
Department Solutions

HUMAN RESOURCES

Control paper to simplify HR processes, hire the best candidates quicker

The Basics

In a rapidly changing global economy, your HR team becomes even more vital to your success. Hiring the best people faster than your competitors gives you an edge. Plus, efficient onboarding can get new employees contributing more quickly. Unfortunately, manual, paper-based processes often get in the way. As a result, HR is unable to devote enough time to meeting the needs of current employees and finding and hiring the best candidates.

Moreover, **recent changes in the Romanian labor regulations** make it even harder for the HR professionals to cope with the additional workload required by the implementation of the new policies. At the same time, they have to develop strategies to mitigate the risk of non-compliance and minimize the cost impact.

Matricia Solutions is there to help relieving the pressure. Our HR Management solution, based on the powerful OnBase Document Management platform, has been a tremendous support for hundreds of HR departments all over the world in the past 20 years – see it for yourself.

Employee Change Request

An address change here, a benefit change there. Employee change requests are just little tasks, but they're important to getting paychecks and benefits right. And they add up fast. They require a lot of administrative work and communication.

With OnBase, **the administrative work is eliminated**. For example, an employee can enter their change into an electronic form (e-form). The system routes the form to the right HR employee, who reviews the change. After approval, OnBase automatically updates every document in the employee's file. Then it can tell an HR software application to update its information as well. Finally, the system sends an e-mail notification to all parties involved, keeping everyone up-to-date and in the loop.

“On average, 50% of a HR department’s time is spent processing employee information and answering questions” [Forrester Research]

- Communicates changes to all parties that need to know
- Ensures the **change request process is consistent and timely**

Employee Separation

An employee separation is never easy. Whether the employee decides to move on or if their performance just isn't up to par, a consistent process needs to be in place to let both parties move forward quickly.

With OnBase, a standard course of action makes sure information is captured and notifications are sent to appropriate personnel. An **electronic form (e-form)** creates a checklist that staff mark as tasks are completed so that everything is sure to get done.

- Completes separation amicably, calmly and thoroughly
- Minimizes risk of litigation
- Maintains confidentiality and abides by laws and company policy
- Completes paperwork swiftly to allow both parties to move forward

New Hire Onboarding

Now that you've hired the best candidate, make the onboarding process as painless as possible for the new hire, their manager and HR. Even getting the basics (a desk, phone, computer, security access, office supplies) takes the coordination of multiple people. Plus, you have to be sure they have all of the necessary documents filled out and in their file.

Make the onboarding process simple with OnBase. **Automatically create and fill an employee profile and record with all the needed documents. Notify the right people and departments in one step so that every new hire has all the resources they need the moment they start.** That way, new hires can hit the ground running.

- Empowers the new hire to be more productive from day one
- Eliminates clerical work to reduce processing cost per new hire and frees up HR employees
- Supports compliance by ensuring every new hire has every piece of paperwork filled out and in their file

“The average employee file has over 50 different documents”

Employees at your organization work hard for their money – and they expect to be paid promptly. **Missing forms or signatures, name changes, promotions and pay increases are never a good enough excuse to holding up payroll.** OnBase helps you make and track changes faster and easier. Real-time reports provide answers fast; **electronic forms** keep track of what changed and why. It all means the one constant your employees can count on is a correct paycheck. And that makes everybody happy.

- Keeps employee documents up-to-date and accurate
- Centralizes all supporting documentation in a single repository
- Helps ensure accurate payroll information

Performance Reviews

A sound performance review process is critical to building a happy, strong workforce. Without one, staff have a harder time developing strengths and working on weaknesses. It's tougher for managers and HR to decide on promotions and compensation changes.

With **employee evaluations in OnBase, reviews are consistent and timely.** Automatic notifications make sure all managers know when and how to do performance reviews. Electronic routing securely passes evaluations through managers and other commenters. Visibility into the process lets HR keep track of reviews that are behind.

- Maintains **confidentiality** and prevents unauthorized editing of review with security privileges and revision controls
- Ensures **standardized** and timely performance review procedures with consistent evaluation criteria
- Retains and develops the **next generation of leaders**
- Helps link **pay to performance**

Recruiting and Selection

With the unemployment rate higher than it's been in a long time, HR recruiters have more applicants and more resumes to go through than ever. How do you find the diamond in the rough? And then make sure you hire that person before your competition?

“The cost for hiring a new employee is one third of the cost with salary for an existing one”

Your recruiters **can't find the best candidates with paper files and manual processes** slowing them down. From sorting and distributing applications and resumes to the right people, to scheduling interviews, to creating and sending correspondence, OnBase handles the busywork so recruiters don't have to. That way, they can focus on finding the best candidates, not paperwork.

*“Work with people,
not with papers”*

- **Speeds the hiring process** from recruitment to offer letter to reduce the cost per application
- Let's you capture, route and review all of an applicant's files electronically so everyone has all the information they need to make smart hiring decisions in one place
- Smooths interview processes to create a positive experience for candidates and hiring managers
- Quickly **creates consistent offer letters and tracks manager revisions** so you get to the applicant before the competition

6 IMPORTANT SECURITY ITEMS FOR HR



1. Keeping **confidential records private** to those that need to see them (*PII, HIPAA, GLBA, FERPA, EU Data Protection Act*) – **ALL USERS MUST LOG-IN AND ALL USERS ACTIONS ARE AUDITED.**
2. Ensuring confidential records are **only viewed within OnBase** and never outside of OnBase.
3. **Handling legitimate exceptions** to view confidential records (one-off exceptions, escalating up hierarchy, etc.).
4. Being able to **audit actions** taken on confidential records – WHO HAS DONE WHAT ON DOCUMENTS, PERMISSION BASED.
5. Timely **compliance** for requirements concerning the destruction of records.
6. Ability to quickly determine if all **required** documentation EXISTS (has been captured) before processing – detect, flag (inform by email or other), automated processes further if missing document is filled in.

Why OnBase from Matricia?

We understand that taking care of employees – your most important asset – is vital to the success of your organization. That's why OnBase, our solution, integrates with your most important HR systems, including payroll and ERP applications, so you **get more out of software you've already invested in**. Processes never slow down because of missing paper or information.

- Hire the best candidates faster than your competitors
- Meet diverse compliance standards with ease
- **Ensure accurate payroll processes while integrating with your HR systems**
- Give employees access to personal information, create a positive experience at the workplace

Solutions Key Benefits

- Integrates with existing transactional HR system (Payroll)
- Allows creating a fully structured archive of all employee related documents available for HR personnel or even for the employee using a self-service portal
- System can be configured to give notice for important documents that are missing from the employee file
- Workflows can be created to streamline important processes as new hire, performance review, etc.
- Avoid loses of documents due to negligence or bad intention
- All documents are available to everybody entitled to access immediately
- Ensure compliance with work regulations, avoid expensive reparatory actions and company exposure to legal issues
- Contracts are cross-linked with all related documents (appendixes, annexes, job description, performance evaluation, etc.)

Company Key Benefits

- Founded by a group of top IT professionals with demonstrated experience in Business IT Consulting
- One decade in implementing Document Management systems (locally and abroad)
- Expertise in various industries
- Thousands of users work with our integrated solutions
- Innovative
- Trustworthy



time to make a difference.

Get more information out of existing business applications.

Reduce, even eliminate, wasteful, redundant tasks.

Now you can spend your time on the things that really matter.

That's effective document and process management.

That's the Matricia difference.

Learn more at www.matricia.ro

http://users.onbase.com/secure/OnBaseHRSolutions/OnBaseHRSolutions_final2.html