

# HR Digitalization: Legal & Regulatory Approach to Electronic HR Records



## Existing Regulations on Digital HR Recording

#### **Electronic sick leave**

- > Employee's written consent
- Registration of employer in electronic system of Social Insurance Fund
- Registration of medical organization in electronic system of Social Insurance Fund

#### **HR** documents of remote employees

- Conclusion employment contract, familiarization with local policies, orders, notifications is allowed by exchanging of electronic documents
- However parties must exchange hardcopy versions after execution of electronic documents

## Initiative of Ministry of Economic Development

# All HR documents can be in electronic form, except for:

- > Employment contracts
- > Apprenticeship agreements
- > Collective agreements
- Agreements on full material liability

# Conditions for using electronic signature:

- > Implementation of local policy
- Familiarization employees with local policy
- > Taking technical measures

## HR Recording Trends

Employer can provide employees with electronic pay slips.

Respective procedure must be established in company's internal local policy or collective agreement or employment contracts with employees.

Letter of the Russian Ministry of Labour and Social Protection dated February 21, 2017 No. 14-1/00G-1560



## HR Recording Trends & Court Practice

Employee's familiarization with order establishing his job duties in the system of electronic document management is recognized as proper familiarization.

Appeal decision of Moscow City Court dated May 10, 2017 No. 33-17015/2017



## HR Recording Trends & Court Practice

Employee's familiarization with amendments to Remuneration Policy by e-mail is recognized as proper familiarization.

Appeal decision of Saint-Petersburg City Court dated February 16, 2017 No. 33-2896/2017



## HR Recording Trends & Court Practice

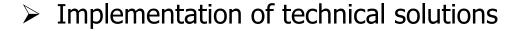
It is admissible to request explanations on disciplinary offence in the system of electronic document management.

Appeal decision of Moscow City Court dated March 22, 2017 No. 33-6685/2017



### Formalization of Electronic HR Records

- > Implementation of internal local policy
- Familiarization employees with internal local policy
- Conclusion of agreement on using electronic signature equally to handwritten









NB: Do not forget to comply with employee personal data processing rules

#### **Data Retention**



#### Retention terms for HR data are defined by:

- > Term of achievement of a purpose of personal data processing
- ➤ Limitation periods under Russian Labour Code
- > Applicable law: accounting law, tax law
- > Archive law

Russian Labour Code: use and retention of employee personal data shall be established in a local policy

Position of Roskomnadzor: retention terms must be indicated in a local policy

#### **Our Contact Details**

#### **Anastasia Petrova**

Associate

APetrova@alrud.com

ALRUD Law Firm

Skakovaya st. 17, bldg. 2, 6th floor 125040 Moscow, Russia

tel.: + 7 495 234 96 92, fax.: + 7 495 956 37 18

info@alrud.com

www.alrud.com