

# Comprehensive support for the implementation and use of electronic document workflow in labour relations

In January 2020, came into force the regulation on electronic document workflow use (hereinafter the "**E-document workflow**") in labour relations with remote employees. Finally, in December 2021, appeared the regulation on the E-document workflow use for all types of employees – both for remote and non-remote (ordinary) employees. Considering the growing digitalization and the real business needs to reduce paper workflow, as well as the introduction of the respective legal regulation in Russia, the need for legal services for the E-document workflow implementation has grown.

**ALRUD Labour and Employment Law Practice** provides a wide range of services related to the E-document workflow implementation. This document contains a list of the most requested services of **ALRUD Labour and Employment Law Practice** in the field of HR E-document workflow.

## **Our services**

- 1 Legal advice on the E-document workflow implementation in a company**
  - 1.1 Preparation of practical recommendations and options for the E-document workflow implementation (for remote and ordinary employees).
  - 1.2 Preparation of a step-plan for the E-document workflow implementation in a company's HR workflow.
  - 1.3 Evaluation of the IT system and software that the company plans to, or can use for the purposes of the E-document workflow, including global systems.
  - 1.4 Preparation of practical comments on the procedure for using the e-portal "Work in Russia" for the purposes of the E-document workflow.
  - 1.5 Comparative analysis of using the e-portals for the HR E-document workflow, such as "Work in Russia", or another IT system, (including a description of the risks, the possibility of sharing the e-portal "Work in Russia" and the employer's IT system).
- 2 Preparation of a package of documents required for the E-document workflow implementation in a company.**
  - 2.1 Local policy on the HR E-document workflow.
  - 2.2 Order of the company's General Director on the introduction of the E-document workflow system.

- 2.3 Notification for the employees on the introduction of the E-document workflow, in the company.
- 2.4 Employee's written consent to the transfer of HR documents to the E-document workflow.
- 2.5 Template of an additional agreement to an employee's employment contract on electronic interaction.
- 2.6 Preparation of recommendations regarding amending the personal data processing policy, as well as amending the register of personal data processing operators (in case a legal entity is registered there).
- 2.7 Employee's written consent on the processing of personal data for the purpose of the E-document workflow.
- 2.8 Preparation of an employment contract template with provisions on the E-document workflow.

### **3 Services for using an electronic signature for the E-document workflow implementation in a company.**

- 3.1 Legal advice on the type of electronic signature required for the E-document workflow implementation, in a company.
- 3.2 Preparation of practical recommendations (a step plan) for obtaining an electronic signature for use by the employer and employees.
- 3.3 Support in obtaining an electronic signature for the employer and employees (preparation of a package of documents, their submission, interaction with State authorities).
- 3.4 Verification of the validity of the electronic signature of an employee, or a candidate for a job position, for the purposes of the E-document workflow.
- 3.5 Verification of the validity of the employer's electronic signature for the purposes of the E-document workflow.

If you have any questions, please, feel free to contact ALRUD experts:



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