HR Document Management Feature Comparison

DynaFile

Compare capabilities across leading solutions to see why DynaFile is the trusted choice for HR compliance, automation, and document control.

	DynaFile	HRIS	SharePoint	Most Other DMS	Network File Shares	Paper
Remote Access & File Format Support						
In-Browser Document Structuring: Split, Merge, Reorder Pages & Update Metadata of HR Files	✓	✗	✗	✗	✗	✗
HR Document Indexing, Search & Customization						
Automated Metadata Tagging & Indexing + Data Synchronization from HRIS or System of Record	✓	✗	✗	✗	✗	✗
Cross-Reference Search by Employee, Department, Location, and Document Type	✓	✗	✗	✗	✗	✗
Customizable HR Specific Indexing & Reporting	✓	✗	✗	✗	✗	✗
Security & Permissions						
Compliance Certifications (HIPAA, GDPR, SOC 2 Type II)	✓	✓	✓	✗	✗	✗
Automation & Workflow						
Barcode Scanning for Cloud-Based HR Filing	✓	✗	✗	✗	✗	✗
Automated Retention Policy Enforcement for HR Documents	✓	✗	✗	✗	✗	✗
Real-Time Audit Trails & Compliance Reporting for HR	✓	✗	✗	✗	✗	✗
HR-Specific Design & Employee Lifecycle Management						
Built for HR Teams Managing Employee Documents	✓	✓	✗	✗	✗	✗
Complete HR Document Lifecycle Management (Onboarding to Offboarding)	✓	✓	✗	✗	✗	✗
Scalability & Performance						
Flexible HR Document Storage & Pricing Model	✓	✗	✗	✗	✗	✗

What Our Customers Say

"On paper alone the cost savings is in the thousands—and possibly the hundreds of thousands when all is said and done."

−Laura Martella, Director of HR | San Diego Zoo Wildlife Alliance

"My favorite part of DynaFile has been being able to share access with the auditors. It used to take me one whole day to scan the files they requested and now it takes me less than 15 minutes to share the access."

−Lindsey Yearsley, Financial Aid Leader | Paul Mitchell School, Rexburg, ID

"It is rare that you actually get the value you were sold out of a software product, however DynaFile is clearly the exception to this rule and has helped us to bridge the gap between a slow clunky paper file system into a modern, streamlined electronic system that is accessible with a few clicks of the mouse or via mobile devices while you are on the go."

−Levi K., Unity Health

Purpose-Built for HR. Trusted to Save Time, Reduce Risk, and Fit Your Organization's Unique Needs.

DynaFile is more than just a digital document storage platform. It is a secure, scalable solution purpose-built for Human Resources and Personnel teams. Trusted by top organizations, DynaFile simplifies digital employee records, automates personnel file workflows, and aligns seamlessly with your Human Capital Management (HCM) strategies from day one.

Built for Human Resources Teams
Designed for the Entire Employee Lifecycle
- From onboarding to offboarding, manage every stage of the employee document journey in one system.
- Tailored for HR professionals to automate workflows, improve accuracy, and save time.
- Centralize employee records in one digital filing system.

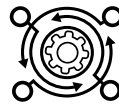### Granular Access & Security
HR-Specific Role & Rules-Based Permissions
- Role-based permissions down to employee, document type, or department.
- Fully compliant with HIPAA, FERPA, GDPR, and SOC 2 Type II standards.
- Secure external file sharing for auditors and third-party review.

Intelligent HR Document Control
Custom Indexing, Editing & Compliance Tools
- Custom metadata indexing for fast, accurate retrieval of personnel files.
- Inter-document page editing: easily split, reorder, and merge files without rescanning or reuploading.
- Built-in version control, automated tracking, and audit-ready reporting.

Advanced HR Workflow Automation
Streamline Filing, Scanning, and Integration
- Barcode scanning routes documents instantly to the correct folder.
- Seamless integrations with your HRIS, ATS, and e-Signature tools like Adobe Sign, PandaDoc and DocuSign.
- Automate filing processes and eliminate manual document handling.

HR Compliance & Audit Readiness
Real-Time Reporting and Automated Retention Tools
- Streamline compliance with automated retention enforcement and employee document purging.
- Get real-time audit trails and employee document completeness reports for effortless compliance.

Flexible Digital Filing Built to Scale
Enterprise-Ready HR File Management
- Effortlessly manage millions of documents and 100K+ employee records.
- Scale confidently with storage-based pricing costs aligned with growth of your organization.

Trusted by HR Teams for Over 25 Years

American Airlines · RH Restoration Hardware · JBS · Mount Sinai · Dole · COMMSCOPE · AVERY

UHS · BAIRD · Arizona Federal Credit Union · San Diego Zoo Wildlife Alliance · Goodwill MANASOTA · MEMPHIS GRIZZLIES · POPULOUS

LOCKTON · envoy · SES SPACE & DEFENSE · PCI · GARDAWORLD · BRIDGESTONE Bridgestone APM Company

ENSIGN SERVICES · FAMOUS SUPPLY · HARVARD · Fisher Phillips · UNITED SPORTS BRANDS · tcb THE COOPERATIVE BANK