

# UKG Employee Vault

## Electronic Inboxes from UKG



Why waste time and money sending paper documents? Automating repetitive tasks gives HR more free time to spend on strategic areas such as employee retention. With an electronic PO box, you can create new collaboration opportunities between HR and staff.

### Send Documents Easily and Securely

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Wage slips and other employee documents have to be handed out to employees each and every month. On the agenda: repetitive tasks, missing documents, printing costs and postage costs. Say goodbye to endless searching for documents and sending out paper copies. Distribute employee-related documents with just a few clicks thanks to UKG Employee Vault.

### No postage and printing costs and good for the environment

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A company with 5000 employees pays CHF 5000 postage for the monthly dispatch of pay slips and consumes 744 kg of paper. This corresponds to 2.2 tons of wood, only for the pay slips. Administration, printing, posting - UKG Employee Vault puts an end to all that. Documents are digitally created, automatically classified, sent electronically and archived as required.

### Archiving Even After Leaving the Company

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Employees can save documents in the UKG Employee Vault (electronic PO box) for at least 50 years. Use of 10GB storage in the eVault is available to employees free of charge even after they leave the company.

### Highlights

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- Electronic PO box
- Archive and send employee-relevant documents
- No printing and postage costs
- Paperless and good for the environment
- Connection to your HR system (e.g. SAP SuccessFactors)
- 10GB of lifelong storage as a benefit for your staff