

### The OnBase Payoff

- Streamlines management of employee files, improving compliance and offering secure, instant access to information
- Increases HR efficiency, eliminating manual, paper-based tasks and allowing more time for high-value initiatives
- Supports improved service throughout the employee lifespan, increasing satisfaction and retention

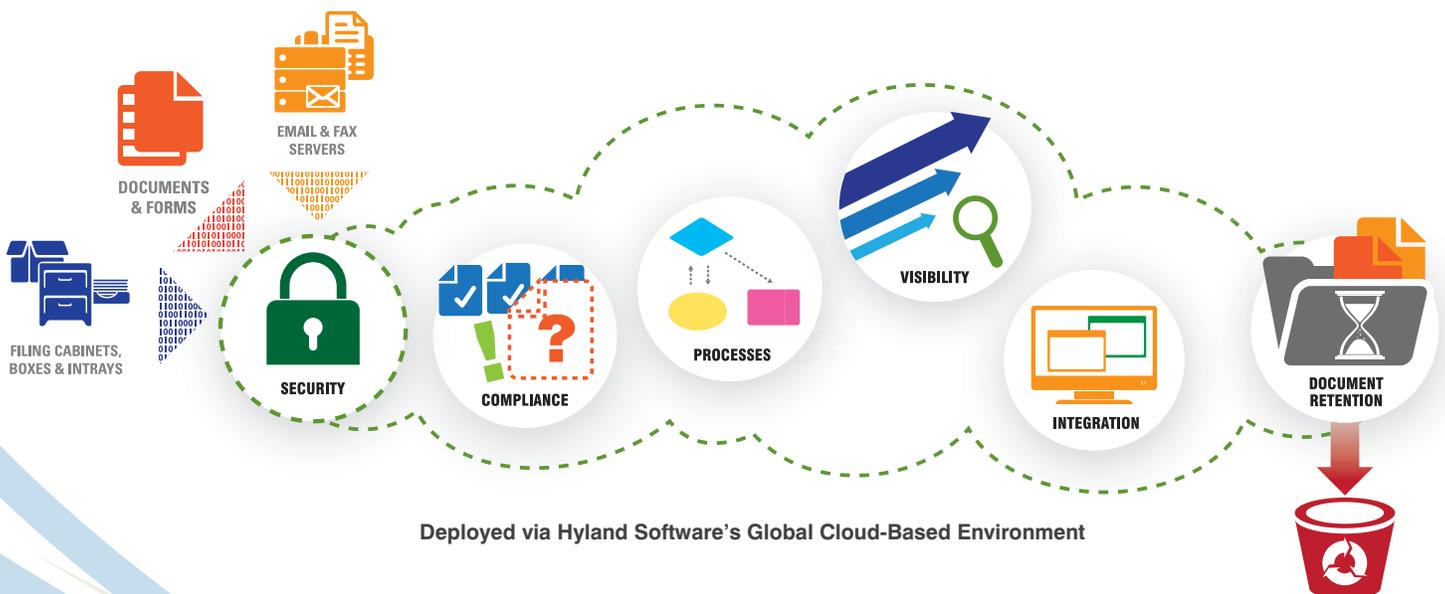
## Streamline HR processes, improve level of service to employees

To meet the challenges of limited budgets and a changing global workforce, Human Resources departments must optimize essential processes. This requires taking a closer look at how they're completing tasks, interacting with employees and handling critical information.

OnBase Human Resources solutions enable organizations to effectively manage the entire employee lifecycle – streamlining HR processes, improving compliance and providing a better level of service to employees. Personnel have access to the documents and information they need directly from their familiar human resources information system (HRIS), equipping them to drive processes forward while eliminating paper-based tasks. With efficient onboarding and self-service options, OnBase empowers new employees to add more value, faster. And by deploying OnBase HR solutions in the cloud via OnBase Online, organizations minimize IT resources, accelerate implementation timelines and reduce concerns surrounding unauthorized access to confidential employee information.

OnBase provides solutions across a variety of key HR processes, including:

- Employee file management
- Policies and procedures
- Onboarding and offboarding
- Employee change management
- Employee case and issue management
- Recruiting and selection



**INCREASE EFFICIENCY,  
SECURITY AND SERVICE  
WITH CLOUD-BASED  
ONBASE HR SOLUTIONS**

**Ensure that employee files are secure and support compliance initiatives**

With OnBase Human Resources solutions, organizations manage all employee documents in one central location, increasing transparency and reducing the risk of misfiling or misplacing paper documents. Rather than multiple paper-based copies of documents stored across various file cabinets, HR departments store a single, electronic copy of critical content in OnBase. This allows for seamless backups and mitigates the risks of system failure or natural disaster. Additionally, by controlling who has access to the HR system and exactly what they can do, organizations ensure that employee files and data are secure.

OnBase also provides the visibility required to maintain compliance with government and industry regulations. Organizations can easily determine whether important employee documents are missing from the system and efficiently track employee acknowledgement of key policies and procedures, identifying and resolving any discrepancies.

**Drive departmental efficiency by streamlining manual, paper-based tasks**

By capturing employee documents electronically, organizations minimize the time spent on manual, paper-based tasks and reduce administrative costs per hire. They also better manage and track all tasks surrounding HR processes, from coordinating the flow of candidates through the recruiting process to providing a consistent onboarding experience for new hires. Time spent preparing for audits and coordinating policy and procedure acknowledgement is also minimized. Organizations can grant both auditors and employees limited access to the OnBase system, where they can retrieve only the information they need. With flexible access options, HR personnel retrieve employee documents and data directly from their familiar applications — whether it's an HRIS interface, email inbox or mobile device — improving decision making and accelerating related processes.

**Reduce turnover by improving level of service to employees**

With OnBase, organizations effectively streamline a variety of processes, from recruitment and onboarding to rapidly fielding employee requests, providing a positive experience for prospective and existing employees. HR can equip employees with self-service access to retrieve their personal documentation and initiate requests online, speeding up response times. Additionally, OnBase enables personnel to track and review all employee documents, requests and interactions from a single interface, offering a complete view that allows HR to better serve employees. While Hyland Software 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. Empower HR to provide an improved level of employee service and increase the efficiency of your essential HR processes with OnBase.

To learn more, visit [Hyland.com/HumanResources](http://Hyland.com/HumanResources).



**IDT**

**putting paper in its place**