Effectively and securely manage employee files

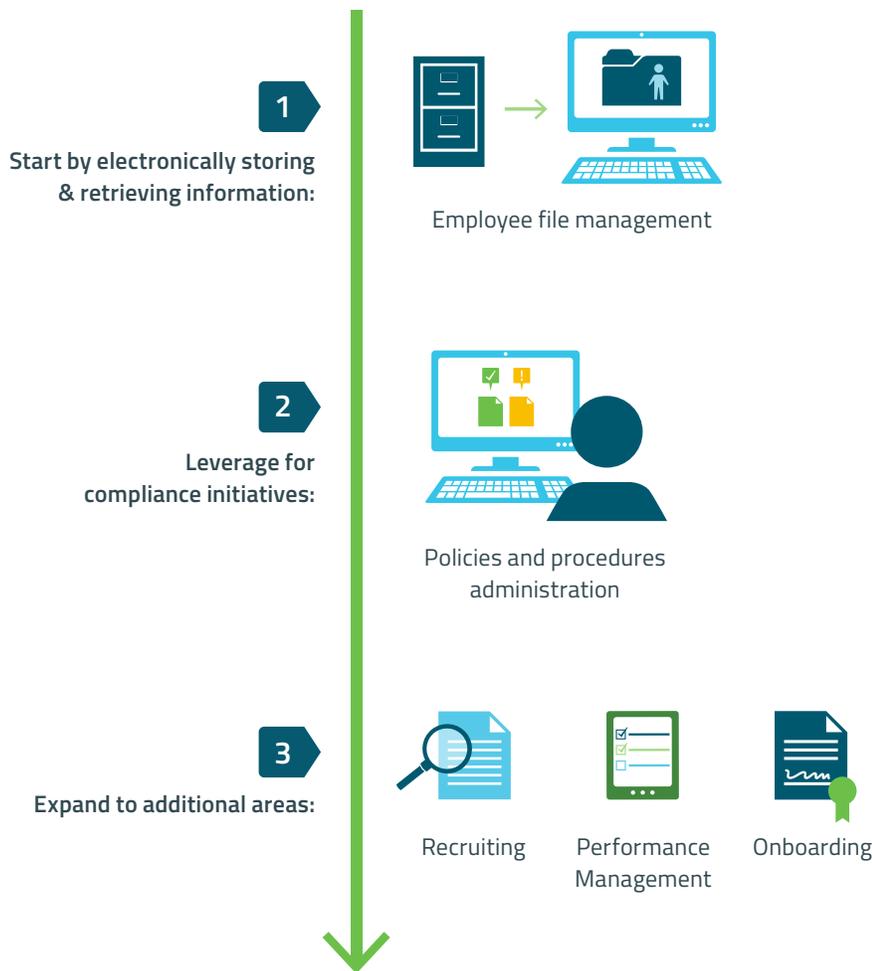**Improve policy and procedure management**

Accelerate processes and increase transparency

Streamline HR processes and transform employee service levels

Like all departments in government, human resources (HR) must do more with less staff and budget resources. However, when employee information is manually processed and stored in paper files, compiling, managing and tracking these documents is difficult and time-consuming.

OnBase® by Hyland enterprise content management (ECM) maximizes employees' abilities to perform administrative tasks, access information and kick off HR approval processes.

Start with the solutions you need right now, like the ability to electronically store and retrieve documents, and leverage them across your department as time, budget and goals permit. Once you start optimizing processes, extend your OnBase solution to automate other essential tasks like policy and procedure sign-offs and performance reviews.

1

Start by electronically storing & retrieving information:

Employee file management

2

Leverage for compliance initiatives:

Policies and procedures administration

3

Expand to additional areas:

Recruiting Performance Management Onboarding

OnBase®
by Hyland

Reclaim staff time by managing content electronically

OnBase enables HR to capture and store employee documents electronically – whether they're scanned, faxed or emailed. Organizations eliminate the need to manage multiple, paper-based copies of documents, reducing associated costs and process delays while ensuring that confidential employee information is secure. Because OnBase connects with an organization's human resources information system (HRIS), personnel retrieve employee documents and data without leaving familiar interfaces.

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 focus on high-value initiatives such as employee retention and professional development.

Support compliance for policies, credentials and more

OnBase provides a single place to distribute, acknowledge and archive policies. With tools to distribute this information, every staff member is aware of the most current policies, supporting compliance with program rules and agency standards. This eliminates the need for HR to manually track sign-offs using spreadsheets or other inefficient methods, allowing personnel to spend less time on administrative tasks.

OnBase also automatically identifies required documentation that's missing, ensuring information like credential records and background checks are completed and collected. It handles document retention and records management as well, helping agencies meet records policies.

Eliminate forms and create transparent, faster processes

Managing employees is vital to the success of your government agency. OnBase helps organizations achieve their goals by automating tasks and providing a central place to track key human resources processes like evaluations, vacation requests and forms-based tasks. With OnBase, you replace manual processing, automate routing and track approvals so HR management is seamless, secure and fast.

Learn more at **OnBase.com/Government ››**

> "Retrieval of an employee folder now consists of double-clicking on the employee number when they are in our ERP system. When employees started seeing they could pull up employee folders from right there in our ERP, it was an 'ah-ha' moment."
>
> – Kendal Richardson, system analyst
>   Town of Gilbert, Ariz.

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