



Docuware Human Resources

SolutionInfo

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More efficient processes mean improved HR results

Resumés, contracts, transfers, recommendations, salaries, expense reports, vacation requests – that's just the tip of the paperwork iceberg managed by a Human Resources Department. And all of these critical documents must be edited, stored and retrieved in a way that is quick, reliable and absolutely confidential.

When the pressure is on to keep costs down and increase productivity, even the Human Resources (HR) Department's efficiencies come under scrutiny.

This means a growing number of tasks have to be handled by fewer employees. Meeting the latest legal requirements also adds to the work load. A way to succeed in this environment is to handle routine tasks as quickly and efficiently as possible. The key is an integrated Document Management System (DMS) and electronic personnel files.



Benefits of DocuWare

- Only authorised staff has access
- No lost documents
- Quick retrieval of documents
- More support for employees and management
- Reduces storage space

Internal communication

Questions from employees, management and colleagues from Accounting can be immediately answered thanks to DocuWare. The time previously needed to research and return calls is eliminated.

Increased productivity

From recruiting to mentoring, promotions to salary calculations – all of the processes handled by HR become more efficient. Employees feel better supported and management is aided daily by the DMS to make better-informed decisions. Improved job satisfaction is the natural result.

Discrete and tamper-free

The sensitive content of documents and the requirements of privacy laws mean that paper documents, computer files and email must be handled with great care. The growing number of electronic documents and the variety of available media make it even more challenging to keep up with today's requirements.

Its ability to set up access rights, create tamper-free electronic filing and integrate with HR's existing IT system, make a DMS virtually irreplaceable. Properly configured, even the system administrator cannot have access to sensitive HR records.



The processes

Personnel administration

Personnel files include documents such as resumés, application letters, contracts, transfers, promotions, evaluations, report cards, goals, training certificates and much more. To provide employees with the best support, it is crucial to access all this data quickly. Whether it's for a transfer, promotion, legal dispute or annual goal setting, this information is critical. In many companies, HR staffers spend much of their time managing paper. Working with paper documents is not only inefficient, it's a critical waste of time.

Benefits of DocuWare



With a DocuWare solution, you significantly increase productivity: an electronic file gives all HR staff and managers a way to centrally access relevant employee data and documents. Individual access rights restrict entry to parts of "Personnel Files" – this guarantees confidentiality. Routine processes are significantly accelerated through simple-to-operate electronic workflows, such as authorisations of vacation requests, paid/unpaid leave, overtime, etc. The system ensures that documents are moved automatically from one station to another to speed up authorisation. Tracking features help managers to identify (and remedy!) any bottlenecks along the way.

Accessing critical information

To work productively, HR employees must have quick and easy access to the most current documents, such as job descriptions, guidelines, requirements, laws, publicly displayed regulations, union contracts, corporate by-laws, etc. Often, the latest documents are distributed across various departments, in different locations. This results in having to manage multiple data sources and engage in tedious search routines, which doubles the workload.

Benefits of DocuWare



When all documents are stored in one central DocuWare document pool, employees can access all general information from HR with a mouse click. Colleagues in HR are relieved of routine tasks and are better and more quickly informed. Productivity and job satisfaction grow.

Meeting legal requirements

A growing number of national and international laws require long-term, secure storage of personnel files and documents. Administering paper documents separately from computer files and email is not secure, wastes space and increases storage costs. As time goes on, it becomes harder and harder to quickly retrieve information.

Benefits of DocuWare



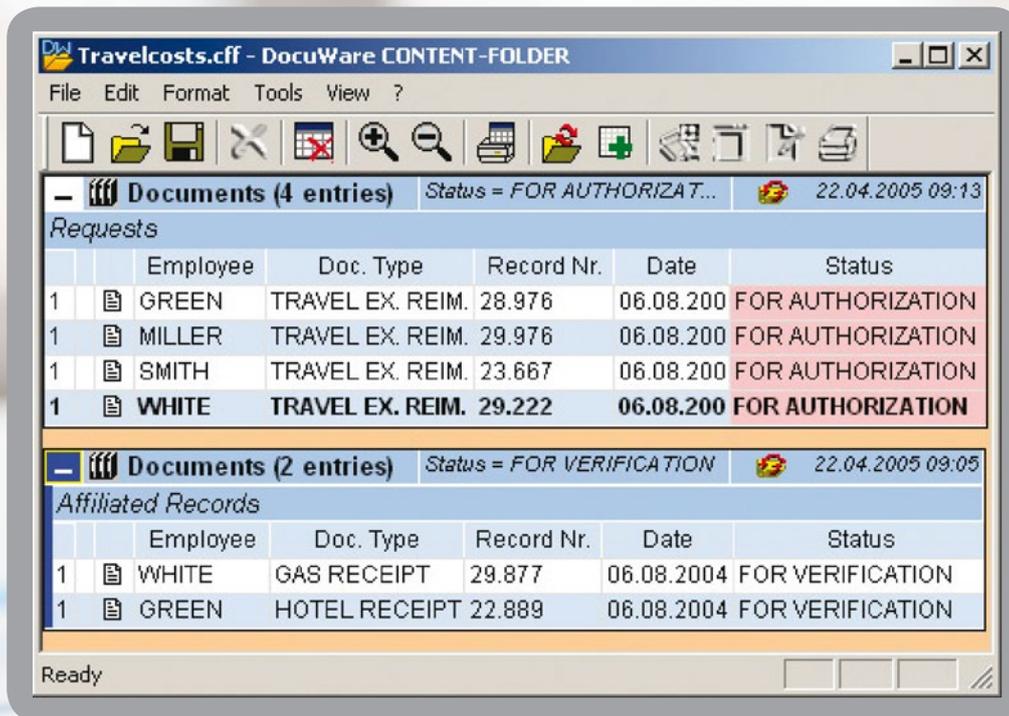
Legal requirements are more easily met when using a DocuWare solution: All personnel documents can be electronically filed as long and securely as required. Authorised staff may retrieve any information at any time. Office and warehouse space is saved, since it's no longer necessary to store documents in binders and file cabinets. Email is filed automatically, saving the costs associated with printing and manual filing. Complying with locking and notification schedules and deletion of data beyond retention schedules is guaranteed.



Motivated employees

Employees expect that vacation requests and travel reimbursements are quickly authorised. This process can often involve several employees/departments, yet should be resolved within a few hours (or days at the very most). Making these processes seamless, fast and well-documented is very important for employee satisfaction. DocuWare integrates workflow applications that are easy to use, yet give you the power to significantly speed up core tasks and processes. As an example, the system steers documents automatically to parties responsible for authorisation, from one station to another within the company.

Transparency is key: you can always see exactly where an authorisation request stands and where the bottlenecks in the system might be. When an employee returns from a trip, both authorisation and payment of T&E expenses will occur at lightning speed. All materials such as current T&E guidelines, forms, authorised requests, receipts, records as well as any other documents can all be accessed — by authorised users only — instantly from the DocuWare document pool. If questions arise after payment has been made, they can immediately be answered during the same telephone call. In this way, the HR department and management are freed from tedious routine tasks and both productivity and employee satisfaction improve. With DocuWare, you automate your processes and control their administration.



The screenshot shows a window titled "Travelcosts.cff - DocuWare CONTENT-FOLDER". It displays two tables of document entries. The first table, "Requests", lists four entries for employees GREEN, MILLER, SMITH, and WHITE, all with a status of "FOR AUTHORIZATION". The second table, "Affiliated Records", lists two entries for employees WHITE and GREEN, with statuses of "FOR VERIFICATION".

	Employee	Doc. Type	Record Nr.	Date	Status
1	GREEN	TRAVEL EX. REIM.	28.976	06.08.200	FOR AUTHORIZATION
1	MILLER	TRAVEL EX. REIM.	29.976	06.08.200	FOR AUTHORIZATION
1	SMITH	TRAVEL EX. REIM.	23.667	06.08.200	FOR AUTHORIZATION
1	WHITE	TRAVEL EX. REIM.	29.222	06.08.200	FOR AUTHORIZATION

	Employee	Doc. Type	Record Nr.	Date	Status
1	WHITE	GAS RECEIPT	29.877	06.08.2004	FOR VERIFICATION
1	GREEN	HOTEL RECEIPT	22.889	06.08.2004	FOR VERIFICATION

DocuWare's workflow features allow for quick, easy and simple authorisation of T&E expenses. The authorisation process is driven electronically and runs without having to access paper documents. Requests and back-up records can be accessed by authorised employees directly from their desktop.

Independent school ditstrict #196

The Human Resource Department of Independent School District 196 streamlined hiring and other HR functions – all with the help of DocuWare. Employee files are electronic and applicant resumés are now available online for principals from over 30 different campuses to search and review, ensuring that the right applicant is matched to the right position. New efficiencies allow resources to be redirected to students, assisting them to reach their full potential.

Previously, resumés were stored in the district office and “checked out” to principals needing to fill a position. This was a time-consuming process due to the size of the district and volume of applications. Unfortunately, only one principal could review a resumé at a time and they were often not returned to the district office for weeks. Today, resumés are scanned, indexed and available online. They can be searched and sorted, accelerating the hiring process and giving each principal more time to focus on the students. Electronic employee files are more secure and the HR department is able to easily comply with governmental and internal regulations. The district is reducing recruitment costs and limiting legal exposure by putting the right person in the right job – the first time.

The Task

- Streamline hiring practices to allow resumés to be retrieved, sorted, and reviewed simultaneously
- Increase the security and confidentiality of employee files

The Benefits

- Efficient HR processes result in qualified employees placed in the correct position the first time, while improving regulatory compliance and document security issues
- Principals are able to spend more time focusing on their students

“ It is really easy for a principal to fill a position. They don't have to drive to the district office and spend hours sorting through paper. Many of them access the resumés from home. With DocuWare they can search for a teacher licensed to teach elementary school or quickly review the resumés based on the candidates' experience, while ensuring that budget needs are met . DocuWare hasn't saved time just on the district administration level; its efficiencies have impacted every school. ”

Tom Voigt, Information Systems Coordinator,
Independent School District 196





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