

EMPLOYEE FILE MANAGEMENT



An effective employee file management solution brings visibility to your most document-intensive processes. Electronic employee files are stored securely in a centralized document repository. As a result, confidential data is protected and employee information is easily accessible from a single location. Workflow functionality lets you easily route documents to managers, employees or other departments, and track any actions taken. The result is better, more efficient management of the entire employee lifecycle — and all the documents that go with it.

CHALLENGES

- **Paper documents are expensive to store and difficult to access.** Tracking, filing and looking up paper HR forms all consume staff time. Storing paper files requires costly office space and off-site storage. Organizations also risk losing documents in the case of fire or natural disasters.
- **Organizations must prove compliance with federal and state regulations or risk substantial fines.** Paper-based HR files make proving compliance difficult and time-consuming.
- **Decentralized HR files result in duplicate documents, lost forms and slow response to compliance audits.** Multiple files at regional offices, distribution centers or retail locations make it difficult to find documents and prove compliance.
- **Multiple systems and lack of integration with human resources information systems (HRIS) complicate access to electronic documents.** HR staff members must log into different systems to gain access to the complete employee file.

SOLUTION BENEFITS

- **Access all employee documents instantly.** Centralized management of electronic files speeds up response to audits and employee requests, allowing staff to focus on key HR issues, such as employee incentive plans, long-term hiring strategies and other important initiatives.
- **Improve management of the employee lifecycle.** Electronic employee files streamline employee management from onboarding through separation. Documents are readily available for any HR process, such as a performance review, disciplinary action, leave of absence, life change events and tuition reimbursement.
- **Extend the functionality of HRIS and all other systems.** Staff members can access employee files from the HRIS, applicant tracking or other programs without logging in and out of systems, which saves time and increases the value of your current systems.
- **Answer employee requests faster and streamline processes with electronic forms.**
- **Lower expenses for storage and safeguard records in case of natural disaster.** Documents are stored in an electronic document repository, freeing up storage and space and minimizing loss due to fires, floods or other disasters.

Hyland™

FEATURES

- Forms can be brought into the centralized document repository from any source, including email, fax and mail.
- Workflow automatically routes documents for processing, based on work queues and tasks.
- Security features restrict access to only those who need to review forms.
- Records management features support automatic deletion and archiving of expired forms.
- Integration features allow access to the employee file from the employee record in the HRIS.

EMPLOYEE FILE MANAGEMENT IN ACTION

- Jessica, an HR generalist, receives a request from a manager for a copy of an employee's annual review.
- She finds the employee in your HRIS and either leverages automatic embedded search or clicks on the appropriate icon or link.
- Perceptive Content returns a list of documents that have been linked to the employee's record. Jessica selects the one she needs.
- Perceptive Content displays the annual review document, which Jessica securely routes to the manager.

Perceptive Content Integration with existing HR systems

Seamless integration means just that — Perceptive Content HR solutions work smoothly within existing HR systems, including Oracle, PeopleSoft, SAP, Lawson and others, without programming. Training time is minimal and deployment is easy, as users enjoy single click access to documents from the software they're already using daily.

Learn more at Hyland.com/perceptive-content

