Get to know our
Document Management
module

ONE PLACE TO SEND AND STORE STAFF DOCUMENTS

An online document management system that removes paper-based staff files and automates manual processes.

Instantly send staff contracts, personnel documents, handbooks. Company policies update online.

Track documents that have been sent, read and digitally accepted. Send reminders on outstanding documents.

Upload work permits, medical documents, and signed company documents to each staff member's file.

Store and record every staff member's entire document history from the date they joined the business.

Key Features

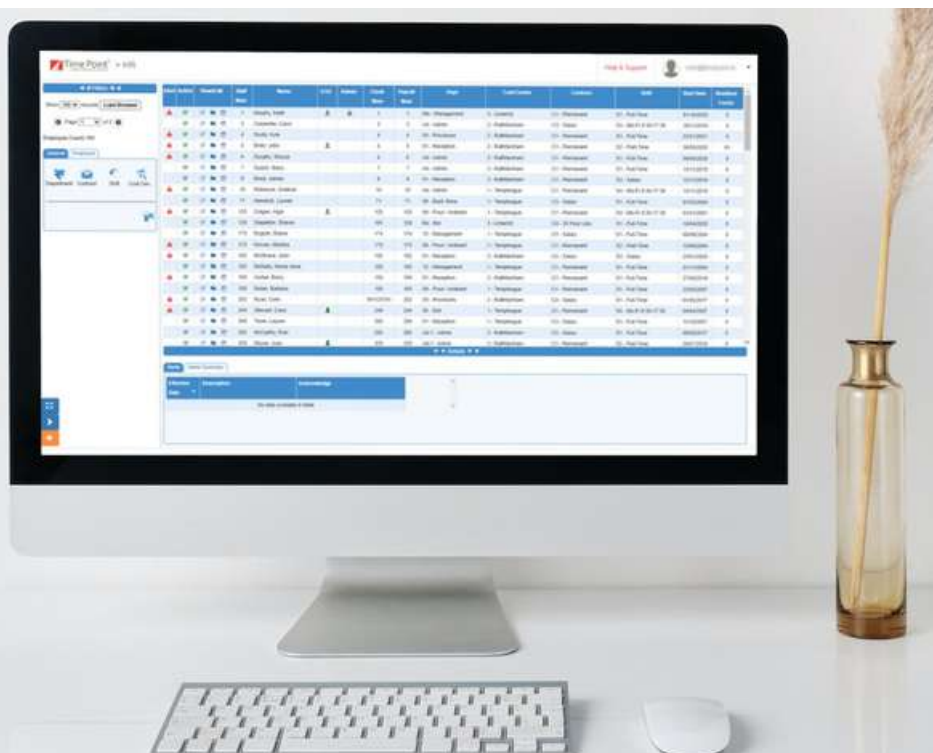Send staff documents

Automate onboarding

Digital acceptance

Document status tracker

Receive & upload documents

Retain staff history

Data retention & GDPR

Remove paper based files

GET IT ON Google Play

Download on the App Store

Document Management

Time Point™
SMART WORKFORCE SOLUTIONS

For the way you work today

An intuitive, fast, and easy-to-use staff document system

Remove paper-based files

An online document management system that stores all staff members' files.

Send staff documents

Instantly send staff members contracts, personnel documents, handbooks, and company policies.

Tracks and monitors

View the status on which documents have been downloaded, digitally accepted, and outstanding.

Auto updates files

Upload work permits, medical documents and signed company documents to staff members' files.

Automatically stores

Records of every staff member's entire document history from the date they joined the business.

Customise folders

Create and name document folders that are familiar to how the business works today.

GDPR Compliance

Set expiry dates, purge documents, and instantly compile and send staff data requests.

Connect the staff

Staff members can instantly receive, upload, and send documents anytime anywhere.

WORKFORCE MANAGEMENT & HR SOLUTIONS

For the way you work today

Connect Your Staff

Staff App

✓ My Clock
✓ My Rosters
✓ My Balances
✓ My Holidays
✓ My Calendars
✓ My Requests
✓ My Pending
✓ My Jobs
✓ My Documents
✓ My Details