

## Xerox® Workflow Automation Solution for Employee File Management

In today's fast paced world, Human Resources (HR) departments need information at their fingertips to effectively field employee inquiries, provide documents upon request, and act quickly when recruiting, addressing audit requests, and a multitude of other HR processes. The Xerox® Workflow Automation Solution for Employee File Management provides organizations with a secure, central place to manage and locate employee files when needed.

### Effectively manage employee files, support compliance initiatives.

The Xerox® Workflow Automation Solution for Employee File Management enables HR departments to better manage employee files— whether they're scanned, faxed, e-mailed or created digitally—by storing them electronically in one central location. This eliminates the need to manage multiple, paper-based copies of documents, reduces associated costs and process delays, minimizes time spent searching for content, and increases file security. With less time spent managing files, HR personnel can focus on high-value initiatives such as employee retention and professional development.

### The Xerox® Workflow Automation Solution for Employee File Management enables HR departments to:

- Capture and store employee files electronically, whatever the source
- Retrieve employee documents and data without leaving their related line-of-business systems such as ERP, HRIS and HCM
- Provide better service by quickly responding to employee requests
- Control who has access to employee files and what they can do
- Instantly determine employee acknowledgment compliance with real-time reporting
- Facilitate document retention

Securely store and manage HR documentation and empower your organization to effectively manage your human capital.



# Effectively manage employee files and support compliance initiatives.

## Improve employee file management and enhance user access.

The Xerox® Workflow Automation Solution for Employee File Management captures employee information and stores it in a central repository, independent of the information source. Our solution integrates with existing enterprise ERP, HRIS and HCM systems like Oracle®, Lawson®, SAP®, Workday® and others, facilitating ease of use and increasing user adoption. The solution can be deployed and managed on-premise or in the cloud, with support for the latest industry standards, protocols and formats.

By offering instant access to information via preferred applications, the Xerox® Workflow Automation Solution for Employee File Management may minimize training requirements and enables HR staff to get up to speed quickly. And with less time spent managing files, personnel can focus on what they do best – serving the needs of employees and employers.

## Strengthen compliance efforts and automate document retention.

By increasing oversight and visibility, the Xerox® Workflow Automation Solution for Employee File Management helps organizations support your compliance. With real-time reporting into the status of required employee documentation, HR personnel instantly determine compliance with your acknowledgment policy standing – including which important documents are missing from the system. This can help staff efficiently identify and resolve exceptions. Organizations can also reduce time spent preparing for external audits. Rather than making multiple copies of files for audit purposes, HR can grant auditors limited access to the Xerox® solution, where only the information they need is retrieved.

The solution further minimizes compliance risks by facilitating effective document retention in accordance with regional government employment policies. It also automatically manages employee documents throughout their lifespans by removing, extending or verifying documents nearing time for deletion with minimal user interaction required.

## Ensure security of critical employee documents and data.

By centralizing document storage and management, any information type or source - scanned paper documents, faxes, print streams, electronic forms, web content, multimedia files, emails and even industry standard data streams like XML – can be placed under records management control. This provides you the tools to help you manage and retrieve data you deem necessary to comply with the increasingly complex regulations that apply across insurance types, geographies and even client demographics. The Xerox® Workflow Automation Solution for Employee File Management also tracks document activity and provides a full auditable history of every action.

## Work with a knowledgeable team.

At Xerox, we are knowledgeable about documents and workflows; we also know that your business is unique. Our engagement process includes qualitative and quantitative assessments to uncover your unique processes so we can deliver an integrated solution for you. From initial engagement and design, to deployment and rollout, to training and ongoing support, Xerox will be with you every step of the way.

### Employee File Management Process Workflow



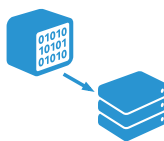
#### Capture

- Information from multiple sources, in different formats
- Index relevant data



#### Review

- Check for completeness
- Apply document retention and security controls



#### Integrate

- Integrate with existing enterprise ERP, HRIS and HCM systems



#### Store

- Central, secure storage
- Supports your record retention guidelines



#### Access

- Employee portal for access to personal information
- Management dashboards and secure access

For more information visit [xerox.com/was](http://xerox.com/was).

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