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## Mitrefinch HR Letters and Diaries

### Your electronic filing cabinet

HR functionality enables human resources to store and manage details and documents pertaining to each individual employee. This provides HR Managers with extra peace of mind that all employee files are up to date, can be easily accessed, and that no important dates will be overlooked.

The system is capable of storing all employee files, from letters of recommendation and resumes to performance reviews, regardless of whether they were emailed or scanned through. To access a particular employee's file simply click on their name within the system.

### Automated workflow

Automatically track unlimited employee details, such as date of hire, review dates, certifications and training held, and any disciplinary action taken.

Create an automatic workflow for a particular group of employees, such as new hires who are on boarding, ensuring a consistent process is maintained.

### Set notifications and alerts

Track important events for each employee, and send notifications to managers and supervisors when performance reviews are due, when probationary periods are up, when disciplinary reviews must be scheduled, and when licenses, training, or certification must be updated. Synchronization with MS Outlook ensures no task goes unnoticed.

### Generate employee communications at the click of a mouse

Letters can be created from predefined templates, meaning all you have to do is to select which employee or group the letters should be generated for. They can then be printed for mailing or emailed out via MS Outlook, a copy of the communication will be stored against the employee's record on the system for future reference.