

### The OnBase Payoff

- Streamlines management of employee files, offering secure, instant access to information
- Supports compliance initiatives by identifying missing documents, automating document retention and facilitating easier audits
- Ensures security of employee data and documents through cloud-based storage, access controls and automatic audit trails

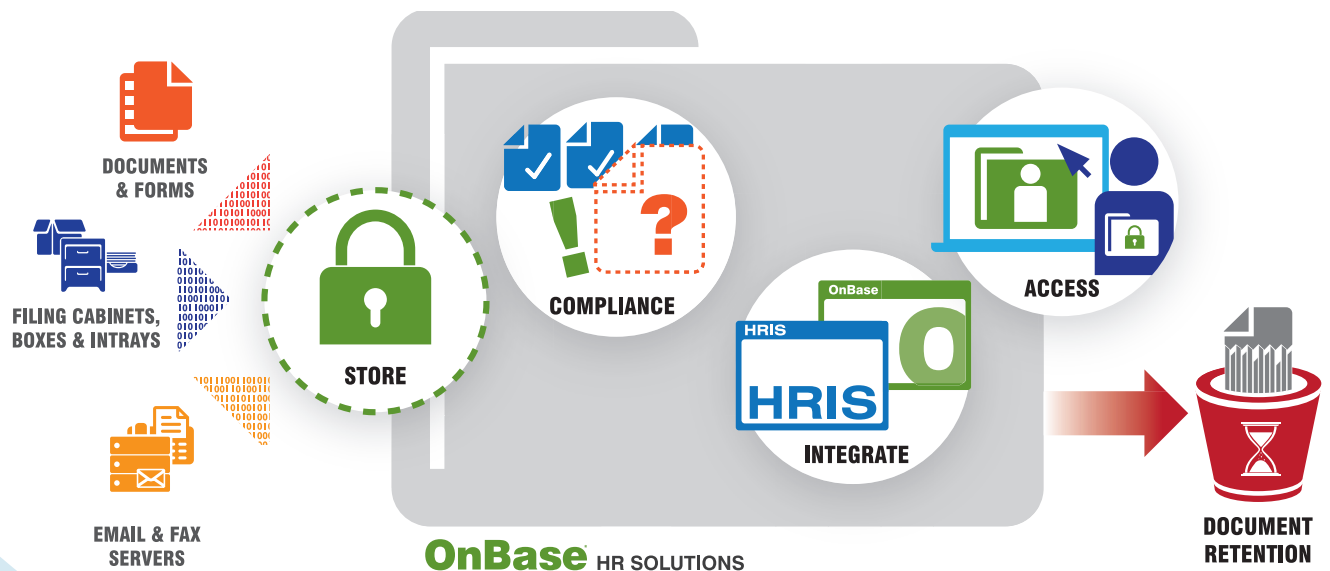
## Effectively manage employee files, support compliance initiatives

To meet employment regulations and drive internal processes, human resources (HR) departments must manage hundreds or even thousands of employee files and supporting documents. Ensuring easy access to this content for retrieval and audits can be a challenge – especially when documents are stored on paper across various file cabinets.

OnBase Employee File Management enables HR departments to better manage employee files, equipping personnel with secure, instant access to information. With OnBase, organizations store employee documents electronically in one central location, reducing the time spent searching for content while increasing security and supporting compliance initiatives. Authorized personnel interact with documents and data directly from their human resources information system (HRIS) or other familiar applications, improving efficiency while moving HR processes forward. And by deploying the solution in the cloud via OnBase Online, organizations minimize IT resources, accelerate implementation timelines and reduce costs associated with software and installation.

### Improve employee file management and enhance user access

OnBase Employee File Management enables HR to capture employee documents electronically, whether they're scanned in, faxed or emailed – storing all content in a single, secure location. Organizations eliminate the need to manage multiple, paper-based copies of documents, reducing associated costs and process delays. Because OnBase connects with an organization's HRIS, personnel retrieve employee documents and data without leaving their familiar interface.



HR staff can also interact with employee-specific content directly from their email inbox or mobile device, improving decision-making and accelerating related processes, even while on the go. By offering instant access to information via preferred applications, OnBase minimizes training requirements and enables HR to provide better service by rapidly responding to employee requests. And with less time spent managing files, personnel can focus on high-value initiatives such as employee retention and professional development.

### **Strengthen compliance and automate document retention**

By increasing visibility, OnBase Employee File Management helps organizations support compliance with government and industry employment regulations. With real-time reporting into the status of required employee documentation, HR personnel can instantly determine compliance standing – including whether 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 OnBase system, where they quickly retrieve only the information they need.

OnBase further minimizes compliance risks by facilitating effective document retention in accordance with federal, state or local employment policies. The solution also automatically manages employee documents throughout their lifespan 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 in OnBase, organizations ensure that critical employee information is secure. 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. OnBase also tracks document activity and provides a full auditable history of every action, further increasing employee accountability.

In addition, rather than creating separate files to maintain confidential employee information, organizations store all content in a single, secure location. By taking advantage of cloud-based storage, organizations further ensure that their data is protected. Hyland Software upholds the OnBase Online platform to the highest security standards, conducting frequent self-audits and maintaining compliance with stringent data security regulations. While Hyland is primarily focused on cloud-based HR solutions, traditional, on-premise solutions are also offered to meet a variety of business needs.

Your employees are your most valuable resource. Effectively manage important employee documents and increase the efficiency of your essential HR processes with OnBase.

To learn more, visit [Hyland.com/HumanResources](https://www.hyland.com/HumanResources).

**OnBase**<sup>®</sup>  
a Hyland Software solution