



GRM EMPLOYEE CONTENT MANAGEMENT

FILLING THE GAPS IN YOUR HRIS

There are significant records management and business process automation functionality gaps in Human Resource Information Systems (HRIS). To fill these gaps, GRM's Employee Content Management solution seamlessly integrates with an organization's HRIS to help them store physical and digital documents, and automate the collection and flow of this information while upholding complex compliance requirements. Now, HR departments can accelerate their processes, lower costs, improve their customer service and ultimately allow staff to focus more of their time on critically important HR functions.

ALL DATA. NOT SOME.



Getting large quantities of structured and unstructured information into an HRIS can prove challenging. Our advanced capture technology is able to consume a wide variety and large volumes of physical documents and data via scanning or through our intelligent character recognition (ICR) engine. We're able to then quickly and seamlessly integrate this captured information into an HRIS.



ROUTE TO THE RIGHT PEOPLE

Once all operative data is in an HRIS, our automated routing technology facilitates the next step in an HR workflow by accelerating and keeping document approval processes in line to the point of completion. Pending documents can be automatically delivered to the right approver through our decision-based routing feature. And then, once approved, the document moves on seamlessly to the next step in the process.



EFFICIENT HR PROCESSING

Entering data manually into an HRIS is a time-consuming and tedious process. By implementing our intelligent forms technology, data entry processes can be streamlined and significantly accelerated. With this solution, we can capture structured and unstructured data and use this captured data to auto-populate relevant forms. This automation solution reduces the probability of clerical errors and increases the processing capacity of an HR department—not to mention, bringing processing costs down.

PHYSICAL & DIGITAL STORAGE

With our cloud-based, repository, all digital employee information can be securely housed in a single location and easily accessed by authorized users. After physical HR records have been digitally captured and stored in an HRIS, those paper documents still need to be archived and managed. We keep our clients' records housed in our modern storage facilities and we develop retention plans for the purging of sensitive HR documents.



FILLING IN YOUR COMPLIANCE GAP

We understand clients need to adhere and adapt to a host of rapidly changing compliance requirements in order to avoid huge penalties. GRM has the proper procedures in place to ensure your HR information is always stored, managed and destroyed in accordance with HIPAA and similar industry regulations. We also offer clients in-depth reporting tools through our cloud repository to better enforce compliance policy throughout their HR department.