# Human Resources

**xerox**



Typical Human Resource Onboarding Procedures:

- Receive employee documents by hand, email, or fax

- Make copies

- Manually key in information into current HR system

- Hand-write labels for folders

- Deliver folders by hand or inter-office mail for approvals and signatures

- Re-key updated information

- Make additional copies to file in separate locations

## Emphasize Your Organization's Natural Resources

The greatest asset of any company is its people, but recruiting, hiring, training, and managing employees is a challenge that can task even the most conscientious of employers. With the amount of paperwork required to onboard an employee and maintain their vital records, plus the documents needed to comply with government regulations, it's easy to see how HR departments can become overwhelmed. Here are a few examples of the paperwork that travels through an HR department:

- **Applications and cover letters**

- **State and Federal tax forms**

- **Medical, 401-K and leave benefits**

- **Travel expenses and overtime requests**

- **OSHA, FMLA, ADA compliance forms**

That's a lot of paperwork. So much so that it's sometimes difficult to see the forest through the trees; leaving communication and compliance buried beneath piles of pulp.

There is relief. SMARTdocument Travel is a scalable business automation solution that captures and processes paper and electronic documents, which leaves the Human Resources department free to develop policies and administer programs that increase productivity and employee job satisfaction.

## Key Business Benefits

- Automates routine tasks allowing HR staff to focus more on talent management.

- Reduces physical storage space by scanning and digitizing documents and archiving them to a central repository.

- Expedites approval processes by scanning documents once and sending them to multiple locations.

- Creates better internal customer service and employee satisfaction by making it easier to access employee records.

- Safeguards disciplinary, promotion, clearance and other vital records by creating a digital back-up.

- Reduces office supplies, fax, courier, and storage costs.

## Key Product Features

- Captures both print and electronic documents.

- Processes content in familiar formats such as text-searchable PDF, MS Office and others for easy retrieval.

- Delivers scanned or electronic documents to a variety of document management systems (DMS) & databases.

- Captures documents and automatically performs data recognition and image enhancement for hard to read forms and applications.

- Works with all digital copiers, scanners and multifunction peripherals (MFPs).

- Automatically sends email and fax notifications to internal or external email recipients.

## Reduce Risk and Improve Security

It takes a lot of paperwork to onboard a new hire - from internal requirements to government regulations. The chance of losing those documents and making errors is considerable when paperwork is manually processed. SMARTdocument Travel captures paper or electronic records as they enter the department, and then processes, distributes and archives them so users can easily and quickly locate the information they need.

## Use Your Existing Equipment

SMARTdocument Travel works with your existing scanning devices, including digital copiers, scanners and MFPs. Additionally, SMARTdocument Travel integrates with any business application or DMS. Using familiar software and devices minimizes training so HR can be up and streamlining in no time at all.

## Access the Digital Storeroom

Employee files that are stored electronically and linked to digital workflows offer a number of benefits to an HR department - including eliminating the paper chase and reducing the potential for lost or misplaced records. Store all documents in a central repository that is accessible to anyone who is given access, and reduce the time spent searching for information.

## Turn Paper Flood to Information Flow

1. Receive employee documents

2. Enter identifying information at the device panel and scan documents once

3. SMARTdocument Travel automatically:

   - Extracts data from the digitized documents

   - Emails the documents to the people who need to see them

   - Archives documents into the correct electronic file folder or DMS

   - Sends email notifications to managers in multiple locations to let them know that a new record has been added to the repository