

# Xerox® DocuShare® for Human Resources Records Management

Xerox® DocuShare® content management platform enables you to streamline and automate many of the manual tasks associated with HR by digitizing human resources processes, from employee onboarding and time tracking to performance reviews. This can help reduce the time and effort spent on these tasks and free HR staff to focus on more strategic activities.

## XEROX DOCUSHARE HR RECORDS MANAGEMENT SOLUTIONS

Xerox DocuShare helps streamline HR processes, improve searchability and retention of important documents, ensure compliance with regulations, and reduce the time and cost associated with creating, storing, and managing physical documents.

### Improved Accuracy

Reduce HR process errors and inconsistencies and ensure faster, more accurate, and consistent collecting of employee data by digitizing and automating time tracking, payroll, forms, and other business processing.

### Enhanced Security and Compliance

Beef up security for sensitive HR data with secure, centralized records storage. Restrict access to authorized personnel, and automatically archive documents when they expire, enabling regulatory compliance.

### Anytime, Anywhere Access

Save time and effort for HR teams with records that are easy to access, search, share, and securely manage.

### Greater Efficiency

Streamline HR activities by automating manual processes and eliminating redundant tasks. Save time and money while allowing teams to focus on higher-value aspects of HR, such as training and employee development.

### Increased Transparency

Gain greater visibility and transparency into HR processes to ensure compliance and reduce the risk of misconduct or mismanagement.

Support digital transformation with Xerox® DocuShare® content management platform for HR records management. Experience a curated collection of capabilities to enhance every interaction across the physical and digital divide.



## HUMAN RESOURCES RECORDS MANAGEMENT CHALLENGES:

- Recruitment and selection
- Onboarding process
- Employee record
- Policy compliance
- Record lifecycle
- Reporting
- I-9 and other forms
- Underutilization of current ECM
- Transparent audit review and tracking
- Paper and digital records
- Policies and procedures
- Certifications
- HR operations
- Webform utilization
- Secure scanning and printing
- Integration of incoming mail

## DOCUSHARE OUTCOMES:

- Reduced time and overall process costs
- Increased integration and mobility
- Compliant retention and purge cycles
- Streamlining of employee timesheets
- Faster and more efficient processes
- Records management archiving
- Secure record capture
- Better sharing capability
- Large-scale, high-volume scanning
- Increased collaboration
- 24/7 employee access to records
- Automated onboarding process
- Sustainability
- Xerox DocuShare Seamless Integration capabilities:
- Applicant Tracking Systems
- Human Resources Information Systems

Learn more about working better through digital transformation with DocuShare at [www.xeroxscanners.com/docushare](http://www.xeroxscanners.com/docushare)