

# Human Resources

Onboard new employees and contractors efficiently, consistently and cost effectively

HR

## SOLUTION DESCRIPTION

Through the use of Imaging, Document Management and Workflow technologies, organizations can standardize the hiring and onboarding process.

Once the decision to hire has been made, workflow processes will ensure that all administrative tasks associated with preparing for an employee's first day are assigned, approved and completed. Progress will be monitored, permissions will be granted and everything will be ready for the employee to start.

The process is reversed for departing staff members, thus ensuring compliance and security, as well as a professional exit. All employee information is managed in a secure employee file, and documents such as reviews, certifications and other information can be managed on an ongoing basis.

A full audit trail of approvals, access and actions is maintained. Imagine's Human Resources solution ensures that employee onboarding, terminating and document management is handled in an efficient, cost effectively and professional manner becoming of your corporate culture.

### Hire & Terminate

Workflow will ensure all the required duties associated with the hire and terminate processes are done in a consistent, auditable and measurable way.

### Secure files

Employee files will be secured from inappropriate access and can be integrated with the HR management system.

### New Employees

Ensure access to equipment, computers and support material from day one. Ensure that all corporate policies are read and understood as well as track acceptance.

### Departing Employees

Ensure employee access to applications and physical locations are removed in an auditable fashion. Administrate these processes in a measurable and professional manner.

### Records Management

Built in Records Management and Retention functionality will ensure no employee documents or files are inappropriately deleted.

### Audit trail

Maintain a full audit trail of all workflow steps, approvals and documents accessed.



CAPTURE • MOVE • MANAGE

Phone: (403) 245 6625 - Web: [www.imagineedoc.com](http://www.imagineedoc.com)

# Human Resources

## ISSUES ADDRESSED

- Delays and cost in the hiring process
- Delays and missed steps in setting up new employees
- Missing approvals for new employees to access particular applications
- Multiple employee files / document locations
- Employee file security issues
- Lack of integration between the HR system and employee documents
- Employee file retention issues / lost documents
- Missed steps when employees depart the organization
- Lack of audit trails

## BUSINESS VALUE

- Quickly search and retrieve resumes and supporting documents
- Initiate new resource requests in a consistent and organized fashion
- Streamline new hire approvals
- Onboard new hires efficiently ensuring all steps are followed
- Securely manage all employee documentation
- Integrate the HR management system with employee documentation
- Manage all employee documentation in a single repository
- Identify missing documentation automatically
- Maintain an audit trail of all set up, approval and documents access
- Provide employees secure access to their documents (as appropriate)
- Ensure all termination steps are taken when an employee is leaving the organization
- Retain employee files for the appropriate retention period



Imagine uses Document Management and Imaging Solutions to simplify the way documents move throughout organizations™

Contact Imagine to discuss this solution further and book a demonstration

Phone: (403) 245 6625 - Web: [www.imagineedoc.com](http://www.imagineedoc.com)