SmartRecords HR for PayDirt Payroll

SmartRecords HR helps you maintain order and control of your employee information, to ensure consistency. Use SmartRecords HR to store, track and retrieve any document, data file, report, listing, specification file, or record within your employees' data.

The SmartRecords HR for PayDirt Payroll electronic filing system links directly with your payroll database.

- Employee records are automatically set-up in SmartRecords HR from payroll.
- All employee documentation can be maintained with unlimited information fields.
- HR functions can be deployed to departmental managers using group access security.
- Compliance management ensures that your corporate standards are maintained in HR.
- You can easily switch between active and terminated employees as you maintain their HR information.

Power Features and Control

- SmartRecords' powerful search function quickly locates any information or document.
- Automatic document versioning retains history as users modify documents.
- Compliance management ensures office policies are enforced by reporting on missing documents or incomplete information.
- Reminder dates and document expiry notices can be set up to ensure that important events or recurring tasks are not missed.

- Workflow and diary functions efficiently distribute work within your office.
- Powerful security and access controls protect data and privacy.
- SmartRecords is highly user-configurable, to capture different types of information for different types of companies.

Easy to Use

- No expert programming required. Users can easily set-up new data fields and document types. As information needs change, SmartRecords can easily be tailored to meet these needs.
- Updated records: data can be refreshed at any time as information changes within PayDirt.

Use SmartRecords HR for:

- Offer letters, Acceptance letters
- Employment contracts
- Certifications and training
- Employee photos
- Performance reviews
- Medical forms, Sick notes, Medical claims
- Staff loan agreements
- Pension forms
- Tax forms
- Govt IDs, Driver licenses, Birth certificates
- Next of kin details, etc.

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