



UNLEASHING THE  
POTENTIAL OF  
YOUR WORKFORCE

## The WorkJam Digital Workplace

### Document Sharing & Creation



#### A CENTRALIZED WORKSPACE FOR ALL DEPARTMENTS

Ensuring that frontline employees have all the important documentation they need, from HR forms to pay stubs, presents a unique challenge for large organizations.

Distributing these documents manually creates expensive and unnecessary administrative overhead. And, in most cases, departments like HR, operations, and accounting are all using different systems to manage their documents, which makes having a centralized distribution center next to impossible. That's where we come in.

The **WorkJam Digital Workplace** now enables secure, personalized, downloadable and printable documents to be sent directly to individuals or groups of frontline employees and managers.

Employers can push important data and documents to frontline employees to ensure the workforce is informed and the organization is compliant to industry regulations. Delivery is secure and the system takes full advantage of existing IT solutions.

**WorkJam** brings all departments into one digital workspace and makes it easy for them to distribute

important documents to frontline employees. This eliminates the need for using the personal email addresses of frontline employees. It also saves both time and money (ink, paper, and time) by getting rid of the manual distribution of physical copies. This makes it easy for frontline employees to access documents and official notifications like:

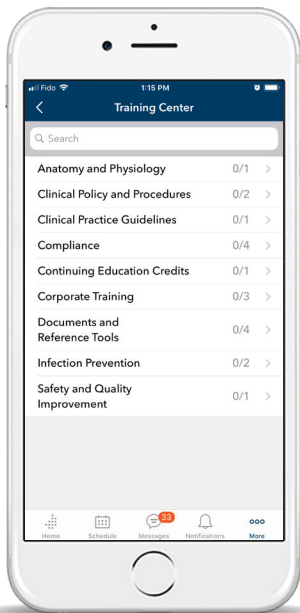
- Pay stubs
- Tax forms
- Training documents
- HR policy updates
- Safety information

#### Streamlined document creation

**WorkJam** lets you create templates for all types of documents that you use within an organization. And, we made it possible to auto-populate fields within those documents. This streamlines the document creation process and ensures efficient dissemination of all information.

#### Eliminate document loss

Physical pay stubs and tax forms are easy to lose and can lead to the unnecessary consumption of both time and resources of administrative staff to replace. **WorkJam** makes it impossible for frontline employees to misplace important documents, by keeping them in an encrypted centralized location.





### Targeted delivery to frontline employees

Because most official documents are confidential in nature, they can't go to the wrong people without causing problems. **WorkJam** helps mitigate the risk of this with targeting document distribution. Documents can be sent to individuals, entire stores, or teams within a store, depending on your needs.

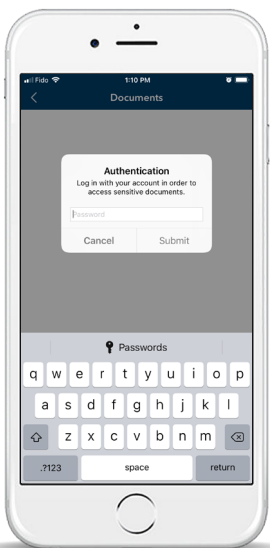
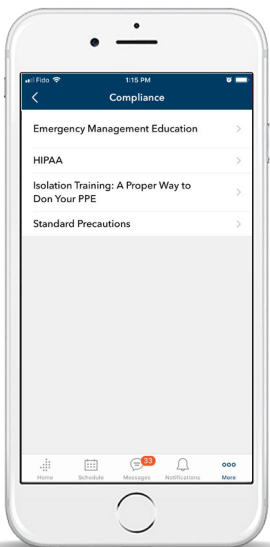
### Enhanced compliance

Making sure that frontline employees not only get documents they are required by law to receive but also ensuring that they've reviewed them can be a challenge. **WorkJam** eliminates this barrier to compliance by pushing all documentation directly to the employee via their mobile device.

### Military grade security

Frontline employees don't need to worry about the security of important documents, like tax forms or pay stubs, being compromised. **WorkJam's** enterprise-level security ensures that all documents are secure.

To make sure documents are truly safe, we've added an extra layer of authentication to access most documents, meaning that even if employees forget to log out on a shared device, their important personal documents are secure.



Schedule a demo of WorkJam today and see how we help you unleash the potential of your workforce

Request a Demo