DATASHEET

CartaHR

SMART EMPLOYEE DOCUMENT MANAGEMENT SOFTWARE

HR document management software that integrates with your HCM/HRIS for fast, secure, compliant access to all your employee documents.

How quickly and completely can you comply with an audit of your employee documents?

How efficient is your process for creating, storing and destroying employee documents?

Are all of your HR documents secure, so only authorized people can see them?

Focus on People and Strategy, Not Paperwork

CartaHR is your HR document management command central: a software solution for fast, secure, compliant access to all your employee documents, whether they originate in paper or multiple digital formats.

Stop searching for missing files or across multiple office locations for important employee information. CartaHR gives you quick visibility into all of your documents anywhere in the world, saving you time and helping your team be more efficient and compliant.

CartaHR
by **Access**

Security

Centralize and protect employee files
Create a central source of truth—a secure digital repository—between your HR systems, digital and paper files for all employee documents.

Integrate secure employee document management with your current HR tech solutions
Integrate CartaHR with Workday, Oracle, ADP, SAP, Kronos, Equifax and other HR software solutions to manage all of your HR documents from one central place.

Share and collaborate securely to minimize risk
Securely share any number of documents with internal or external stakeholders with two-factor authentication, secure data rooms and complete audit trails.

Efficiency

Automate HR processes for time savings
Route documents for approval, review or signature and automatically classify newly added documents.

Empower employees and managers and minimize administrative work
Employees self-administer documents from any device while HR remains in complete control.

Eliminate duplicate files for security and storage space efficiency
Centralize paper and digital employee documents for geographically dispersed organizations.

"We've been extremely pleased with CartaHR. Customer service has been excellent, and the platform itself is extremely user-friendly, making it easy to share and manage employee files across multiple locations."

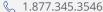– STACY NOVOSEL, SYSTEM DIRECTOR FOR COMPENSATION AND HRIS SUMMA HEALTH
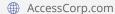
Compliance

Improve compliance and avoid penalties
Know which documents you have, which you are missing and which have expired. Use compliance monitors, reporting, retention schedules, alerts and GDPR functionality to proactively address potential gaps or issues.

Access
Information Protected.

📞 1.877.345.3546

🌐 AccessCorp.com

About Access
Access is the largest privately-held records and information services provider in the world, with more than 110 operations across the United States, Canada, Central and South America. Access enables clients to better manage their information, control their risks and transform their businesses. Access' solutions include records storage and information management, document scanning and digital transformation, cloud-based document management software including CartaHR, and secure destruction services.