



# Digital Document Management Human Resources

## Key business reasons for Digital Document Management in Human Resources:

Improving Applicant Tracking

Improve Benefits Management

Improve Customer Service

Enable Electronic Employee  
Reviews

Reduce Liability

Insure Disaster Recovery

### Improve Applicant Tracking, Benefits Management, and Customer Service

Digitizing employee folders provides more efficient document access and reduces the risk of losing critical documents. Web access to documents enables faster, lower cost and more efficient service. Storing documents in an electronic archive (Online Record center) reduces storage costs; workflow management ensures that document retention requirements are met.

### Enabling Electronic Employee Reviews:

Most organizations utilize automated human resources management systems. Using the management hierarchies from these applications, an electronic form can be used for performance reviews, viewable only by the employee, their managers and authorized HR users. These forms can then be automatically stored in the GRM Online Records Center for easy access at the next review.

### Reduced Liability

Based upon the organization's security requirements, access to the electronic folders is restricted to the users designated, eliminating the possibility of personal information being disseminated due to a misplaced paper folder.

### Disaster Recovery

In the event of a catastrophic event, many organizations require that there be plans in place to ensure business continuation if such a disaster occurred. With the GRM Online Records Center HR records are mirrored and stored in redundant systems, providing for immediate and continued access if disaster should strike.

**From customer to compliance, disaster recovery to benefits management, GRM Digital can provide the HR Solution you need to make you more efficient and effective.**