DocuWare®

solution**info**

DocuWare for Human Resources

More efficient processes mean improved HR results

Resumes, contracts, transfers, recommendations, salaries, expense reports, vacation requests – that's just the tip of the paperwork iceberg managed by a Human Resources department.
And all of these critical documents must be edited, stored and retrieved in a way that is quick, reliable and absolutely confidential.

When the pressure is on to improve costs and staff, even the Human Resources (HR) efficiencies department comes under scrutiny. This means a growing number of tasks have to be handled by fewer employees. In addition, meeting the latest legal requirements is an enormously critical aspect that also adds to a department's work and document pile. A way to succeed in this environment is to handle routine tasks as quickly and efficiently as possible. The key is an Integrated Document Management System (IDMS) and electronic personnel files.

Inner-Office Communication
Questions from employees, management, and colleagues from Accounting can be immediately answered thanks to DocuWare. The time previously needed to research and return calls is eliminated.

Increased Productivity
From recruiting to mentoring, promotions to salary calculations – all of the processes handled by HR

become more efficient. Employees feel better supported and management is aided daily by the DMS to make better-informed decisions. Improved job satisfaction is the natural result.

Discrete and Tamper-Free
The sensitive content of documents and the requirements of privacy laws mean that paper documents, computer files, and e-mail must be handled with great care. The growing number of electronic documents and the variety of available media make it even more challenging to keep up with today's requirements. Being able to securely set up access rights, tamper-free electronic filing, and integration within HR's existing IT system, all make a DMS system virtually irreplaceable. Properly configured, even the system administrator can't access sensitive HR documents.

Benefits of DocuWare

- Only authorized staff has access
- No lost documents
- Quick retrieval of documents
- More support for employees and management
- Reduces storage space

DocuWare – Software for Integrated Document Management

The DocuWare DMS takes documents of any format and from any source and stores them all in one central document pool - records, letters, lists, protocols, files or e-mail...you name it. With DocuWare, these documents can be scanned, indexed, filed, displayed, edited, printed, faxed and e-mailed. With the help of the Internet, this central archive can be accessed from around the world, around the clock, by only the people you designate.

The Processes

■ **Personnel Administration**

Personnel files include documents such as resumes, application letters, contracts, transfers, promotions, evaluations, report cards, goals, training certificates and much more. To provide employees with the best support, it is key to be able to access all this data quickly. Whether it's for a transfer, promotion, legal dispute or annual goal setting, this information is critical. In many companies, HR staffers spend much of their time managing paper. Working with paper documents is not only inefficient – it's a critical waste of time.

Benefits of DocuWare

With a DocuWare solution, you significantly increase productivity: an electronic file gives all HR staff and managers a way to centrally access relevant employee data and documents. Individual access rights restrict entry to parts of "Personnel Files" – this guarantees confidentiality. Routine processes are significantly accelerated through simple-to-operate electronic workflows, such as authorizations of vacation requests, paid/unpaid leaves, overtime, etc. The system makes sure that documents are moved automatically from one station to another to speed up authorization. Tracking features help managers to identify (and remedy!) any bottlenecks along the way.

■ **Accessing Critical Information**

To work productively, HR employees must have quick and easy access to the most current documents, such as job descriptions, guidelines, requirements, laws, publicly displayed regulations, union contracts, corporate by-laws, etc. Often, the latest documents are distributed in various departments, in different locations. Managing multiple data sources, tedious search routines and twice the workload are the result.

Benefits of DocuWare

When all documents are stored in one central DocuWare document pool, employees can access all general information from HR with a mouse click. Colleagues in HR are relieved of routine tasks and are better and more quickly informed. Productivity and job satisfaction grow.

■ **Meeting Legal Requirements**

A growing number of national and international laws require long-term, secure storage of personnel files and documents. Administering paper documents separately from computer files and e-mails is both not secure and a huge waste in both space and warehousing costs. And as time goes on, it becomes harder and harder to quickly retrieve information.

Benefits of DocuWare

Legal requirements are more easily met when using a DocuWare solution: All personnel documents can be electronically filed as long and securely as required. Authorized staff may retrieve any information at any time. Office and warehouse space is saved, since it's no longer necessary to store documents in binders and file cabinets. E-mail is filed automatically, without printing, hole-punching and storing them in a binder. Complying with locking and notification schedules and deletion of data beyond retention schedules is guaranteed.

Motivated Employees

Employees expect that vacation requests and travel reimbursements are quickly authorized. This process can often involve several employees/departments, yet should be resolved within a few hours (or days at the very most). Making these processes seamless, fast and well-documented is hugely important for employee satisfaction. DocuWare integrates workflow applications that are easy to use yet give you the power to significantly speed up core tasks and processes. As an example, the system steers documents automatically to parties responsible for authorization, from one station to another within the company. Transparency is key: you can always see exactly where an authorization request stands and where the bottlenecks in the system might be. When an employee returns from a trip, both authorization and payment of T&E expenses will occur at lightning speed. All materials such as current T&E guidelines, forms, authorized requests, receipts, records as well as any other documents can all be instantly accessed — by authorized users only – instantly from the DocuWare document pool. If questions arise after payment has been made, they can immediately be answered during the same telephone call. In this way, the HR department and management are freed from tedious routine tasks and both productivity and employee satisfaction improve. With DocuWare, you automate your processes and rationalize their administration.

DocuWare's workflow features let you quickly, easily and simply manage tasks like authorizing T&E expenses. The authorization process is driven electronically and runs without having to access paper documents. Requests and any back-up records can be accessed by authorized employees right from their desktop.

Travelcosts.cff - DocuWare CONTENT-FOLDER

File   Edit   Format   Tools   View   ?

Documents (4 entries)   Status = FOR AUTHORIZAT...   22.04.2005 09:13

Requests

		Employee	Doc. Type	Record Nr.	Date	Status
1		GREEN	TRAVEL EX. REIM.	28.976	06.08.200	FOR AUTHORIZATION
1		MILLER	TRAVEL EX. REIM.	29.976	06.08.200	FOR AUTHORIZATION
1		SMITH	TRAVEL EX. REIM.	23.667	06.08.200	FOR AUTHORIZATION
1		**WHITE**	**TRAVEL EX. REIM.**	**29.222**	**06.08.200**	**FOR AUTHORIZATION**

Documents (2 entries)   Status = FOR VERIFICATION   22.04.2005 09:05

Affiliated Records

		Employee	Doc. Type	Record Nr.	Date	Status
1		WHITE	GAS RECEIPT	29.877	06.08.2004	FOR VERIFICATION
1		GREEN	HOTEL RECEIPT	22.889	06.08.2004	FOR VERIFICATION

Ready

DocuWare®

Real World
Independent School District #196

The Human Resource department of Independent School District 196 streamlined hiring and other HR functions – all with the help of DocuWare. Employee files are electronic and applicant resumes are now available online for principals, from over 30 different campuses, to search and review, ensuring that the right applicant is matched to the right position. New efficiencies allow resources to be redirected to students, assisting them to reach their full potential.

Previously, resumes were stored in the district office and "checked out" to principals needing to fill a position. This was a time intensive process due to the size of the district and volume of applications. Unfortunately, only one principal could review a resume at a time and they were often unreturned to the district office for weeks.

Today, resumes are scanned, indexed and available online. They can be searched and sorted, speeding the hiring process and giving each principal more time to focus on the students. Electronic employee files are more secure and the HR department is able to easily comply with governmental and internal regulations. The district is reducing recruitment costs and limiting legal exposure by putting the right person in the right job – the first time.

Challenge: Streamline hiring practices to allow resumes to be retrieved, sorted, and reviewed simultaneously. Increase the security and confidentiality of employee files.

Solution: DocuWare, AUTOINDEX and INTERNET-SERVER

Benefit: Efficient HR processes results in qualified employees placed in the correct position the first time, while improving regulatory compliance and document security issues. Principals are able to spend more time focusing on their students.

Tom Voigt, Information Systems Coordinator for Independent School District 196

"It is really easy for a principal to fill a position. They don't have to drive to the district office and spend hours sorting through paper. Many of them access the resumes from home. With DocuWare they can search for a teacher licensed to teach elementary school or quickly review the resumes based on years experience in order to meet budget needs. DocuWare hasn't saved time just on the district administration level; its efficiencies have impacted every school."

For more information please visit our website at **www.docuware.com**

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