



# ***Streamlining HR Processes Using Enterprise Information Management***

HR department must manage a large volume and variety of information that is often highly confidential.

Many employee records, contracts, payroll and other sensitive information are still storing in file cabinet in physical format. This is often compounded by the proliferation of multiple versions of the same file, which results in errors and repeated work.

This simply cannot operate at maximum efficiency without the ability to easily access, process and share information that resides in these multiple locations while ensuring that confidential information remains protected.

# Use Case Sharing - HR on-boarding process

## Traditional Tools



## Using HR Solution

Implement and manage retention policies

Manage the employee onboarding process

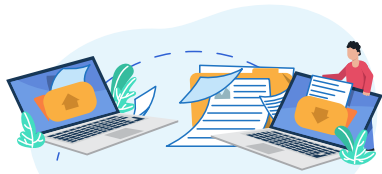


On-boarding document are online for easy access



# Benefit of HR on-boarding Solution

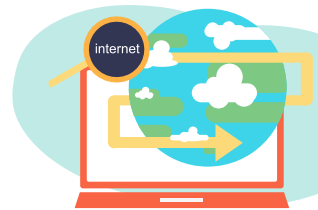
## Manage on-boarding information electronically



A system recognises the updated version of an existing contract and automatically saves the newer version of the contract over the old one when HR scan and save in the system. This ensures only one version of the contract exists, removing not only duplicates, but the risk of working on outdated or incorrect information.

## Search and update employee records instantly

By managing information based on “what” it is, searching for the information you need becomes quick and easy. You can choose which search terms you use, as you can search based on metadata properties or even text within a document, and the system will return a list of search results in order of relevance.



## Automate hiring processes



Receive and automatically store all applications and accompanying documents, and trigger a workflow that automates the process of arranging interviews, dealing with and signing offer letters and contracts and confirming start dates from beginning to end.

## Easy access to all employee data and documents

Manage information, content, and business flows more efficiently by reengineering business processes. Accessing everything you need from one place. Multiple devices can be used to access information and perform tasks



## Saving time and improving productivity



Created the template within the system and automatically populated using metadata, like employee name, department and other information will be pulled from the metadata into the document which ensures that policies and terms are correctly outlined each time and enhance.