

The OnBase Payoff

- **Increases HR efficiency by streamlining policy creation, approval and distribution**
- **Improves employee access to policy and procedure documents for acknowledgement and review**
- **Supports compliance initiatives by automatically tracking employee acknowledgement and identifying delinquencies**

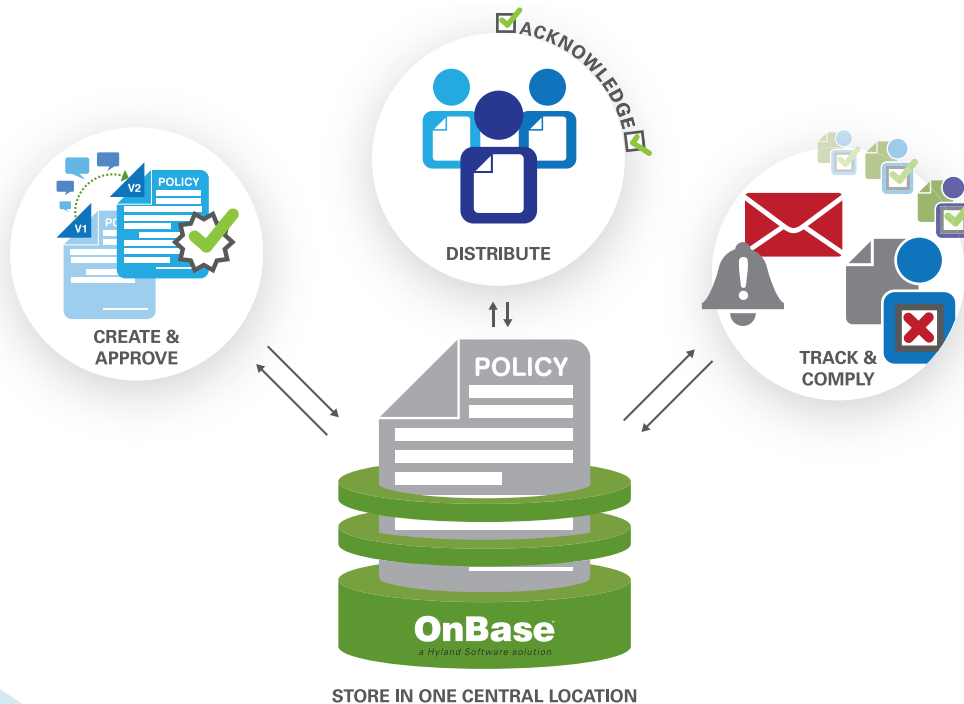
Improve policy and procedure management, strengthen compliance

With the OnBase Policies and Procedures solution, human resources departments efficiently create, distribute and track employee acknowledgement of policies and procedures while reducing associated administrative tasks like filing, copying and mailing documents. OnBase streamlines policy generation and approval, allowing key personnel to efficiently collaborate on, manage and revise important policy documents. Because OnBase stores all finalized policies electronically, HR personnel easily distribute them to the right employees for acknowledgement. By automatically tracking employee acknowledgement, OnBase increases visibility and enables HR to better prepare for compliance audits.

With all documents in one central location, employees access the most current versions at any given time – keeping them informed with the latest information while supporting company, government and industry guidelines and regulations. And, by deploying the solution in the cloud via OnBase Online, organizations reduce IT resources, accelerate implementation timelines, and minimize costs associated with software and installation.

Effectively manage policy creation, approval and distribution

OnBase enables organizations to streamline policy creation and approval by automatically tracking all updates and revisions. Prior to distributing policies to employees, personnel simultaneously deliver drafts of policy documents to management and other key stakeholders for approval – encouraging effective collaboration. An automatic audit trail of approval activities ensures that the proper authorization was given before policy distribution.



“Now that we’re using OnBase to update and distribute procedures and our company handbook, we have time to accomplish more value-added tasks than we ever did before.”

– Cathy Hanley, general manager
Human Resources
Gallatin Steel Company

Finalized policies are stored electronically in OnBase. With an easy-to-use interface, HR staff quickly send email notifications containing links to policies in OnBase to the entire workforce or specific employee groups, eliminating the need to manually distribute multiple paper-based copies. As an organization’s business conditions change, personnel make any revisions to policies directly in OnBase, simultaneously notifying all affected employees. This accelerates the distribution process, enforcing timely acknowledgement while reducing the risk of errors and oversights.

Equip employees with easy, central access to policies and procedures

With all policy documents, training videos and other supporting content stored centrally in OnBase, organizations improve employee access to crucial information, facilitating easy acknowledgement and review. Through a variety of secure access options – including a web browser, online portal, existing business application or even a stand-alone kiosk – employees log in to OnBase to view all policy-related content. Employees acknowledge new or modified policies with the click of a mouse and instantly access all previously reviewed documents when a specific situation occurs or need arises.

OnBase also supports global organizations and their workforces by equipping HR to deliver essential policy documents and media in several different languages. In addition to contributing greater productivity, a well-informed workforce mitigates risk. When all employees are aware of the most current policies, organizations improve compliance with company guidelines, government standards and industry regulations.

Support compliance initiatives with automatic tracking of employee acknowledgement

The OnBase Policies and Procedures solution supports both internal and external compliance initiatives, automatically tracking employee acknowledgements and identifying any delinquencies. This eliminates the need for HR to manually track sign-offs using spreadsheets or other inefficient methods, allowing personnel to spend less time on administrative tasks and more time on value-added initiatives. OnBase also provides reports that clearly detail which employees have acknowledged policies and which have not. When HR staff discovers exceptions, they easily notify individuals of noncompliance and resolve any issues prior to an external audit. Overall, with documented proof of both policy distribution and employee sign off, organizations strengthen compliance and minimize liability while holding all employees accountable.

By taking advantage of cloud-based storage, organizations ensure that their data and documents are protected. Hyland Software upholds the OnBase Online platform to the highest security standards, conducting frequent self-audits and maintaining compliance with stringent data security regulations. While Hyland is primarily focused on cloud-based HR solutions, traditional on-premise solutions are also offered to meet a variety of business needs.

Your employees are your most valuable resource. Ensure that they’re accessing your most current policies and procedures, and increase the efficiency of your essential HR processes with OnBase.

For more information, visit Hyland.com/HumanResources