

Department Solution

Human Resources (HR)

Control paper to simplify HR processes, hire the best candidates quicker

“Going paperless with OnBase brings efficiencies and control to business process workflows that usually start with a piece of paper. There is no end to what you can do!”

– Mary Thompson, Intranet Services
Cracker Barrel Old Country Store®

The Payoff

- Hire the best candidates faster
- Meet diverse compliance standards with ease
- Ensure accurate payroll processes

The Basics

In a rapidly changing global economy, your HR team becomes even more vital to your success. Hiring the best people faster than your competitors gives you an edge. Plus, efficient onboarding can get new employees contributing more quickly. Unfortunately, manual, paper-based processes often get in the way. As a result, HR is unable to devote enough time to meeting the needs of current employees and finding and hiring the best candidates.

The Challenges

Like few other departments, paperwork infiltrates every aspect of HR. As a result, HR teams often find themselves spending more time pushing paper than on higher value tasks – like finding and keeping the best employees.

- Application surges make finding and onboarding the best candidates difficult
- Compliance mandates protect employees but makes records management time consuming and inefficient
- Time-sensitive payroll processes cannot afford down-time for any reason

The Solution

OnBase can be the antidote to your HR headaches and make a difference not only to your current employees, but to the ones you hope to hire as well. It might not be possible to eliminate HR paperwork, but OnBase makes it easier to control. From recruiting and onboarding to payroll and records management, OnBase manages the documents and processes, so you focus on the people.

Find the people, not the paper

Today, it's not uncommon for recruiters to be swimming in a sea of resumes and applications for a single open position. With so many applicants, it's tough to find the flower among the weeds. Even if you do find the best candidate, it's difficult to process the paperwork fast enough to get them hired.

Thankfully, OnBase frees recruiters and hiring managers from paperwork so they can focus on finding the talent. From sorting and distributing applications and resumes to the right people, to scheduling interviews, to creating and sending correspondence, OnBase handles the busywork so you don't have to.

Not only do you find top talent faster, but you eliminate the risk of losing the best candidates because they had to wait too long for a decision. And, you ensure your new employees have the skills to make your organization succeed for the long-term. After all, in today's market, you can't afford to come in second.

Meet compliance standards without hiring more staff

Even for small organizations, compiling, managing and tracking employee documents can be a nightmare. With mandates governing everything from age and disability discrimination to FMLA and OSHA, compliance confidence seems constantly out of reach. Not with OnBase. Event or time-based document retention means you set the rules and OnBase takes care of the rest.

Scan or import documents into OnBase to auto-file them into the right electronic folders. Role-based security means only the people who should be looking at documents, are. If anything is missing, OnBase lets you know. And when it's time for documents to be destroyed, it happens automatically according to the rules you set. Plus, OnBase ensures employees' files are complete, accurate and up to date. Now that's compliance that anyone can manage.

Keep payroll humming

Employees at your organization work hard for their money – and they expect to be paid promptly for it. Missing forms or signatures, name changes, promotions and pay increases are never a good enough excuse to hold up payroll. OnBase integrates with your payroll software to keep documents in synch with data. Make and track changes faster and easier. Real-time reports provide answers fast; electronic forms keep track of what changed and why. It all means the one constant your employees can count on is a correct paycheck. And that makes everybody happy.

Why OnBase?

We understand that taking care of employees – your most important asset – is vital to the success of your organization. That's why OnBase integrates with your most important HR systems, including payroll and ERP applications, so you get more out of software you've already invested in. Processes never slow down because of missing paper or information.

- Hire the best candidates faster than competitors
- Meet diverse compliance standards with ease
- Ensure accurate payroll processes while integrating with your HR systems

time to make a difference.

Get more information out of existing business applications. Reduce, even eliminate, wasteful, redundant tasks. Now you can spend your time on the things that really matter. That's effective document and process management.

That's the OnBase difference.

Learn more at OnBase.com/HR

OnBase
a Hyland Software solution