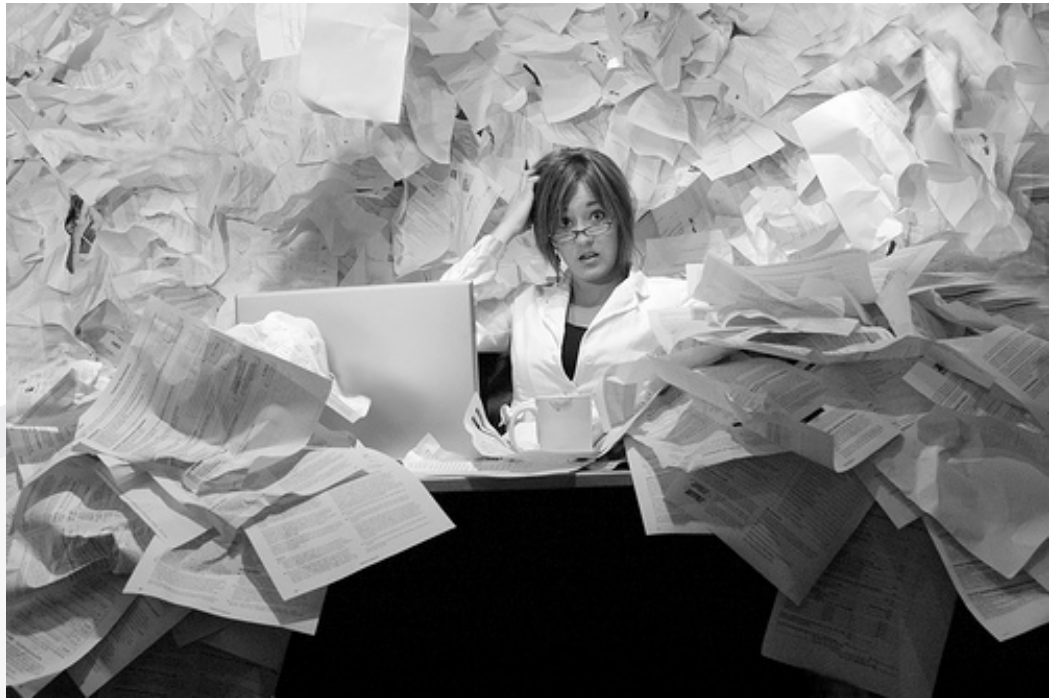


STREAMLINING HUMAN RESOURCE PROCESSES

WITH DOCUMENT MANAGEMENT SOLUTIONS

doc-link HELPS YOU ORGANIZE
ANY KIND OF HR DOCUMENT:

Resumes
Applications
Interview notes
Time sheets
Benefits elections
Employee reviews
Paychecks
Direct deposit forms
W-4 forms
Employee photos



The filing and maintenance of employee files and documents can be a daunting experience for any HR department. The storage requirements to manage the myriad documents and maintain tight security of employee documents can be overwhelming. Immediate access to current employee documents, as well as former employee records, can be problematic and costly to any organization. Furthermore, increasing federal and state regulations create additional documents and documentation that must be maintained. The effectiveness of many HR professionals is dampened by the tremendous amount of attendant paperwork. How can a department that must utilize and manage highly sensitive and important documents work smarter without being burdened with the time-consuming manual tasks of handling paper?

The solution to this dilemma is *doc-link*[™] document management solution. *doc-link* allows you to capture, archive, retrieve and route documents associated with your employees – past, present and future. Stand-alone, or integrated, *doc-link* is the perfect tool for organizing and maintaining documents related to your employees. *doc-link* captures emails and other documentation that may be required during HR or legal proceedings. All documents captured into *doc-link* are admissible in court in their electronic form.

The instant someone applies for a position with your organization, that person's employee record begins and *doc-link* can capture those documents and archive them into a secure electronic repository. From that moment, that employee file record grows as you add and link documents – applications, transfer records, performance reviews, benefits elections and more – to existing records. Retrieving any one of these documents via a rich client or web interface can be instantaneous and *doc-link*'s audit functionality allows you to track all activities and actions by document.

doc-link can solve your paper dilemma and help you streamline HR departments to enjoy the following benefits:

- All HR records are integrated into one easy interface.
- Multiple users are granted access to information previously locked up in paper.
- Clerical time required to scan and index items is less than half of that required to manually file and retrieve folders of information.
- Reduces the burden of paper storage and retrieval costs.
- Eliminates misfiled or lost documents.
- Provides additional security for HR files – documents secured by document sensitivity and user access levels.