that you can upload word or PDF documents, excel file, photographs and even recordings of meetings held with the employee.

Confidential Documents also has a 'reporting' function. This allows HR to see at a glance what is held and what is outstanding for each employee.

**Confidential Documents is there to make sure you have all the documents you need for each of your employees, in one place, completely safe and secure!**

Call us today on **0845 643 5066** or visit **[www.activpeoplehr.co.uk](http://www.activpeoplehr.co.uk)** to arrange your free online demonstration.



### Here's some other ways our customers use the add-on:

- Store CV's and Job Applications
- Store Interview Notes
- Store Employee References and background checks
- Store Driving Licence
- Store Passport & Visa (and track expiration dates)
- Evidence of qualifications
- Store and track documentation required for specific job roles.
- Security clearance documentation
- Record Meeting Notes
- Store grievance and disciplinary records



**activ**<sup>™</sup>  
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