



How DynaFile Connects Workday Employee Data with Secure, Automated Employee File Management

Challenge: HR Systems Are Digital. Employee Documents Are Still Disconnected.

Workday HCM brings together employee data and HR processes. But even with a modern HR platform in place, employee documents can remain scattered across systems, shared drives, inboxes, and paper files.

Common challenges include:

- Employee documents stored across disconnected systems and locations
- Manual downloading, uploading, and filing tied to HR workflows
- Inconsistent document naming and employee file structures across departments
- Difficulty locating records and identifying missing documents during audits
- Increased risk of missing, misfiled, or improperly shared employee records

With Workday serving as the system of record for employee data, HR teams need a consistent way to organize, secure, and retrieve the documents associated with each employee. Connecting that information with structured employee files helps reduce manual work and maintain a more complete employee record.

The Solution: Connect Workday with DynaFile Employee Document Management

The DynaFile Workday integration connects employee information with cloud-based HR document management software built for secure employee records.

Together, the platforms create a connected workflow:

- Workday manages employee data and HR processes
- DynaFile organizes, secures, and retains employee documents
- HR teams maintain organized employee documents for secure retrieval and ongoing records management

DynaFile brings onboarding paperwork, signed acknowledgments, and ongoing personnel documents into structured digital employee files. Authorized teams can quickly retrieve the records they need for everyday HR requests, compliance reviews, and audits.

“Workday plays a central role in how organizations manage their people. Connecting it with DynaFile helps HR teams bring employee information and documents together, creating a more consistent way to manage the complete employee record.”

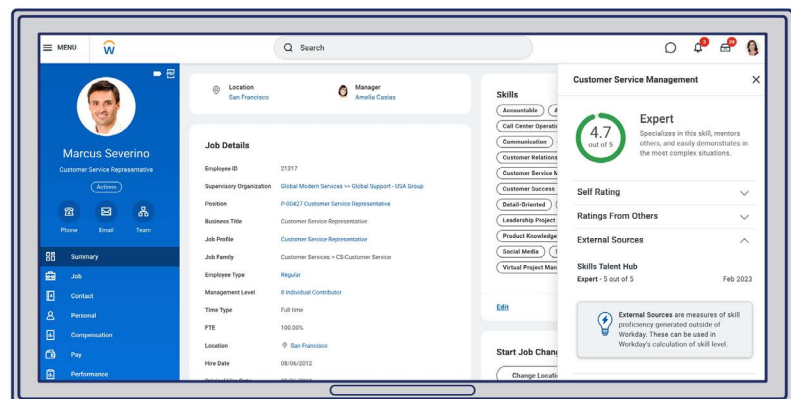
***–Brian McCleary
VP of Operations at DynaFile***

How the Workday Integration Works

The DynaFile Workday integration brings employee information and document management together, helping HR teams organize, protect, and retrieve supporting records throughout the employee lifecycle.

1 Bring Employee Documents Together Alongside Workday

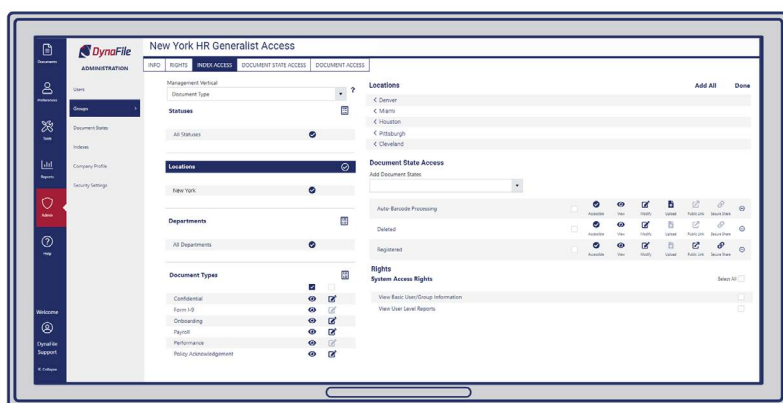
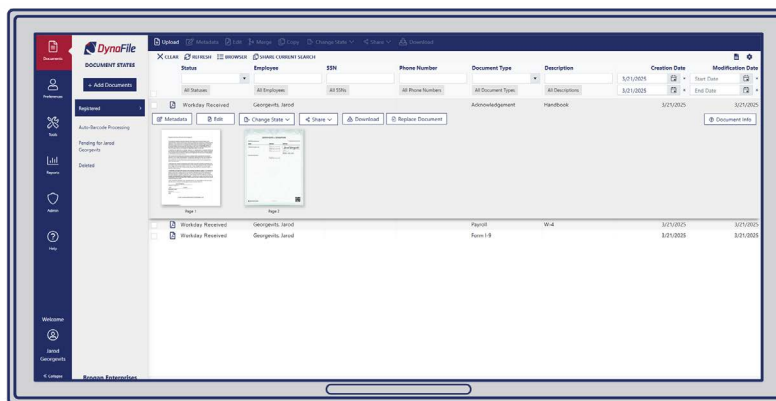
Workday manages employee information and HR processes. DynaFile provides a dedicated place for the supporting documents, organized by employee and document type. HR teams can maintain searchable digital files for onboarding paperwork, signed acknowledgments, and ongoing personnel records.



2 Keep Supporting Documents in an Organized Employee File

DynaFile brings employee paperwork into a consistent file structure so authorized teams can locate records without searching separate drives, inboxes, or paper folders. Document indexing helps HR find the paperwork needed for employee requests, internal reviews, and audits.

Example: An employee's DynaFile record can include W-4 forms, I-9 documents, direct deposit forms, and signed policy acknowledgments, giving authorized HR users a central place to retrieve supporting paperwork.



3 Secure, Manage, and Retrieve with Confidence

DynaFile protects sensitive employee documents with role-based access controls and document-level permissions. Consistent indexing helps authorized HR teams quickly locate records, while audit trails and retention tools support ongoing employee records management and audit readiness.

Put the Documents Behind Your Workday Employee Data to Work

Connecting Workday with DynaFile helps teams manage the supporting records they need:

- **HR service teams:** Quickly retrieve documents for employee requests.
- **Onboarding teams:** Keep new hire paperwork organized with less manual filing.
- **HR business partners:** Access personnel documents for employee changes and reviews.
- **Compliance teams:** Prepare for audits with searchable records and document activity trails.
- **HRIS administrators:** Keep Workday central to employee data while DynaFile manages supporting documents.

Why It Matters Now

Employee information is only part of the record. Onboarding forms, signed policies, and ongoing personnel documents provide the supporting detail HR needs to respond to requests and prepare for reviews.

Connecting Workday with DynaFile helps teams keep those documents organized, protected, and accessible throughout the employee lifecycle.

Extend Your Workday Environment with Flexible Records Management

Keep Workday at the center of employee information and HR processes. Use DynaFile to organize supporting documents around your organization's records requirements.

- Define document categories and indexing fields for your employee files
- Assign access according to team responsibilities and document sensitivity
- Apply DynaFile retention schedules throughout employment and after separation

Bring Your Workday Employee Data and Documents Together

See how DynaFile complements Workday with organized employee files, secure document access, and faster retrieval for everyday HR needs.

[Schedule a personalized demo today!](#)