



ADP MultiDocs Electronic document management service

All your payroll documents, on-line

How much time do your people spend looking for documents in filing cabinets, and drawers, or even in other offices where colleagues may have taken them?

And once they've found them, how much time does it take them to go through all the different sections before they find the line, the piece of information or the data they're looking for?

Of course, good organisation makes the hunt easier. But how long does it take to implement rational organisation and how much time would be spent, every day, on making sure that organisation is respected, by filing each document in the right place?

ADP MultiDocs offers on-line access to the information sought: payslips and individual and collective statements.

As a result, your teams benefit from optimum, shared and consistent organisation, maintained and automated by us, on your behalf.



ADP MultiDocs

Electronic document management service



ADP MultiDocs means less printing and offers on-line access to all payroll related documents: payslips and individual and collective statements.

Immediate access to payroll documents, filed and with a full history.

Every month, your documents are automatically stored, filed and indexed according to an appropriate structure, developed in line with best management practices. This system means you have a complete library, which is updated and offers a full history. Multi-criteria searches can be carried out for each document, or piece of information or data. Once viewed, they may be printed in pdf format, exported to another application, or sent to others by e-mail.

- 1 • Time-saving
- 2 • Space-saving
- 3 • Automatic storage
- 4 • Immediate, selective access
- 5 • Selective, local printing
- 6 • Optimised costs
- 7 • Confidentiality of information
- 8 • Secure data

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The total comfort of a highly secure web-based service

ADP MultiDocs is a web-based service, available 24/7 and accessible from any workstation via your usual Internet browser.

MultiDocs guarantees that the data remains secure and confidential. Users receive only the documents which concern them.

Several levels of data viewing autorisation can be specified for each access category. The ADP MultiDocs on-line service is entirely managed and maintained by us. Installation on your work-stations is therefore not required.

An ideal document management tool for HR Directors

ADP MultiDocs is an ideal tool for HR Directors wishing to decentralise or share information. Each one of a company's different sites benefits from the same on-line access facilities. The employees themselves can even consult their personal documents, if you so decide.

