From paper files to digital simplicity

The Mensura case

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Sharris v.Loh-Lambrechts – HRIS Expert

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Topics that will be highlighted

1. Who is Mensura?
2. What were the burning fire(s)?
3. Project steps
4. End of the road expected results
5. Lessons Learned

Who are we

Mensura is a wellbeing partner to Belgian employers and their employees. We specialise in wellbeing in the workplace for organisations and their employees.

We listen, analyse, advise and activate. We help you approach wellbeing strategically, embed it in your policy and convert it into manageable actions in the workplace. Now and in the future. We do this based on five key areas:

- Mental wellbeing
- Absenteeism
- Physical health
- Safety at work
- A guide to wellbeing

Two burning fires

Too much manual work

- Making addenda, sending addenda, reminders to sign them, saving it to the drive
- Scanning in documents that we receive on paper
- No signing tool – seperate documents needed to be opened and signed seperately (not jealous of our HR Director & CEO)

Paper files and Digital unreliable storage

- 350+ paper files that need to be checked and scanned – not all digitally available
- Digital storage on shared drive very unreliable – folders missing because by accident dragging to other folder

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Project Steps

Looking for the solution matching to our requirements

Implementation & re-iteration

Phased Go-live

From Paper to Digital & from Digital to Digital

Sharing is caring

To share or not to share

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1. Tool Selection

Why Document Manager? Requirements

- Integration with SuccessFactors
- Integration with signing tool (no predetermined preference for signing tool)
- Creation of own templates including approval flows
- Creation in mass of documents for a group of employees
- Reminders for documents that need signature
- Retention & deletion rules

HuRis covers all requirements and was already a trusted partner

2. Implementation & Re-iteration

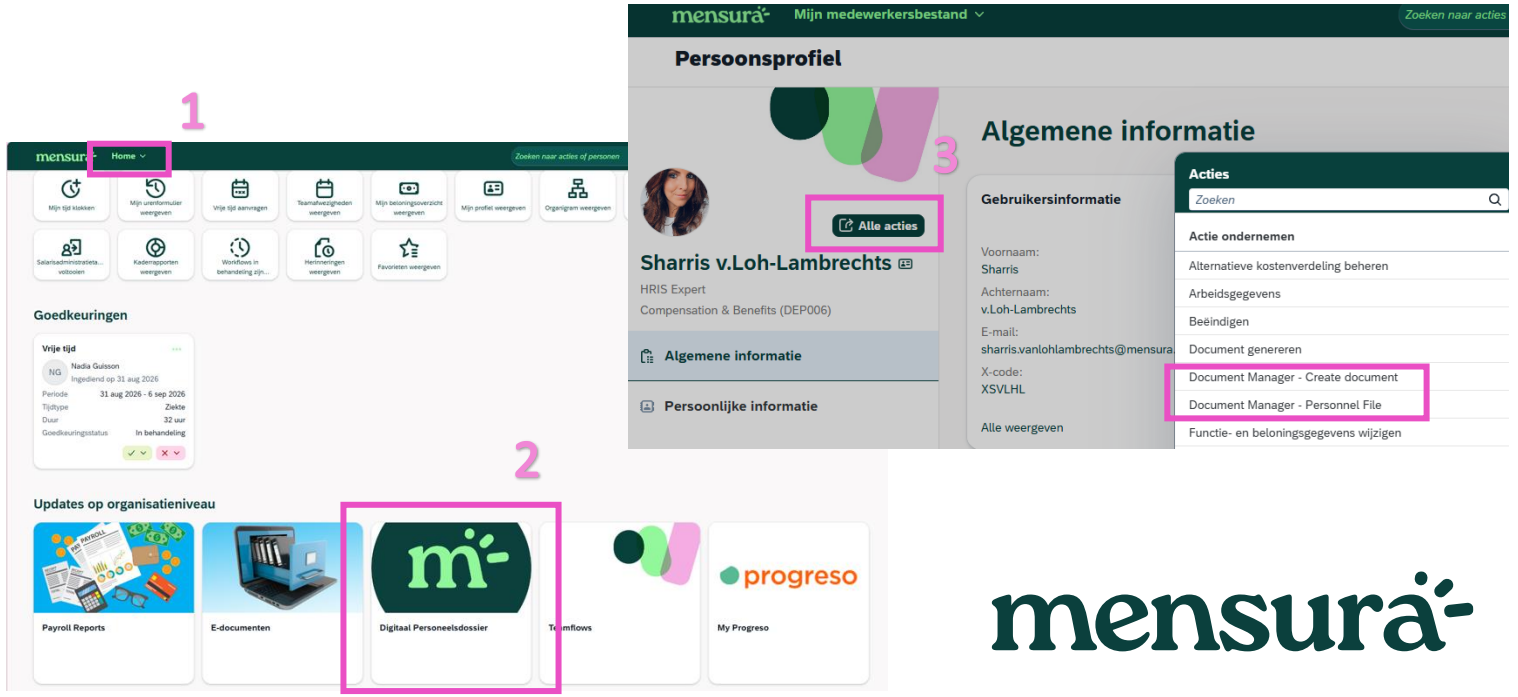
First focus was **document manager – Folder Structure**

- Theoretical structure vs reality
- Naming convention

Once we started the migration we also started with re-iteration – moving folders, creation new document types, indicating which folders are not visible for the employees.

We can navigate to the files very quickly via SuccessFactors:

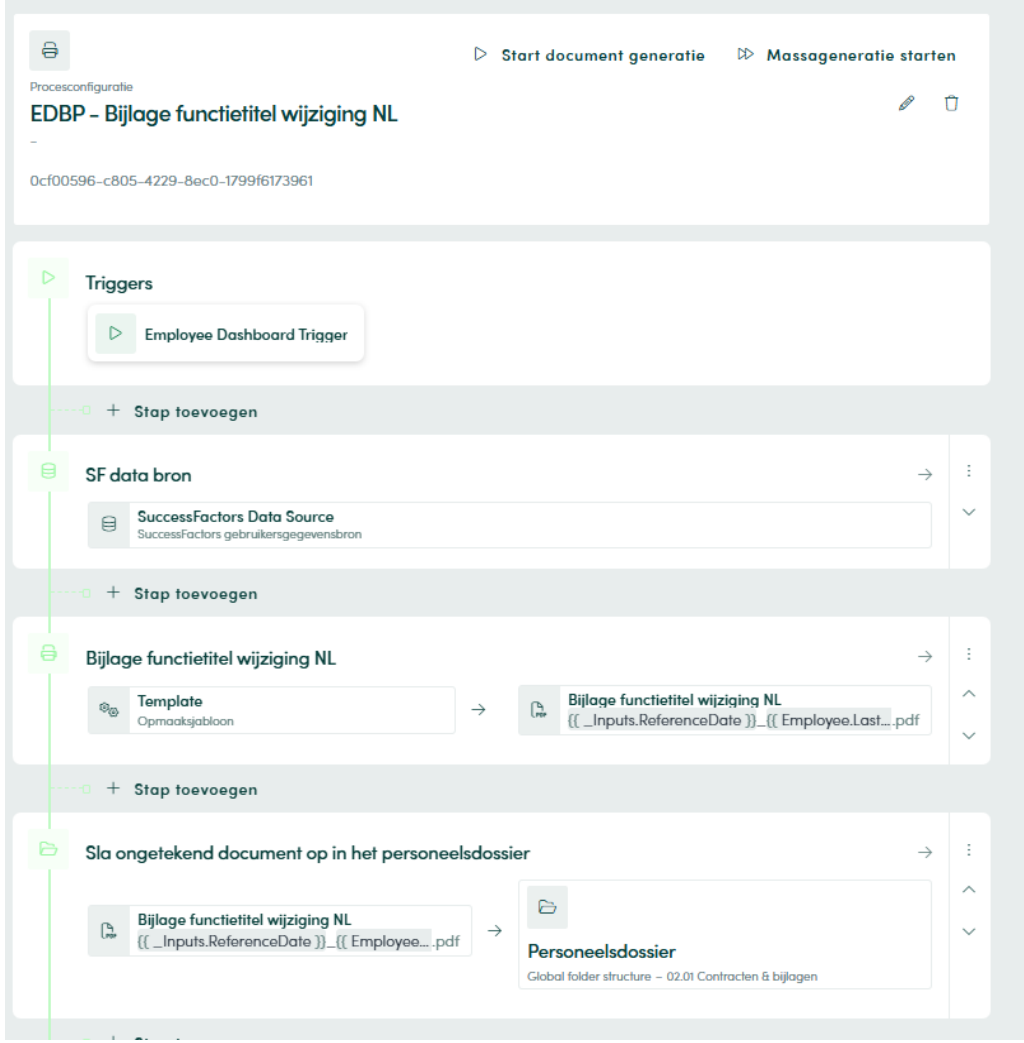
1. Via the Home button
2. Tile on the SuccessFactors Homepage
3. Through the action button on the People Profile



2. Implementation & Re-iteration

Document Generator - Creation of process flows and templates (takes some time to get the hang of it)

- Training
- Put in practice to learn



2. Implementation & Re-iteration

Detail Process Flow & Template in Doc generator

Addendum

Bijvoegsel bij de arbeidsovereenkomst voor bedienden

Tussen

En
{{ Employee.FirstName }} {{ Employee.LastName }}
{{ Employee.Straat }} {{ Employee.Nummer }} {{ Employee.Busnummer }}
{{ Employee.PlaatsBEL }}
(de Werknemer);

Beide partijen komen overeen:

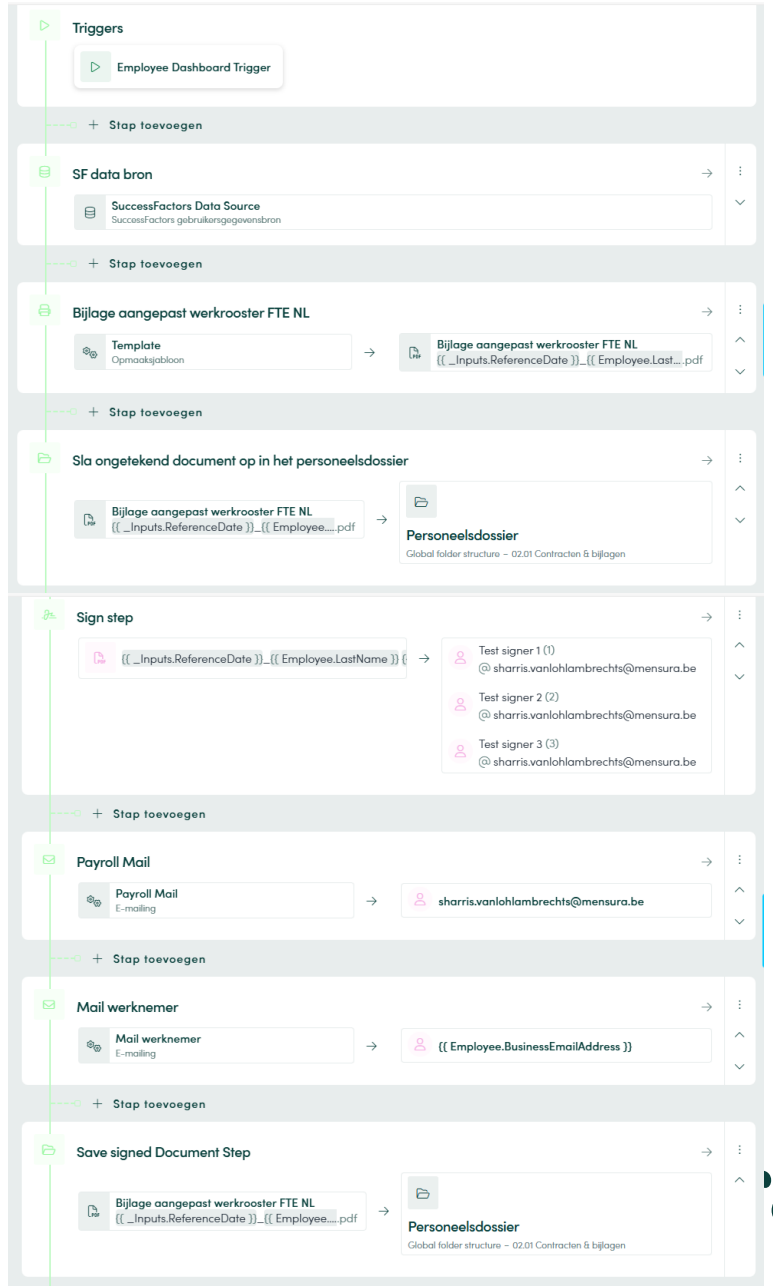
Voorafgaandelijke bepaling:
De werknemer is tewerkgesteld volgens een deeltijds/voltijds arbeidsregime en wenst over te gaan naar een contractuele deeltijds/voltijds tewerkstelling. De werknemer is in een contractuele voltijdse/deeltijdse (x%) tewerkstelling sinds {{ Employee.HireDate }}.

Bijgevolg werd het volgende overeengekomen:

Art. 1 :
Vanaf {{ _Inputs.ReferenceDate }} zal de werknemer voltijds/ deeltijds, X%, tewerkgesteld worden.

Merge fields SF

Process Flow Steps

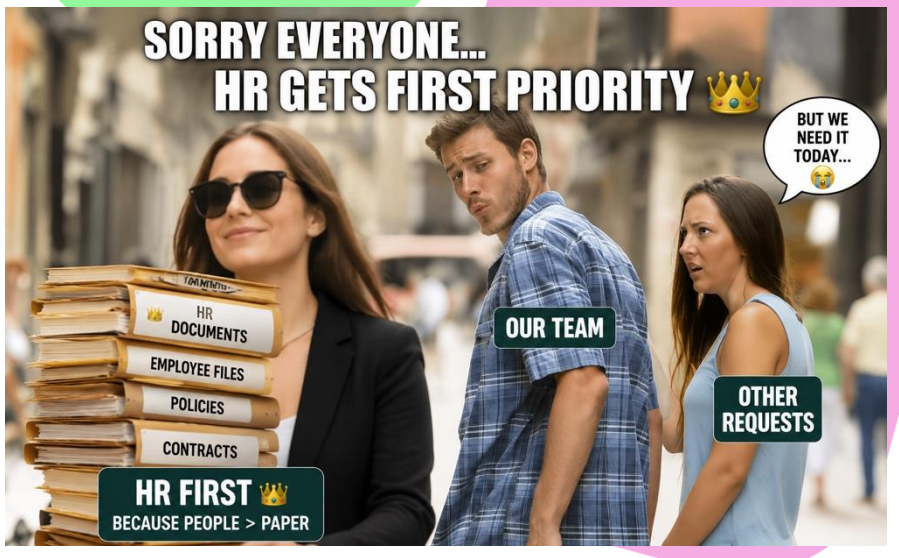


3. Phased Go-live

Document manager (personnel files) is live for HR – Migration in process (will take some time)

Document generator (creation of addenda) go live 8/12/2025 – Gradual communication

Go-live for business – Fleet & contingent workers live



4. From paper to digital and from digital to digital

Currently working on

Digitization of paper files is complete

- The involvement of the **entire HR team** was key to making this a success
- Clear guidelines were essential to determine **what to keep and what to discard**

Migration of digital files from Drive to Document Manager is ongoing

- The process is **time-consuming** due to the lack of a consistent naming convention
- **No automated migration option** is currently available

Expanding collaboration across departments

- Involve colleagues from **other departments** across the company

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5. Sharing is caring

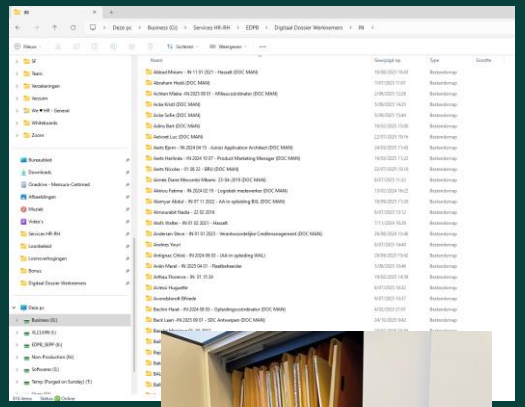
What to share what not to share

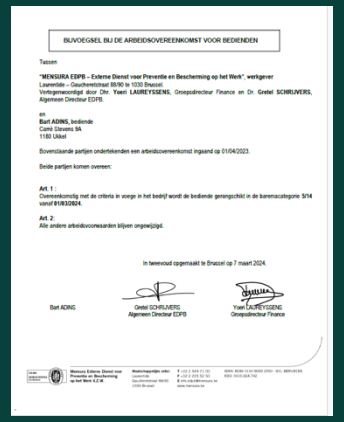
Once we go live for our employees we need to consider:

- *Which documents can they see?*
- *Can they upload documents themselves?*
- *Can they generate documents themselves?*
- *What will be the reaction for them to be able to access their file which they have never been able to do before?*

End of the road expected results

From





BIJVOEGSEL BIJ DE ARBEIDSOVEREENKOMST VOOR BEDIENDEN

Tussen

"MENSURA EDPB – Externe Dienst voor Preventie en Bescherming op het Werk", werkgever
Laarmeldie – Gaucheretstraat 88/90 te 1030 Brussel,
Vertegenwoordigd door Dhr. Yoeri LAUREYSSENS, Groepsdirecteur Finance en Dr. Gretel SCHRIJVERS, Algemeen Directeur EDPB.

en

Bart ADINS, bediende
Camiel Stevens 9A
1180 Ukkel

Bovenstaande partijen ondertekenden een arbeidsovereenkomst ingaand op 01/04/2023.

Beide partijen komen overeen:

Art. 1 :
Overeenkomstig met de criteria in voege in het bedrijf wordt de bediende gerangschikt in de baremacategorie S/14 vanaf 01/03/2024.

Art. 2:
Alle andere arbeidsvoorwaarden blijven ongewijzigd.

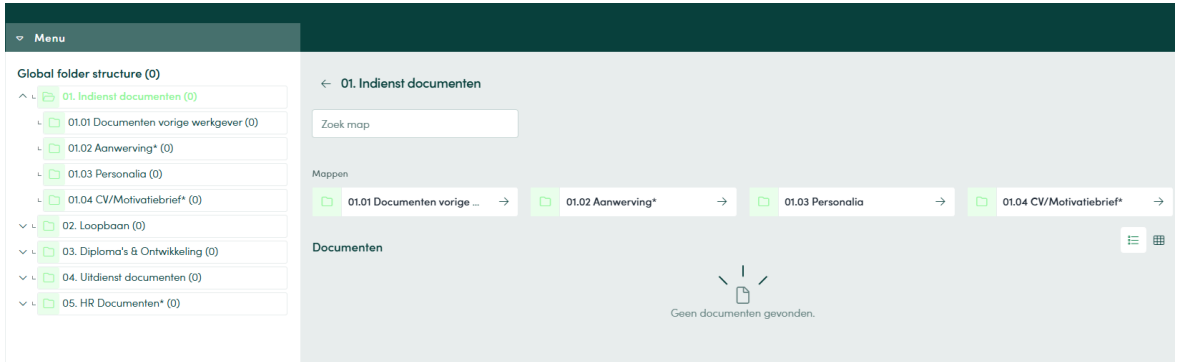
In tweevoud opgemaakt te Brussel op 7 maart 2024.

Bart ADINS

Gretel SCHRIJVERS
Algemeen Directeur EDPB

Yoeri LAUREYSSENS
Groepsdirecteur Finance

To



Bijvoegsel bij de arbeidsovereenkomst voor bedienden

Tussen

"MENSURA EDPB - Externe Dienst voor Preventie en Bescherming op het Werk VZW"
Manhattan - Bolwerklaan 21, bus 9 te 1210 Brussel

En
{{ Employee.FirstName }} {{ Employee.LastName }}
{{ Employee.Straat }} {{ Employee.Nummer }} {{ Employee.Busnummer }}
{{ Employee.PlaatsBEL }}
(de Werknemer);

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Lessons Learned

- Naming convention – START NOW
- Think about structure & re-iterate
- Think upfront about which folder you would like to share with employees or maybe other departments
- Think about practical ‘in-between’ scenario’s – there is no standstill in HR:
  - While we are in migration – how to indicate which file is migrated and which not
  - What to do with addenda that are created in between – where to store
- Think of the impact on the current way of working & process
- The more your processes and communication is clear upfront the better

Thank you for your attention

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