



Get Control of Human Resources

Organizations waste huge amounts of money each year handling and managing HR documents and records. An employee file begins as soon as they apply for a position with your organization, and over time, that file grows as new documents and records are added: performance evaluations, benefits elections, resumes, payroll forms, transfer records, and many more.

GRM Digital enables HR departments to capture incoming documents, import them to our secure electronic repository, and link them to existing records. Documents that are needed for review are just a click away.

HR managers are able to provide faster service to employees, make more informed recommendations and decisions, and manage compliance and management reporting more easily, all for less than these services can be provided in-house.

GRM Digital enables organizations to migrate to Electronic Employee Folders and:

- Greatly increase efficiency in performing critical HR functions
- Manage the process of collecting, updating and controlling the volume of HR documents
- Ensure that the organization is in compliance with regulatory statutes governing HR
- Lower and control the rising costs of managing HR, benefits and compliance
- Improve applicant tracking, benefits management and customer service
- Enable electronic employee reviews
- Provide disaster recovery for critical HR documents
- Reduce liability by maintaining data privacy, security and confidentiality
- Enable growth, both native and through mergers and acquisitions