

# Digitising HR processes: the challenges of digitisation, HR legislation, documentation and processes

7 June 2024

At 9.00.

Webinar

Fee per participant:

Micro enterprises: free of charge,

Small and medium-sized enterprises: 100 €,

Large companies: 500 €.

We will present to the participants which HR processes are nowadays usually already digitised and what the future holds, how to legally create a digital personnel file archive with permanent validity, what are the most common mistakes in the digital conversion of a personnel file archive, under which conditions the personnel file documents are equivalent to the original in the process of digital transformation and what are the possible approaches to digital signing. The steps to a trustworthy digital archive will be presented - it is crucial for employers to undertake digital archiving according to a predefined scenario.

We will look at what employers' obligations under employment law are during the recruitment process, how to prove the legality of the recruitment procedures carried out, and what documents are needed and stored for the purposes of proving the implementation of employment law. We will look at which HR documents have a legal basis for processing and archiving, which require the consent of the employee, and the changes to document retention under ZVOP-2.

You are cordially invited to.

## Content:

- Digital personnel folders; eligibility for conversion/establishment of digital personnel folders, common conversion errors and risks,
- the legal basis for setting the retention periods for HR documents,
- the recruitment process generates the first documents related to the employment relationship of the employee, which we are obliged to keep permanently,
- how to assess the retention periods of documents that have no legal definition,
- compliance with data protection legislation and the GDPR Regulation when storing documents,
- which documents we are obliged to remove from personnel folders, and compliance with the legal conditions before starting to destroy documents.

The training is for:

✓ decision makers in companies and other work organisations (private and public sector),

✓ HR managers, HR specialists, HR managers,

✓ Managers of small and medium-sized enterprises,

✓ heads of organisational units,

✓ sole traders and  
✓ all employees who perform HR tasks in their work.

**Lecturer:**

Andreja Samec Koderman is a lecturer, mentor, consultant and expert in HR and management. She advises on HR processes, employment law (personnel records, personnel folders, working time), HR systems (systematisations, competency models, promotion and reward systems) and HR development. It helps employers to set up an efficient and legal HR function. It is a member of ARTDO, an international organisation that brings together HR professionals from six continents. She participates in international lectures and has been recognised by World HRD. She implements systematisations, salary models, reward and promotion systems, HR audits and establishes HR legal security in companies.

**Registration fee:**

The price covers participation in the event, materials and certificates. Certificates will be issued upon request.

**Registration:**

Applications are accepted until places are filled. The deadline for any cancellation in writing is 4 June 2024. Otherwise, we will charge you the full registration fee!

**Payment**

Please transfer the registration fee in advance to the GZDBK business account at NLB, d. d., Ljubljana, number SI56 0297 0025 6614 247, reference 20240607 + your company's registration number.

GZDBK registration number: 2295032. GZDBK VAT ID: SI68152990.

Please present the receipt of payment no later than upon arrival at the event.

The event takes place as part of the SRC-EDIH project.

