

Staff Records

Scenario

ABC Suites (Pty) Ltd

The Challenge

At **ABC Suites**, HR Manager Paige Turner was responsible for keeping track of staff documentation and training records. Each employee had contracts, CVs, certificates, and compliance documents scattered across folders, plus a mix of formal training courses and informal mentoring sessions.



Before Epic's Staff Records feature, Paige relied on manual filing and email updates. Training records were inconsistent, audits were stressful, and managers struggled to access the right information. The lack of structure made it difficult to track staff development, ensure compliance, or provide a clear picture of workforce capability.

How ABC Suites uses Epic

Epic's Staff Records feature gave Paige the clarity, automation, and control needed to manage staff information with confidence.



- **Centralised Document Storage:** All staff documents are now stored in one place—organised by category and profile—making retrieval instant and audit prep effortless.

- **Training Records:** Formal courses and informal activities are logged with outcomes, hours, and supporting documents, giving Paige a complete view of staff development.



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Search & Reporting: She can generate reports on training attendance or staff documentation in seconds, streamlining audits and compliance reviews.

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Access Control: Managers and staff have tailored visibility, ensuring accountability while protecting sensitive information.

The Results

Staff management at ABC Suites is now proactive, structured, and development-focused. Paige has regained control, streamlined audits, and turned HR records into a strategic asset that supports both compliance and growth.

"The only thing worse than training your employees and having them leave is not training them and having them stay." — Henry Ford