

EMPLOYEE FILE MANAGEMENT

Effectively manage employee files, support compliance initiatives

- ✓ Streamlines management of employee files
- ✓ Supports compliance initiatives

- ✓ Ensures security of employee data

Hyland enables human resources (HR) departments to better manage employee files, equipping personnel with secure, instant access to information. With Hyland's employee file management solution, organizations store employee documents electronically in one central location, reducing the time spent searching for content while increasing security and supporting compliance initiatives.



“We’re very restrictive with who knows what about our employees. The security behind Hyland was the component we needed.”

Troy Marx
HR Director
Upland Hills Health

IMPROVE EMPLOYEE FILE MANAGEMENT AND ENHANCE USER ACCESS

Hyland’s employee file management solution enables HR to capture and store employee documents electronically — whether they’re scanned, faxed or emailed. Organizations eliminate the need to manage multiple, paper-based copies of documents, reducing associated costs and process delays. Because Hyland connects with an organization’s human resources information system (HRIS), personnel retrieve employee documents and data without leaving familiar interfaces.

By offering instant access to information via preferred applications, Hyland minimizes training requirements and enables HR to provide better service by rapidly responding to employee requests. And with less time spent managing files, staff can focus on high-value initiatives such as employee retention and professional development.

STRENGTHEN COMPLIANCE AND AUTOMATE DOCUMENT RETENTION

By increasing visibility, Hyland helps organizations support compliance with government and industry employment regulations. With real-time reporting into the status of required employee documentation, HR personnel instantly determine compliance standing — including which important documents are missing from the system. This equips staff to efficiently identify and resolve exceptions. Organizations also drastically reduce time spent preparing for external audits. Rather than making multiple copies of files for audit purposes, HR grants auditors limited access to the Hyland system, where they quickly retrieve only the information they need.

Hyland further minimizes compliance risks by facilitating effective document retention in accordance with federal, state or local employment policies. It also automatically manages employee documents throughout their lifespans by removing, extending or verifying documents nearing time for deletion with minimal user interaction required.

ENSURE SECURITY OF CRITICAL EMPLOYEE DOCUMENTS AND DATA

With all documents managed electronically on one platform, organizations ensure that critical employee information is secure. Rather than creating separate files to maintain confidential employee information, organizations store all content in a single, secure location. By controlling who has access to the HR system and what they can do, organizations have peace of mind knowing that only authorized personnel interact with employee files and data. The solution also tracks document activity and provides a full auditable history of every action, further increasing employee accountability.

Learn more at [Hyland.com/HR](https://www.hyland.com/hr)

Hyland®