

Manages employee files effectively and securely

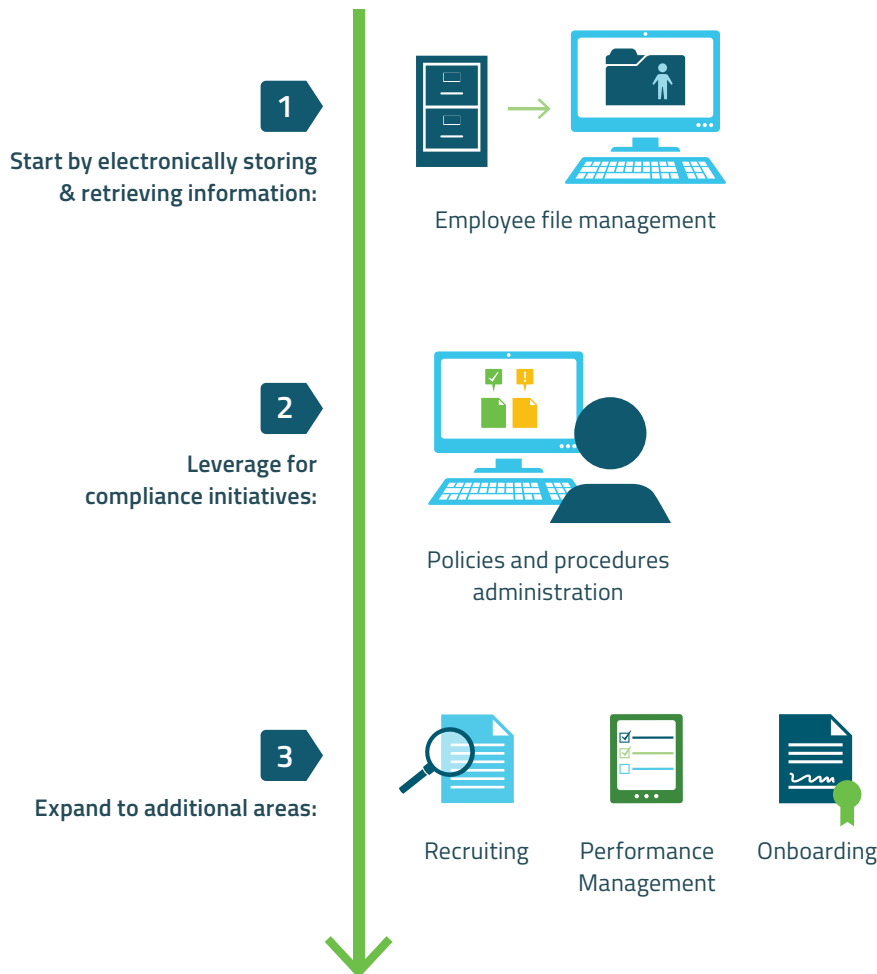
Improves policy and procedure management

Accelerates processes and increases transparency

Streamline HR processes and transform employee service levels

OnBase by Hyland helps employees 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 policy and procedure sign-offs, employee onboarding other essential tasks.



Reclaim staff time by managing content electronically

With OnBase, HR captures and stores employee documents electronically – whether they're scanned, faxed or emailed. Institutions 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 institution'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 helps HR provide better service by rapidly responding to employee requests. And with less time spent managing files, personnel focus on high-value initiatives such as leadership development, strategic recruiting, succession planning, serving adjunct faculty and compliance initiatives.

Support compliance for policies, credentials and more

Focusing on organized and consistent policies and procedures is a common initiative in institutional strategic planning. OnBase provides a single place to acknowledge and archive policies. With tools to distribute information, every staff member is aware of the most current policies, supporting compliance initiatives. 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 institutions meet records policies.

At higher education institutions, chief human resources officers have to maintain support for an ever-growing list of compliance initiatives. These include Title IX, Clery, HEOA, VAWA/SAVE Act, HIPAA, FERPA, OSHA, CFPB, NCAA rules and more.

OnBase stores all of these compliance records in one, central location, simplifying compliance from top to bottom.

Eliminate forms and create transparent, faster processes

Managing student, administrative, tenured and adjunct faculty is vital to the success of any institution. OnBase helps institutions achieve their goals by automating tasks and providing a central place to track key human resources processes like evaluations, vacation requests and other forms-based tasks. By replacing manual processes, automating routing and tracking approvals, OnBase makes managing HR tasks seamless, secure and fast.

Learn more at OnBase.com/HumanResources »

“OnBase took HR faculty contract request processing from 14 days to 2.5 days.”

– Toni Raftery, program director
Norwich University



OnBase[®]
by Hyland