

EcosAgile

Innovative solutions for digitizing HR processes

Digital transformation involves human resources and is increasingly driving processes aimed at digital innovation.



HR digital transformation

According to the 2022 *Italian Observatory on Public Participation Companies*, in collaboration with the University of Milan-Bicocca, the University of Naples Federico II and the University of Rome Tor Vergata, 21% of companies have as a primary goal the **streamlining of work processes**, to be achieved through the integration of technologies and cost reduction models.

In terms of digital transformation, the **HR sector has been favorably affected** and there is an increasing need for it to rewrite traditional procedures with new ones that involve the use of innovative and digital tools in terms of **dematerialization** and **digitization** of documents.

Digitization involves the integrated management of information and processes through the use of management software, the cloud, and technologies to transform business processes with benefits for the entire organizational environment.

Dematerialization, on the other hand, involves the replacement of traditional paper-based media of administrative documents with electronic documents in all areas of business.

Bridging the IT gap by digitizing and dematerializing documents enables **efficiency gains** and simplifies work through **controlled and secure access to information**.



Benefits of digitization



Simplify processes, streamline all administrative activities, and eliminate manual errors due to misplaced or incomplete documents;



Cost optimization and zero up-front investment, by digitizing information, significant cost savings can be achieved without infrastructure costs or up-front investment;



Fast and immediate access to documents, with easy search and retrieval of documents that are easily accessible once captured;



Continuous availability of documents anytime, anywhere, and on any device: what is stored is always available and updated in real time;



Improved efficiency and productivity, with the ability to optimize the resources used by maximizing the productivity and efficiency of the management system;



Improved customer experience and an innovative image of the company to the customer, who is not forced to print and return documents, resulting in economic and time savings;



Security, using high-level technological methods and procedures to protect the environment and company data;



Sustainability, adopting sustainable solutions to minimize environmental impact.

"Paperless" Management

The introduction of digital document management is accompanied by the term "paperless".

Paperless is a choice to be implemented as part of the digital transformation and has the following benefits:

- **reduced space and costs:** paper, ink, supplies such as binders and folders, and archives
- **increased efficiency and productivity:** instant document retrieval with significant time savings
- **dynamic and interactive document management:** real-time updates and sharing from any device, at any time, with continuous data tracking and traceability
- **enhanced team collaboration:** enable employees to view and edit a shared document, even remotely, with reduced risk of human error
- **security, confidentiality and legal value of documents and information**
- **go green:** reduce paper waste

"Paperless" HR is possible for so many activities: from managing vacation and leave to sending digital payroll, from managing expense reports to approving and sharing projects, tasks and documents with digital signatures.



The **Electronic** signature

The use of electronic signatures has become indispensable in today's digital transformation.

It is a **practical, immediate and intuitive tool** that is becoming part of every business process, guaranteeing advantages in terms of **security, space, time and money**.

In fact, the ability to sign documents in an intelligent and fast way allows the **simplification of the administrative process** of manual signatures, increasing the efficiency of the process and reducing operating costs.

Legal and evidentiary value of an electronic signature

A computer document signed with an advanced or qualified electronic signature is **legally valid and equivalent to a handwritten signature** on a paper document.

“

The computer document satisfies the requirement of written form and has the validity provided for in article 2702 of the Civil Code when it is provided with a digital signature, another type of qualified electronic signature or an advanced electronic signature or, in any case, when it is created after the computer identification of its author, through a process having the requirements established by AgID in accordance with article 71, in such a way as to guarantee the security, integrity and unalterability of the document and, in a manifest and unequivocal manner, its traceability back to the author



Types of Electronic Signatures

Simple Electronic Signature, or FES, is used to add authenticity to an electronic document by ensuring its evidentiary value. Useful for documents and communications where a strong signature is not important.

Characteristics:

- evidentiary value
- Guarantee of document integrity
- Unique link
- Two-factor authentication
- Used when strong signature is not required

For which HR documents?

- Almost all employment contracts
- GDPR and privacy related documents
- The security policy
- Affidavits in which the employee declares his employment status
- Company property transfer documents

Advanced Electronic Signature, or FEA, guarantees the identity of the author and the integrity and tamper resistance of a document. The identity is confirmed by presenting an identification document.

Characteristics:

- evidentiary value
- Guarantee of document integrity
- Unique link
- Two-factor authentication
- Subscriber identity verification guaranteed
- Guaranteed document immutability

For which HR documents?

- Employment contracts with probationary periods
- non-compete agreements
- Exclusivity clauses
- Other terms that are binding and onerous on the employee
- term contracts and renewals

Qualified Electronic Signature, or FEQ, involves not only verifying the subscriber's identity, but also verifying the subscriber's identity visually through a video call or facial recognition by a third-party certification authority. This is the strongest type of signature.

Characteristics:

- evidential value
- Ensure document integrity and tamper resistance
- Unique link
- Two-factor authentication
- Verification of subscriber identity
- Visual identity recognition
- Presence of a third party certification authority

For which HR documents?

- All contracts and labor agreements
- Laws, contracts, agreements online

Electronic storage

The digital transformation in terms of **dematerialization of business processes** has also touched the HR sector in recent years, leading to immediate and tangible benefits in terms of **saving time, paper, space and money**, but also improving the organization, accessibility and use of archives.



AgID

But what is dematerialization?

This is digital document management that leads to the replacement of traditional paper media of administrative documents with electronic documents in all areas of business. The tool you are hearing about is **paper-to-digital electronic storage** and subsequent **cloud storage of documents** at certified AGID-accredited facilities.

The **new AGID Guidelines**, useful tools for the creation, management and preservation of computerized documents, have already come into force on January 1, 2022, and are applicable to both public and private organizations that are obliged to preserve files to be filed according to civil and fiscal obligations. The new guidelines testify to the ongoing digitization path, aimed at simplifying the management and archiving of documents for a simpler, more structured and digitized collection.

EcosAgile software for Digitalization

EcosAgile Document & Signature is a complete and integrated solution that allows with simplicity and immediacy to minimize printing, paper and unstructured communication present in business processes, make the signing process smooth and efficient and eliminate paper archives with freeing up space, reducing costs and time.

EcosAgile Document & Signature facilitates the digitization of documents and processes in an integrated manner to portal the entire "paperless" business.



Cloud

EcosAgile Document & Signature is delivered in the cloud and is characterized as a flexible, simple and cost-effective solution accessible via the Internet. System updates are continuously released to ensure that users always have the latest version of the product.

Responsive

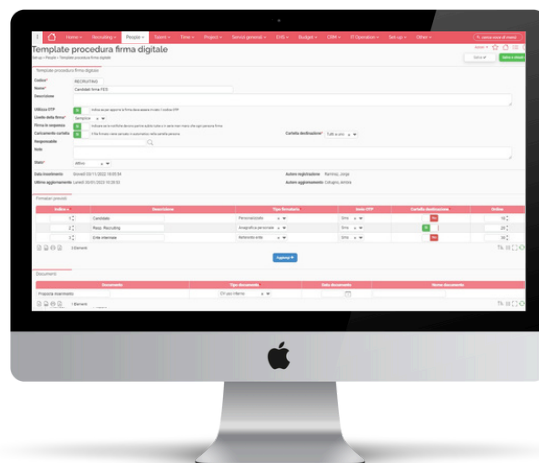
The platform is accessible from any device. The responsive design allows navigation from a desktop, tablet or smartphone.

User experience

Immediate, clear and easy-to-use graphical interface to help the user navigate and structure a personalized, engaging and fulfilling experience.

ON BOARDING

Preparation of the **process of signing** all documents electronically, which greatly simplifies the entire administrative process of manual signing. Creation of a **template of the signing procedure** to speed up the process.



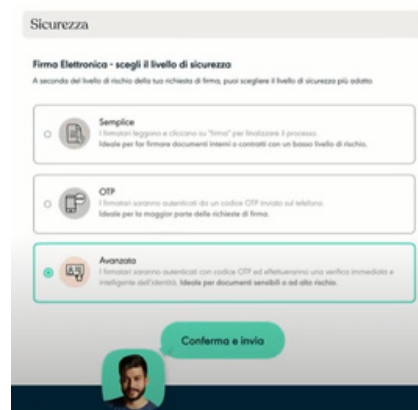
DIGITAL SIGNATURE

Choice of **three signature types**: simple FES, advanced FEA, qualified FEQ. Depending on the signature type, the process automatically activates the **verification of the signer's identity**. Loading of documents to be signed with **signature tag and placeholder setting**.



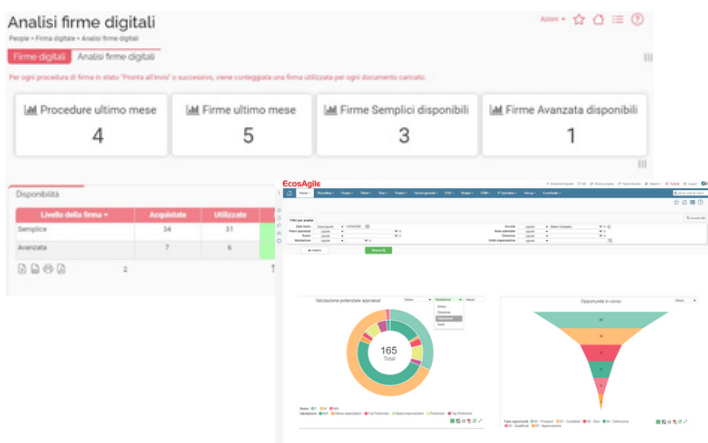
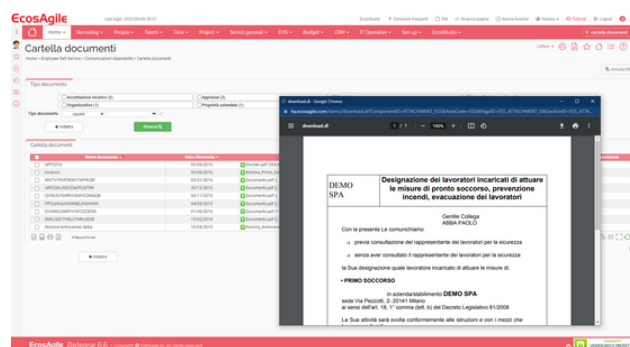
SIGNING WORKFLOW

Definition of document signers with **workflow setting with signature order**. **Group signing procedure** with use of one signature for multiple documents signed simultaneously. **Audit management** of the signing process.



DOCUMENT FOLDER

Electronic storage of all documents, organized by type and with visibility rules set by broadbanding. Consult and download documents anytime and anywhere.



LETTERS & ANALYTICS

Upload of business templates to prepare customized letters with data stored in the EcosAgile system. Analysis of the signatures used, by type and by period, with summary of the signature procedures carried out.

STORAGE

Simple, standards-compliant digital preservation that allows dematerialization of all digitally signed documents, ensuring proper management, archiving, retention and enforcement.



ABOUT US

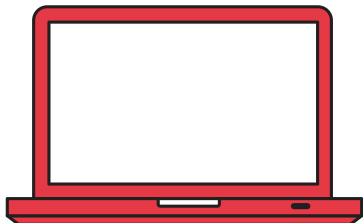
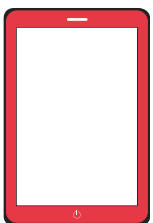
EcosAgile is the software platform for the management of human resources and all **people-centric** processes, developed and perfected over the years by SoftAgile, an Italian company that produces software for human resources management and development.



Founded in 2001 in **Milan**, the company, with its R&D team that has been working in the field of HR management for more than **20 years**, creates and optimizes solutions dedicated to SMEs and multinationals.

EcosAgile is designed to be used in the **Cloud**. It is web-based and has software and smartphone applications on both **ios** and **Android** to support various HR management activities.

Timesheet, Projects, **Expense Reports**, Attendance, Leave and Absence Requests, Leave Plan Management, Time and Attendance and Access Control, Vehicle Fleet and Corporate Property, **Evaluations and Competencies**.



EcosAgile

CONTACT US

<https://ecosagile.com/ENG/>

marketing@ecosagile.com

