



Simplify Everyday HR Work with Organized, Secure Employee Files in DynaFile

Challenge: Everyday HR Work Slows Down When Paperwork Is Hard to Find

UKG Ready supports employee information and HR processes, but supporting documents may still sit in inboxes, shared drives, and paper folders. For teams balancing hiring, employee questions, and daily administration, finding that paperwork adds work to an already busy day.

Common challenges include:

- New hire forms and signed acknowledgments stored in separate places
- Time spent downloading, uploading, naming, and sorting documents
- Filing habits that make records difficult for another team member to find
- Missing paperwork discovered during employee requests or audit preparation
- Sensitive personnel documents shared without consistent access controls

DynaFile helps HR teams manage supporting paperwork alongside UKG Ready. Organized digital employee files give authorized users a reliable place to find documents, respond to requests, and maintain records throughout employment and after separation.

The Solution: Connect UKG Ready with Organized Employee Files

The DynaFile UKG Ready integration connects employee information with cloud-based HR document management software, helping HR keep supporting paperwork organized and accessible.

Each platform serves a clear purpose:

- UKG Ready manages employee information and daily HR processes
- DynaFile organizes, protects, and retains employee documents
- HR teams find the paperwork they need with less searching and manual sorting

Offer letters, onboarding forms, signed acknowledgments, and ongoing personnel documents stay associated with each employee. Authorized users can retrieve records for everyday requests, employee reviews, and audits.

“HR teams have enough to manage without hunting for paperwork. Connecting UKG Ready with DynaFile helps bring employee documents together so teams can find what they need, respond to employee questions, and spend more time helping people.”

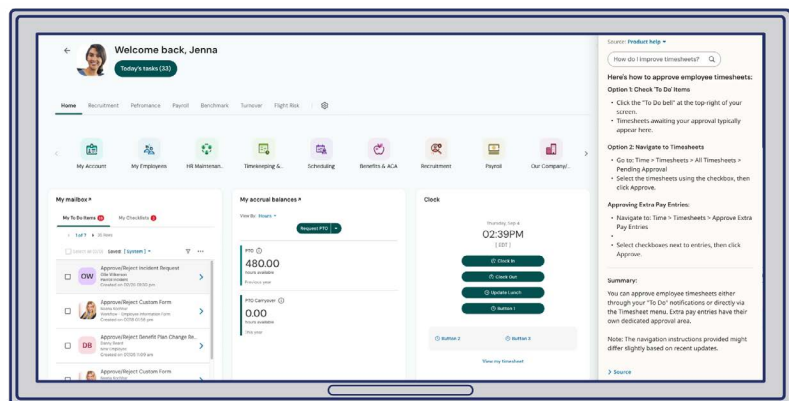
– Brock Kane
VP of Sales at DynaFile

How the UKG Ready Integration Works

The DynaFile UKG Ready integration connects employee information with digital employee files, helping HR keep supporting documents organized, searchable, and secure from onboarding through separation.

1 Connect UKG Ready Employee Information with DynaFile Records

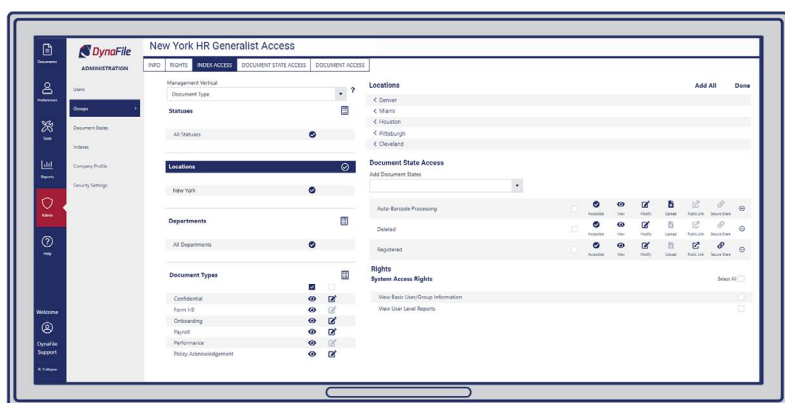
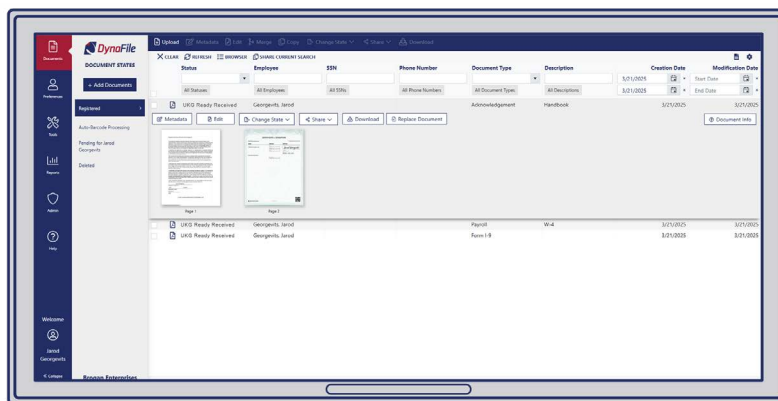
Employee information from UKG Ready helps organize the corresponding records in DynaFile. Employee identifiers and document indexing keep paperwork associated with the right person, giving HR a consistent place to find records as new hires join and employee documents accumulate.



2 Keep Employee Paperwork Together and Searchable

DynaFile organizes documents by employee and document type, helping teams using UKG Ready spend less time sorting paperwork. Onboarding forms, offer letters, signed acknowledgments, and ongoing personnel documents stay associated with the employee's record.

Example: HR can find an employee's W-4, I-9 documents, direct deposit form, and signed handbook acknowledgment in one organized file when responding to a request or preparing for a review.



3 Find Records Quickly and Protect Sensitive Documents

DynaFile helps authorized users retrieve paperwork for employee questions, personnel reviews, and audits. Role-based access controls and document-level permissions restrict sensitive records. Audit trails track document activity, while retention tools help HR manage how long documents are kept during employment and after an employee leaves.

Make Everyday HR Requests Easier to Handle

Connecting UKG Ready with DynaFile helps staff responsible for employee records:

- **HR generalists:** Find paperwork to answer employee questions quickly.
- **Onboarding staff:** Keep new hire documents organized and easy for colleagues to locate.
- **Payroll and benefits staff:** Retrieve relevant forms within their assigned permissions.
- **Authorized managers:** Access documents needed for their responsibilities while sensitive records remain restricted.
- **HR leaders:** Maintain consistent filing and records practices as the organization grows.

Why It Matters Now

A routine employee question can become a lengthy search when paperwork is scattered. For HR staff balancing hiring, benefits, and daily administration, those interruptions add up.

DynaFile complements UKG Ready with organized employee files, helping teams find documents, respond to requests, and keep records manageable as new paperwork arrives.

Flexible Employee Files for Your UKG Ready Workflows

DynaFile helps your team organize employee documents around the paperwork you use and how you need to find it.

- Customize document categories and indexing fields for onboarding and personnel records
- Adjust access permissions as staff responsibilities change
- Apply retention schedules during employment and after separation

Using UKG Ready? Spend Less Time Searching for Paperwork.

See how DynaFile keeps employee documents organized, secure, and accessible for everyday HR requests.

[Schedule a personalized demo today!](#)