

# Industry Brief: Human Resources

EfficiencyNOW! ControlNOW! MoneyNOW! ECMNOW!



## Enhance Efficiency, Gain Control and Save Money with ECMNOW!

Are your most important resources being managed **efficiently** and securely? The Human Resources (HR) department maintains records for the most precious part of your company--people. Paper-based records stifle this information-intensive division. Enterprise Content Management (ECM) enhances record-keeping **efficiency**, increases security for compliance **control**, and saves you **money**. *ECMNOW!* enables you to:

- Manage documents electronically for improved **efficiency** and productivity.
- Enable information accessibility while **controlling** security, privacy and compliance.
- Reduce document management costs to save **money**.



*“People are the key asset of a company that is capable of growth and development. Though a company does not have absolute power over this asset, they can make use of certain tools and techniques to better control the records of this segment. The concept is known as Electronic Human Resource Management (e-HRM).”*

*~A Chamaru De Alwis  
E+M Economic Management*

## Electronic Records Improve Efficiency

The amount of information flowing into HR is continuously increasing. From the moment a position is created or becomes available until well after an employee is no longer with the company, detailed information must be documented, archived and accessible. PaperVision® Enterprise and ImageSilo® enable you to quickly convert paper records to electronic documents, improving your **efficiency** while managing employee services.

- Capture information and convert paper documents to electronic files with an unprecedented level of power, **efficiency** and ease.
- Manage all personnel documents in a single, searchable system that improves information retrieval capabilities.
- Streamline internal procedures by automating document routing and approval.

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## Enable Accessibility while Maintaining Control of Security

Whether paper or electronic, personnel records must be archived and protected. Federal and state laws require records retention while maintaining employee privacy. At the same time, it is important that information be accessible quickly. ECMNOW! makes **controlling** information security effortless by safeguarding information and allowing secure accessibility.

- **Control** employee access using sophisticated security settings.
- Hide or redact sensitive information within personnel files, adding **control** but also keeping non-sensitive parts of the file available.
- Track who received what information, when and why using disclosure reports.



*Generating more than 2,500 finance and HR documents each month and 10,000 student records each year, the Adams County School District 50 uses ImageSilo to increase efficiency across three departments, to improve space usage and to save personnel resources. "We have saved space without burdening our IT staff. If other districts really knew how much they'd save, they would do it; the system more than pays for itself."*

*~Sandra McClure, Director of Finance  
Adams County School District 50*

## Reduce Costs and Save Money by Outsourcing

### Key Features of ECMNOW!

- Electronic documents save time and increase department productivity.
- Multiple levels of security protect employee information and improve compliance.
- Cloud ECM requires no costly capital investment and minimal IT resources.



Storing paper documents and managing information across multiple systems can be costly and time consuming. Save **money** with ImageSilo®, cloud-based ECM, because it doesn't require any Information Technology (IT) resources, which provides a lower cost of ownership.

- Implement a comprehensive ECM system without costly capital investments.
- Remove paper filing systems and save on both storage space and storage costs.
- Implement ECMNOW! swiftly for a quick return on investment with minimal impact to employee services.