



Industry Brief: Human Resources

Is your Human Resources (HR) department still managing employee records on paper? Traditionally the HR department in organizations of all sizes still waste countless hours of productivity on manual routine tasks. Many companies are now looking at ways to streamline their manual process so they can focus on what matters most—the people they manage. With *ECMNOW!* you can leverage Intelligent Automation (IA) and increase your productivity in no time.



EFFICIENCY **NOW!**

- Capture only the information you need with PaperVision® E-Forms to eliminate paper and expedite the hiring process.
- Manage all personal employee records in a single, searchable system that improves information retrieval capabilities.
- Streamline document routing and approval with IA to automate routine business tasks.



CONTROL **NOW!**

- Securely manage employee records to ensure compliance with federal regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and I-9 storage requirements.
- Hide sensitive information within personnel files with multiple layers of security to ensure employee information is safe from prying eyes.
- Setup automatic retention periods to ensure employee records are not deleted early or held too long.



MONEY **NOW!**

- Implement a cloud solution such as ImageSilo® and eliminate hardware and IT expenses to reduce records management and storage costs.
- Save money on labor by leveraging Robotic Process Automation (RPA) and Artificial Intelligence (AI) to eliminate manual data entry.
- Avoid costly noncompliance fines by ensuring your employee records are securely managed and protected.

"Technology automating HR practices has been around for a long time now, but the shift is now making the whole world of work easier. As a result, systems that help people work more effectively to do more work in less time are on the rise."



What Problems Can *ECMNOW!* Solve?

What if you could reduce the amount of time your HR employees waste manually managing employee records by implementing one system? With *ECMNOW!* you can enhance records management processes and increase the security of sensitive data while saving the entire organization money.



Intelligently Automate Processes

Are you spending hours manually typing in employee information? Too often, HR employees spend more time managing paper than they do managing people. With *ECMNOW!* you can easily implement RPA, AI, and IA solutions to automatically digitize, manage, route, and store all your records' allowing your employees to get back to what really matters—the people they manage.



Comply with HIPAA Regulations

Are your files protected in accordance with federal regulations? Under HIPAA, Personally Identifiable Information (PII) must be kept secure at all times. With *ECMNOW!* you can make sure your employee's records are safely protected under multiple layers of security to ensure sensitive information is safe from prying eyes.



Ease Records Management

Did you know all employee records have standard federal retention requirements? Trying to manually keep track of what documents need saving and what doesn't is a time-consuming process. With *ECMNOW!* you can setup automatic retention periods to ensure employee records are not deleted early or held too long, saving the organization time.



Save Money by Moving to the Cloud

How much money are you spending on managing employee records? Free yourself from hardware, software, and other IT related expenses by moving to the cloud. With ImageSilo, you can turn capital expenses into tax-deductible operating expenses saving the entire organization money.



Protect Sensitive Data

Are your employees records safe if disaster struck? Paper files are vulnerable to theft, loss, and natural disasters. With *ECMNOW!* you can electronically protect your files ensuring you are always protected safely, allowing you to recover from any disaster quickly, no matter the cause.



Integrate Seamlessly

Do you work with various line-of-business applications or other external systems? Manually managing employee records across various systems is a time-consuming, inefficient process. *ECMNOW!* comes with easy to use point-and-click integrations that make it easy to join various systems together to further enhance employee productivity.

"PaperVision Enterprise is fantastic! Now that our student and staff records have been converted to electronic format, we can ensure we are 100% in compliance with federal regulations and all our records are safe from theft, loss, and natural disaster."

- Dr. Troy Whalen, Superintendent, Cook County School District #104



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www.digitechsystems.com or call toll free 866.374.3569**