



**Optimizing HRM processes. New Opportunities**

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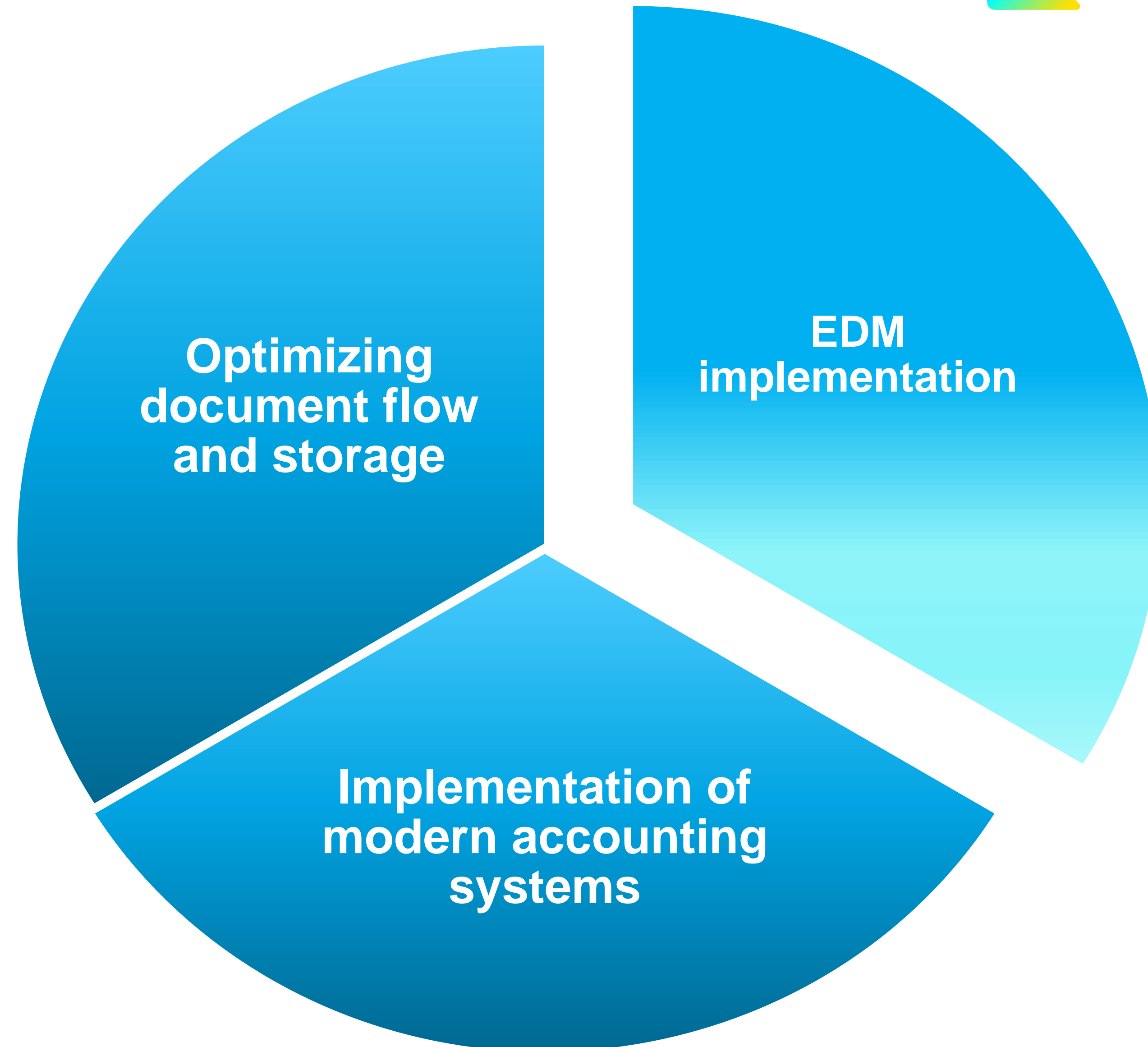


1. Optimization of EDM with employees and HRM
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# OPTIMIZATION OF HRM PROCESSES



Optimization tools:



# OPTIMIZATION OF HRM PROCESSES



According to the legislation of the Republic of Kazakhstan, documents signed via EDS have equal value with a signature on paper.

*item 1 of article 7 of the Law of RK from January 7, 2003 № 370-II "On electronic document and electronic digital signature".*



# Advantages of EDM



## For company

- **Digitalization of all HR processes in the organization**
- **Simplified employment of office and remote employees**
- **Operational control of the signing process**
- **Security and availability of electronic archive**
- **Prompt transfer of data for calculation of payments**
- **Compliance with legislation**
- **Increased efficiency of HR department**
- **Reducing the risk of document loss**
- **Reduce paper costs**

## For employee

- **Ability to sign and transfer documents from a computer or phone**
- **Prompt exchange of personnel documents**
- **No need to visit the HR department**
- **Access to the archive of signed documents**

# Advantages of EDM



## Comparison of paper and electronic document flow

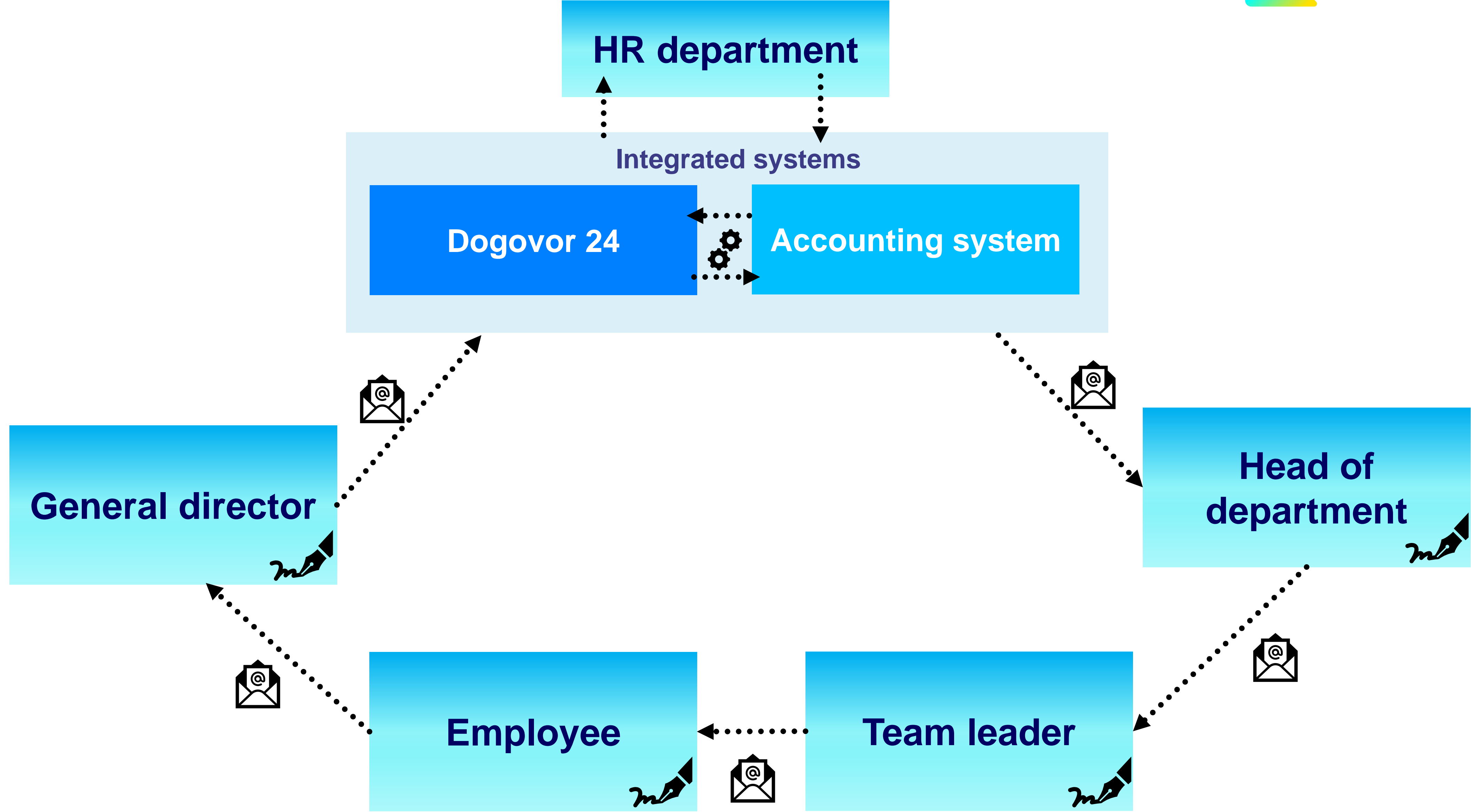
Operations	Paper	Electronic
Send document	1-7 days	1-5 minutes
Sign/print	1-5 days	2-5 minutes
Get an approval/visa	1-2 days	1-5 minutes
Return document	1-2 days	1-5 minutes
Risk of losing the document in the process	Yes	No
Expenses for paper, printing and couriers/post service	high	No

**Total:**

**Up to 14 days  
Slow and costly**

**15-20 минут  
Fast and inexpensive**

# EDM process flowchart example in Dogovor 24



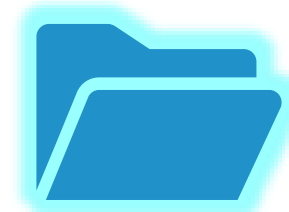


# Introduction to the EDM system in Kazakhstan

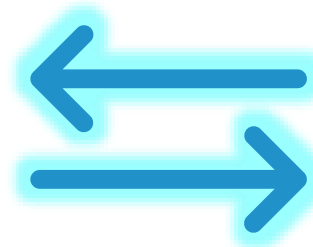


Contract 24 is an electronic document management system that allows reliable and secure exchange of HR documents and signing them with a legally significant EDS.

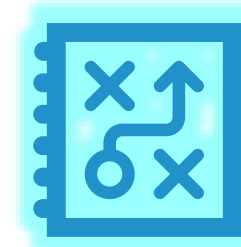
## Functionality



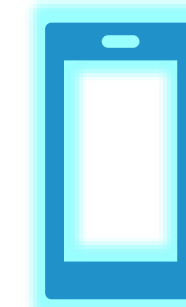
Exchange of HR documents



Integration with any accounting system



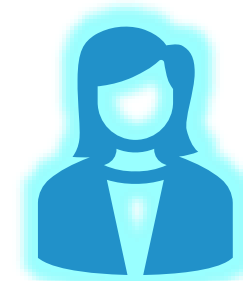
Flexible signing routes



Mobile app



Legitimacy of signing documents



Employee's personal account



Domain constructor



Correspondence with ministries



Document tasking



Personal data protection

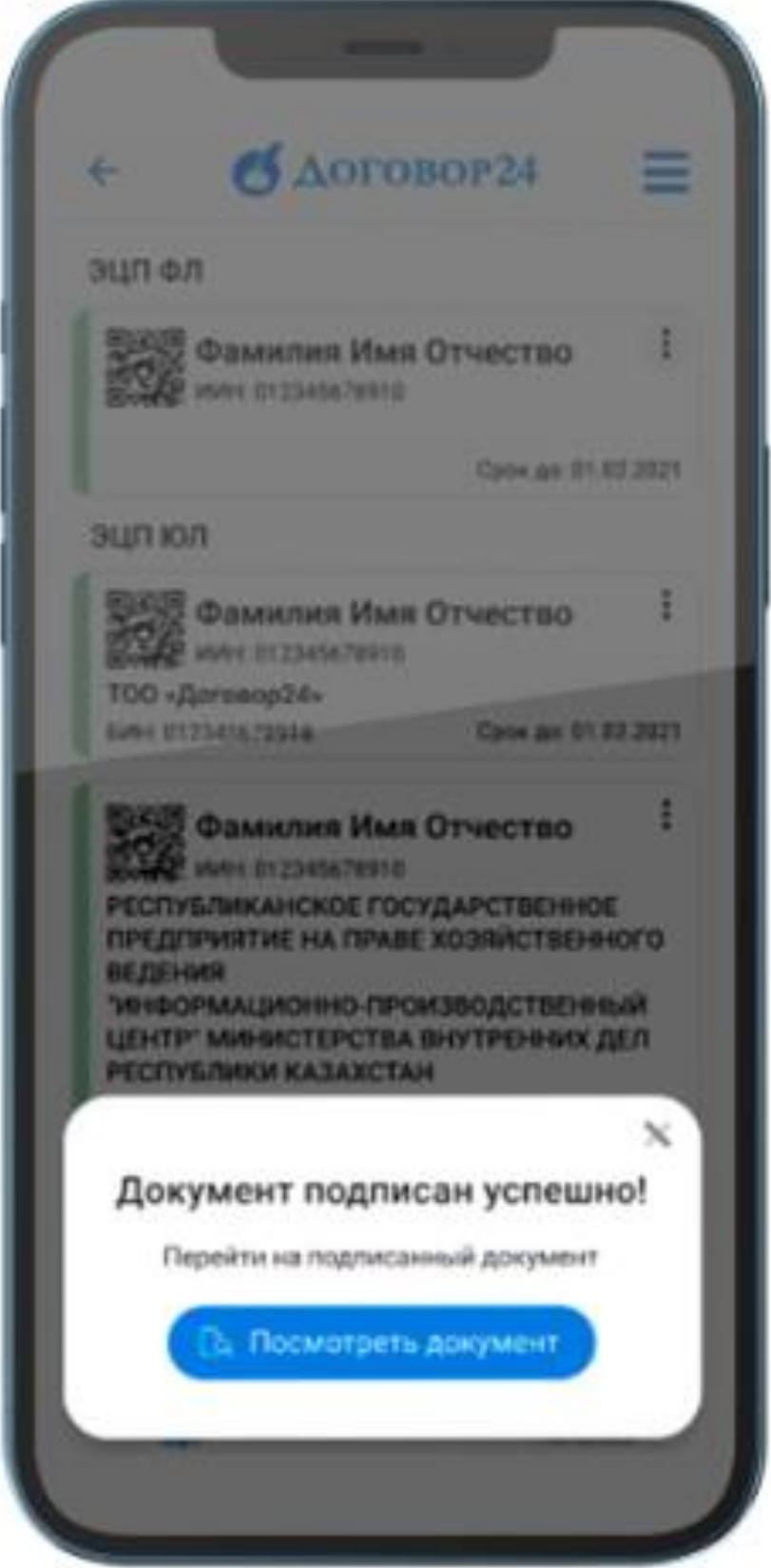
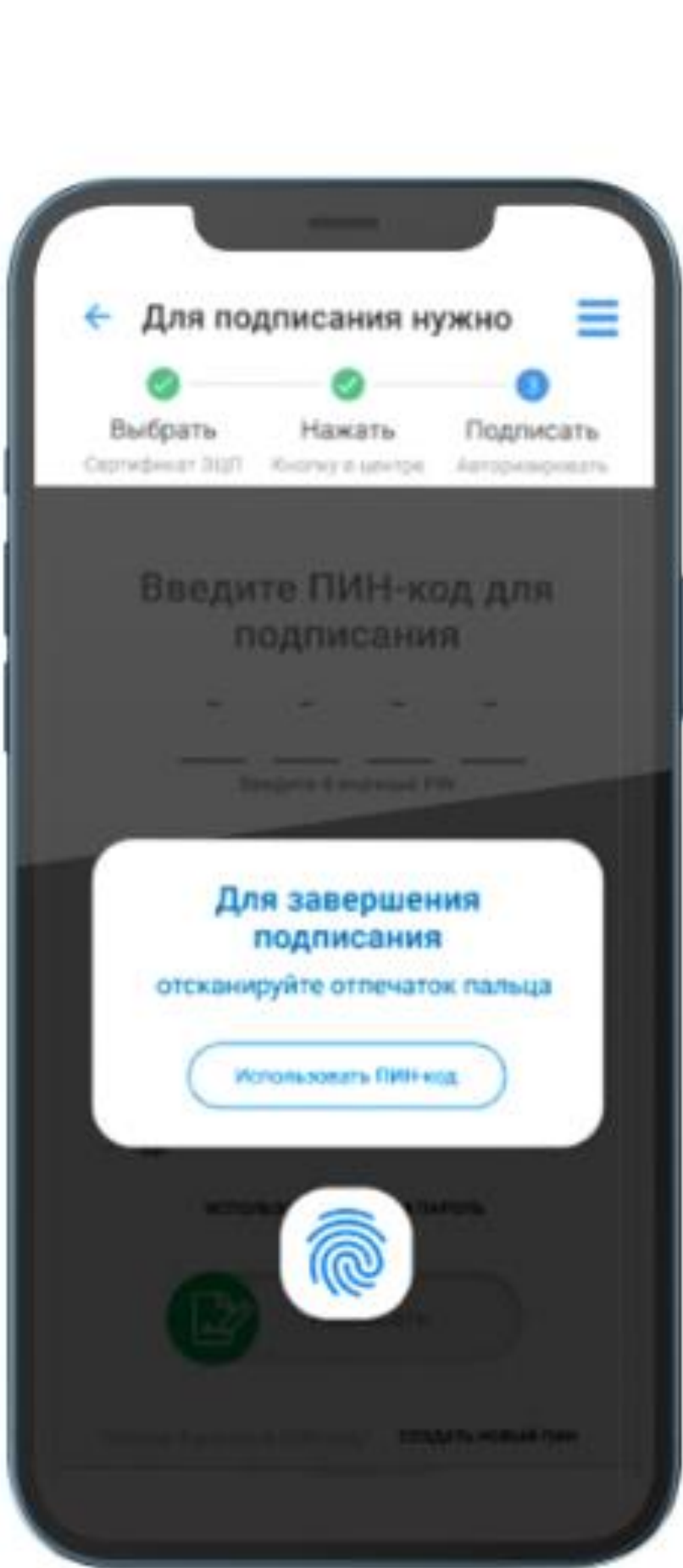
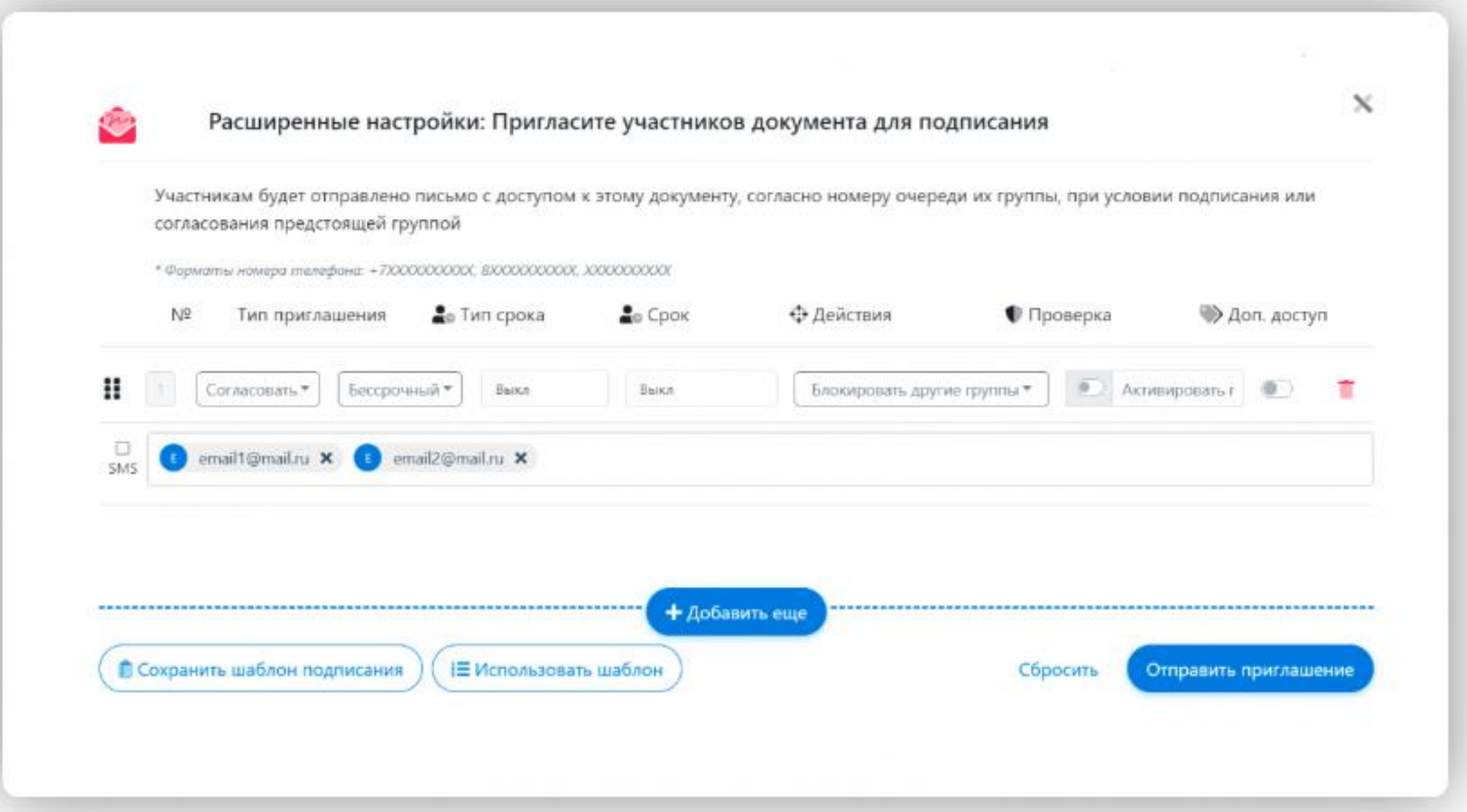


# EDM in Kazakhstan in Dogovor 24 system



## Document routes for approval and signing in Д24 system

## Mobile app



[Learn more](#)

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