Restrict and review an Employee Relations case

Assign eligible investigators, validate evidence custody, and obtain independent approval.

https://docs.qintoravacloud.com/guides/restricted-hr-cases/

Assign a team

Open the authorized Employee Relations case in **Human resources**. The case lead selects at least two active investigators within service scope, records a reason and checks the current version. Confirm participants such as the subject, complainant or witness cannot use staff access to see the case. Verify inherited access for an internal child case.

Investigate and prepare review

Schedule the interview with the correct party and time window. Record actual time, structured answers and notes. For evidence held in an approved repository, record the opaque artifact identifier, version, collection details and digest. Have a different investigator obtain and verify the digest. Resolve open transfers and mismatches before preparing an outcome.

Approve and close

Move to Review, record the outcome and follow-up, and have a different investigator approve the current version. A later material edit requires a current outcome and review. Verify the final case state and authorized access history. Use the tenant's confidential channel for escalation.