

## Xerox® Workflow Automation Solution for Policies and Procedures Administration

The Xerox® Workflow Automation Solution for Policies and Procedures Administration enables human resources (HR) departments to streamline policy creation, approval and distribution, improving employee access to documents and support policy compliance initiatives by tracking acknowledgements.

### Support HR policy compliance with electronic policies and procedures administration.

This Xerox® solution enables organizations to streamline the policy creation and approval process by automatically tracking all updates and revisions. With an easy-to-use interface, HR staff can quickly send email notifications containing links to HR policies to your entire workforce or specific employee groups. Plus, distributing documents electronically eliminates the need to manually distribute multiple paper-based copies.

As your organization's business conditions change, staff can make revisions to policies directly in the solution, instantly notifying all affected employees. This accelerates distribution, facilitates timely acknowledgement and reduces the risk of errors associated with manual oversight.

### With this easy-to-use interface, HR staff can:

- Quickly send email notifications containing links to policies to your entire workforce or specific groups
- Make policy revisions and instantly notify all affected employees, accelerating distribution
- Support HR compliance initiatives through employee acknowledgements of policies and procedures
- Improve employee access to crucial information
- Easily notify individuals of policy noncompliance in further resolving of issues

Support HR compliance initiatives with a central place to distribute, acknowledge and archive your policies.



# Improve policy and procedure management and administration to strengthen your compliance efforts.

## Equip employees with easy, central access to policies and procedures.

Storing policy documents, such as training videos and company health and safety documents centrally, organizations improve employee access to crucial information, facilitating easy acknowledgment and review. With a variety of secure options for access—including a web browser, existing business application or even a stand-alone kiosk—employees can easily log in to view all policy-related content. Employees can acknowledge new or modified policies with one click and can instantly access all previously reviewed documents as the need arises.

The Xerox® Workflow Automation Solution for Policies and Procedures Administration also supports global organizations and their workforces by equipping HR to deliver essential policy documents and media in several different languages. A well-informed workforce can help reduce risk and increase productivity. When employees are aware of the most current policies, organizations can be positioned to improve compliance with company guidelines.

## Support compliance initiatives with automatic tracking of employee acknowledgement.

The Xerox® Workflow Automation Solution for Policies and Procedures Administration can support your internal and external compliance efforts by automatically tracking employee acknowledgement and identifying any delinquencies. This eliminates the need for HR to manually track sign-offs using spreadsheets or other inefficient methods and allows personnel to spend more time on value-added initiatives. The solution also provides reports that detail which employees have acknowledged policies and which have not. When HR staff discover exceptions, they can easily notify individuals of noncompliance and work to resolve any issues prior to an external audit. Overall, with documented proof of both policy distribution and employee sign off, organizations strengthen internal compliance efforts while holding all employees accountable.

## Ensure security of critical employee documents and data.

With all documents now managed electronically, organizations can ensure that critical employee information is secure. Rather than creating separate physical files to maintain confidential employee information, organizations can store all content in a single, secure and online location. By controlling who has access to the HR system and what they can do, organizations can have peace of mind knowing that only authorized personnel interact with employee files and data. The Xerox® Workflow Automation Solution for Policies and Procedures Administration also tracks document activity and provides a full trackable history of every action, and may further increase employee accountability.

## 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.

### Policies and Procedures Administration Workflow Process



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