



With some projects taking on hundreds of staff in just a few weeks, reliable, efficient processing of employee information is essential.

“It is always the errors, that come back to haunt you – the more automation the better”

said Glyn Jones, Project Manager.



Carillion has several divisions that use a large number of staff on a project by project basis. The HR challenge of managing employee records for large scale projects is complicated by many of the staff being on fixed term contracts and many have worked for the organisation on other projects.

The nature of the projects being undertaken leads to Carillion requiring effective management of employee records to ensure that all the health and safety requirements are met. This can mean anything from checking an employee’s qualifications, the attendance at fire or first aid courses, to the handling of any grievance.

Ether Solutions were engaged to design and implement a scanning solution that could be operated by the HR team, to capture the employee documents and ensure they are adequately indexed for use by future projects. Using the market leading Kofax software, Ether Solutions delivered a system that included document management functionality using Oracle WebCenter Content in order to minimise the quantity of index information which needed to be entered by the HR operators processing the paperwork.

The legislation concerning data protection including document retention adds particular complexity for a project based activity such as Road and Rail construction, as the dates for retaining staff records often change as staff are engaged and released from different projects.

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The Enterprise Portal, Document Management, Content Management and Document Capture Specialists



Tel: 0845 643 4410