



# Digital Document Management

## Human Resources

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

Increase Efficiency in Performing Critical HR Functions

Enable Growth Both Native and Through M&A Activity

Ensure Compliance

Reduce Costs

#### Increase Efficiency in Performing Critical HR Functions

Digitized employee folders are searchable by document type as an individual or across a group. With such ease of access, if Legal for example needs to know who has signed a Confidentiality Agreement that information is immediately available without physically searching through thousands of paper folders. This is just one example of the quantum leap in efficiency provided by digitized employee records.

#### Enable Growth, Both Native and Through M & A Activity

Organizations can experience both significant employee growth and reductions each year. With the addition of hundreds of new employees the ability to quickly onboard these employees is paramount. Migration to a digital solution allows for a more efficient process of bringing new employees into the company. Many organizations begin the digitizing process with new employees internally, while GRM handles the job of imaging existing employee folders. Adding a workflow automation processes for employee onboarding can further increase efficiency.

#### Ensure Compliance

Corporate compliance programs in many companies require all employees to undergo periodic training, and the Human Resources department is responsible for monitoring their completion. With a searchable digital repository, non-compliant employees can be found in seconds.

#### Reduce Costs

Reduced costs for filing, faxing, copying, mailing, lost time locating and retrieving employee files and the cost of replacing lost paper documents or entire files add up to significant annual savings.