

Subject: Transition to Laserfiche for HR Forms Submission

Good morning from the Office of Human Resources!

We are pleased to announce the next steps in enhancing our HR processes by improving efficiency and streamlining approvals. As part of this initiative, we are expanding the use of the Laserfiche platform beyond the Tuition Waiver to include the following HR forms:

- [Leave of Absence Form](#)
- [Alternate Work Arrangement Request](#)

What This Means for You

These forms will now be conveniently accessible via the HR website and the [Laserfiche](#) dashboard. This transition eliminates the need for downloading, printing, signing, and scanning forms, making the submission and approval process fully digital through the Laserfiche platform.

Key Benefits:

- Approvers can provide comments directly within the system, reducing the need for back-and-forth emails.
- Forms can be returned to the initiator for revision or cancellation without requiring a new submission.
- The entire approval process is integrated into the system for a more seamless experience.

Action Required

Employees who do not yet have a Laserfiche account will receive an email notification from Laserfiche Cloud Canada prompting them to verify their Laserfiche Cloud account using Lakehead University's single sign-on authentication system. This verification is necessary to enable notifications and utilize the new workflow. To assist with this transition, we encourage you to visit to review our [resource page](#) to view step-by-step guides on submitting, approving, and working with tasks within the system.

Training Opportunities

New users are welcome to attend one of our live training sessions available on the following dates:

- [May 2, 2025 at 10:00 a.m.](#)
- [May 6, 2025 at 1:00 p.m.](#)

Additional sessions can be scheduled [upon request](#). Please also check out our [Training Resources](#) to learn more about getting started and working in this new platform

Looking Ahead

This transition is part of our broader effort to optimize internal operations and create a more user-friendly experience for all employees. Over time, we plan to migrate additional HR forms and workflows to Laserfiche. Your cooperation, [feedback](#), and active participation in this initiative are greatly appreciated.

For any inquiries or assistance, please contact us at Human.Resources@lakeheadu.ca. **Thank you for your continued support in advancing and digitizing HR processes.**

Sincerely,
Kylie Williams
HR Organizational Development & Systems Lead