



COMMERCIAL | WORKBOOK

# A GUIDE TO MODERNIZING HUMAN RESOURCES

Hyland's HR solutions provide remote teams  
a complete view of information and processes

Hyland™



Whether Human Resources departments are managing employee information from a single office or from locations around the world, they can't work efficiently or securely with paper documents. That's where Hyland's Human Resources solutions come in.

Use this workbook to evaluate your current operations and find out how your HR team can operate from anywhere — while improving employee experience, compliance and accuracy.





# CENTRALIZE

Hyland’s solutions deliver a full range of enterprise-class, secure document management capabilities on a single platform. HR teams can capture, organize and track employee information — even sensitive data — regardless of format. Consolidate scattered data, tasks and activities living outside your core HR systems, and eliminate disorganized, risky paper processes.

## WHERE IS YOUR EMPLOYEE DATA LOCATED?

|             |                 |                |
|-------------|-----------------|----------------|
| HRIS        | ERP             | Cloud storage  |
| HCM system  | Personal drives | Legacy systems |
| SharePoint® | File shares     | Email inboxes  |

*With the Hyland Cloud, remote HR teams can securely manage critical employee information — from anywhere.*

## WHERE IS YOUR HR DEPARTMENT LOCATED?

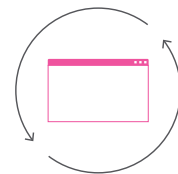
|                     |                               |
|---------------------|-------------------------------|
| In one office       | Working remotely              |
| In several branches | Hybrid — in office and remote |





# INTEGRATE

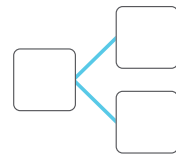
Seamless system integrations allow HR staff to view personnel documents and content — like direct deposit forms, W-4s, leave requests, employment contracts and correspondence — right alongside supporting employee data in the core HR application. Content integrates with ERPs, HRIS, HCM and other HR systems, without requiring custom code, extending the life of existing technology investments.



## DOES YOUR HR TEAM STRUGGLE WITH LACK OF INTEGRATION BETWEEN SYSTEMS?

### SWITCHING APPLICATIONS:

HR staff frequently leave their HRIS and other related systems to perform related tasks, then switch back to their core application. These related tasks could include searching for related information, performing steps in a workflow, filling in forms and/or saving documents to email or edit.



### MULTI-STEP UPLOADS:

Users perform multiple steps when simply trying to upload documents to core applications. They save documents to a folder, launch systems, drag and drop a folder and then index the document.



### DUPLICATE DATA ENTRY:

Users enter the same data into multiple systems or transpose data from one system to another.



### DATA OUT OF SYNC:

Data gets out of sync between applications, causing delays in your processes. Users must wait for information to be updated, or manually verify and update information prior to acting.

*Integrating Hyland solutions with your other core applications not only provides significant improvements in productivity, but also reduces errors and improves data security and compliance.*



## WHICH LEVEL OF INTEGRATION COULD SUPPORT YOUR HR DEPARTMENT?

Pre-built connectors simplify integrating your Hyland solution with common productivity tools and enterprise applications.

Integration servers ensure an instantaneous, reliable exchange of data between your Hyland platform and core systems without requiring programming to an API or relying on error-prone flat-file data exchanges.

Web services provide an easily configurable way for your other applications to access data from your Hyland platform.

Screen-level integration enables access to the relevant Hyland platform documents and operations directly from your other application windows.

API integration gives you the flexibility to create your own integrations with the Hyland platform using industry-standard programming languages and protocols.



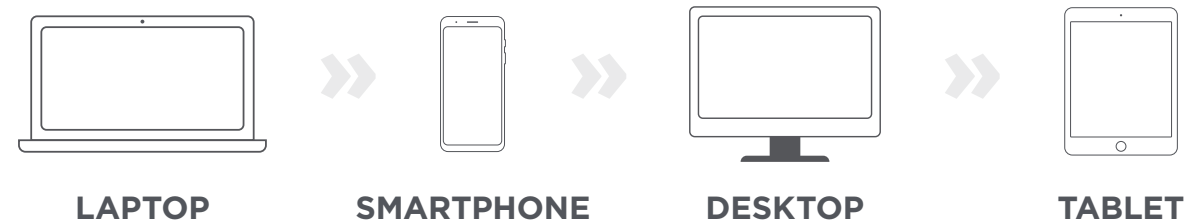


# ACCESS

With more organizations operating remotely for the long-term, HR departments need secure employee file management they can access from anywhere. The Hyland Cloud provides secure, scalable records management, no matter where the records — or staff — are located. Get information to the right people at the right time, minimizing process delays while giving users a complete view of each task, issue and employee record.

Hyland HR solutions integrate with virtually any business application, so users can access content and interact with business processes directly from the familiar screens of critical HR applications.

## HOW DOES YOUR HR STAFF ACCESS INFORMATION?



## HOW DOES YOUR HR STAFF CURRENTLY INTERACT WITH PEOPLE OUTSIDE YOUR ORGANIZATION WHO NEED ACCESS TO DOCUMENTS?

Bridge the gap between you and your external stakeholders — including job applicants, auditors and anyone else who needs to interact with your content.

## COULD HR STAFF BENEFIT FROM EXTENDING CONTENT ACCESS BEYOND YOUR ORGANIZATION?



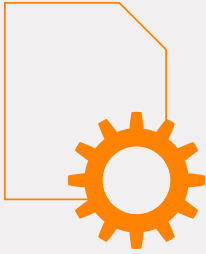
**External web access** — via online portal



**Signatures** — electronically obtain signatures in the cloud



**Email** — direct links to secure documents



## LIST YOUR STRUCTURED PROCESSES AND CHECK THE KEY CAPABILITIES THAT COULD IMPROVE EACH PROCESS

# MANAGE

Maintaining digital records in OnBase reduces compliance risk — automatically. Securely store and protect content from disaster throughout its entire lifecycle with built-in data redundancy, and set up routine document destruction in accordance with legal retention requirements. Automate repetitive process steps, get more out of your critical content and support knowledge-driven work with a complete view of information. Hyland HR solutions serve as a single source of truth for employee documentation, with tools for updating information and finding missing employee documents and data.

Automate tasks — like onboarding — to improve employee experience and deliver consistent outcomes.

Verify existence and accuracy of related documents

Send automatic notifications and reminders

Route decisions, documents and exceptions

Load-balance work across teams

Automate repetitive tasks and rules-based decisions

Manage complex approval processes

If your industry standards require an additional layer of security, Hyland HR solutions may be tailored to accommodate your specific needs. Safeguarding your data is also essential to remain in compliance with company, state and industry standards.

Which compliance regulations impact how you store data?

Can you ensure that sensitive data stored within your database, such as SSNs and medical information, is protected from database administrators and other unauthorized external parties?

Yes

No

Encryption at the disc-group level can protect against unauthorized access to your important files. What HR documents could benefit from this level of protection?

Do you require https encryption to protect your data as it's transmitted across the internet?

Yes

No



# TRANSFORMING HR

Whether or not your HR department is operating remotely, it's time to ditch risky paper-based processes, provide easier access to employee files, streamline workflows and improve employee experiences.

## Other benefits of Hyland HR solutions include:

- Reducing or eliminating paper, paper waste and retention of physical documents
- Mimicking your existing paper file structure
- Streamlining management of employee files digitally and reducing associated costs
- Automating foldering processes
- Identifying missing or duplicate documents
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If you're ready to future-proof your HR department in a remote work environment, learn more at **[Hyland.com/HR](https://www.hyland.com/HR)**

# Hyland™

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**Already using Hyland at your enterprise?**

Send this to your relationship manager or give them a call to learn more about how you can build on our partnership to help your HR team optimize their processes.