



## Get Your HR Team Back in the People Business

### Remember when HR was about people not paper?

There are many aspects to a great Human Resources Department, but paper isn't one of them. Even with an HR management system the volume of unstructured data continues to multiply. Performance reviews, employee request forms, onboarding documentation, copies of drivers licenses, I-9's, W-4's—it's a never ending pile of information that all too often gets lost in the paper-world shuffle or email cyberspace.

'Paper heavy' processes that include standard form completion, routing between individuals and manual duplication of data (such as the ones found in HR) are processes that benefit the most from automation. With the right solution, you can seamlessly connect the people and systems across your department and empower your HR staff to complete administrative functions more efficiently and accurately. And, most importantly, focus on what they were trained to do—create a work environment that boosts employee enthusiasm, attract top-notch applicants and ensure organizational compliance.

### Easily tackle your paper-intensive HR operations.

Served on-site or in the cloud, our HR Automation solution—powered by DocAgent—provides an integrated document and workflow management hub that easily converts paper-intensive HR operations to highly auditable and easily managed electronic transactions. With a deployment time of 90 days or less, the solution will capture data at the point of origination, eliminate the obstacles involved in locating and accessing information and help the entire department achieve greater levels of efficiency.

Our solution was designed to manage the entire employee lifecycle from on-boarding to exit allowing for a secure and seamless flow of information across information silos. From the moment applicant information is captured there's a visible trail of completed and outstanding items that includes task notifications, auto signature checks, performance metrics and more.

#### Did You Know?

- 61% of companies have three or more HR systems in place.<sup>1</sup>
- 57% of HR employees noted that their systems could not track business processes.<sup>2</sup>
- Leading companies are 24% more likely to support their talent management initiatives with electronic HR forms / document management.<sup>3</sup>

#### Key Benefits

- Remove the obstacles involved in locating and accessing information
- Empower your HR staff to process work more efficiently, faster, and accurately
- Eliminate remote site postage & handling
- Gain a greater level of transparency and visibility into HR processes

## Your System. Enterprise and Cloud Options.

Automate your entire HR process in less than 90 days with as much as 60% annual return on investment!

- One system
- One point of entry
- Integrated & secure



Management Dashboards



Systems & Workflow



Mobile Access 24/7



Identity & Access



Integration & Aggregation



Intuitive User Experience

## Solution Highlights

- Eliminates the need to re-key information, thanks to tight integration with your HR payroll systems
- Manages FMLA requests
- Provides system to capture and file performance reviews in one location
- Compares new applicant documents to predefined document sets
- Auto-checks for signatures on scanned documents
- Provides secure access to information from anywhere, on any device
- Delivers key performance indicators and metrics in real-time, offering instant insights from intuitive dashboards
- Automates your on-boarding process:
  - Applications
  - I-9's and W-4's
  - Drivers Licenses
  - 1095-C Affordable Care Act

## Sources

- 1 Aberdeen Group. (2014). Can You Drive Employee Experience & Engagement Through Self Service?
- 2 Aberdeen Group. (2014). Report. Focusing on What's Important in HR: Improving Efficiency and Visibility Across the Employee Lifecycle with Automated Workflows.
- 3 Aberdeen Group. (2015). Knowledge Brief. HR Compliance in the Digital Age.