



# ImageNow® for Human Resources

As a human resources (HR) professional, it's easy to feel overwhelmed when juggling recruiting processes, payroll inquiries and numerous other tasks. Imagine how that would change if you could minimize paperwork. No more manually filing and retrieving documents. No more dropping an applicant's information in an interoffice envelope and waiting days for a response.

With ImageNow enterprise document management, imaging and workflow, your HR team can electronically capture personnel documents, store them in a secure, central repository and retrieve them with a single click from any business application. Using ImageNow Workflow, staff members can route documents automatically to the right place, eliminating the paper chase.

## ImageNow for Human Resources

### Centralize Electronic Employee Records

Create a secure and instantly accessible repository for HR-related documents.

### Enhance Employee Privacy

Eliminate photocopies of records, ensuring sensitive content remains private.

### Streamline Core Processes

Simplify recruiting, onboarding, performance management and other initiatives.

### Speed Information Sharing

Automatically distribute job requisitions, resumés, benefit documents and more.

### Rapidly Resolve Issues

Instantly view tax, benefit and other HR-related documents to resolve discrepancies promptly.

### Enhance Regulatory Compliance

Quickly and easily access employee records for internal or external audits.

## Protect Corporate Records

ImageNow helps you protect personal information and satisfy compliance guidelines such as HIPAA and Sarbanes-Oxley. Security features include:

- ⦿ **User and Document Privileges:** Tightly control access to distinct system functions, documents and document types.
- ⦿ **Auditing:** Easily configure audit templates to log hundreds of ImageNow functions.
- ⦿ **Digital Signatures:** Electronically sign documents using advanced PKI technology.
- ⦿ **Authentication:** Authenticate users and track document access.
- ⦿ **Redaction:** Conceal sensitive data in a document while preserving the state of the original.

## Solutions for All HR Roles

- ⦿ **HR Director:** Realize immediate and measurable ROI.
- ⦿ **HR Generalist:** Share and retrieve information quickly for faster resolution time.
- ⦿ **Recruiter:** Simplify applicant tracking and communication with automated workflow.
- ⦿ **Benefits Partner:** Verify enrollment with a single click.
- ⦿ **Payroll Coordinator:** Enhance payroll action request workflow.
- ⦿ **HR Technical Support Staff:** Implement a solution in days, not months.
- ⦿ **Compliance Manager:** Define role-based security access.

ImageNow supports the many document-intensive HR processes you may encounter during a typical workday.

9:17

Easily capture W-4s, I-9s, health benefit enrollment forms and acknowledgement documents from the morning's orientation groups, linking them directly to new hire records in your HR application.

10:15

Instantly access a W-4 to answer an employee's question without delay.

11:30

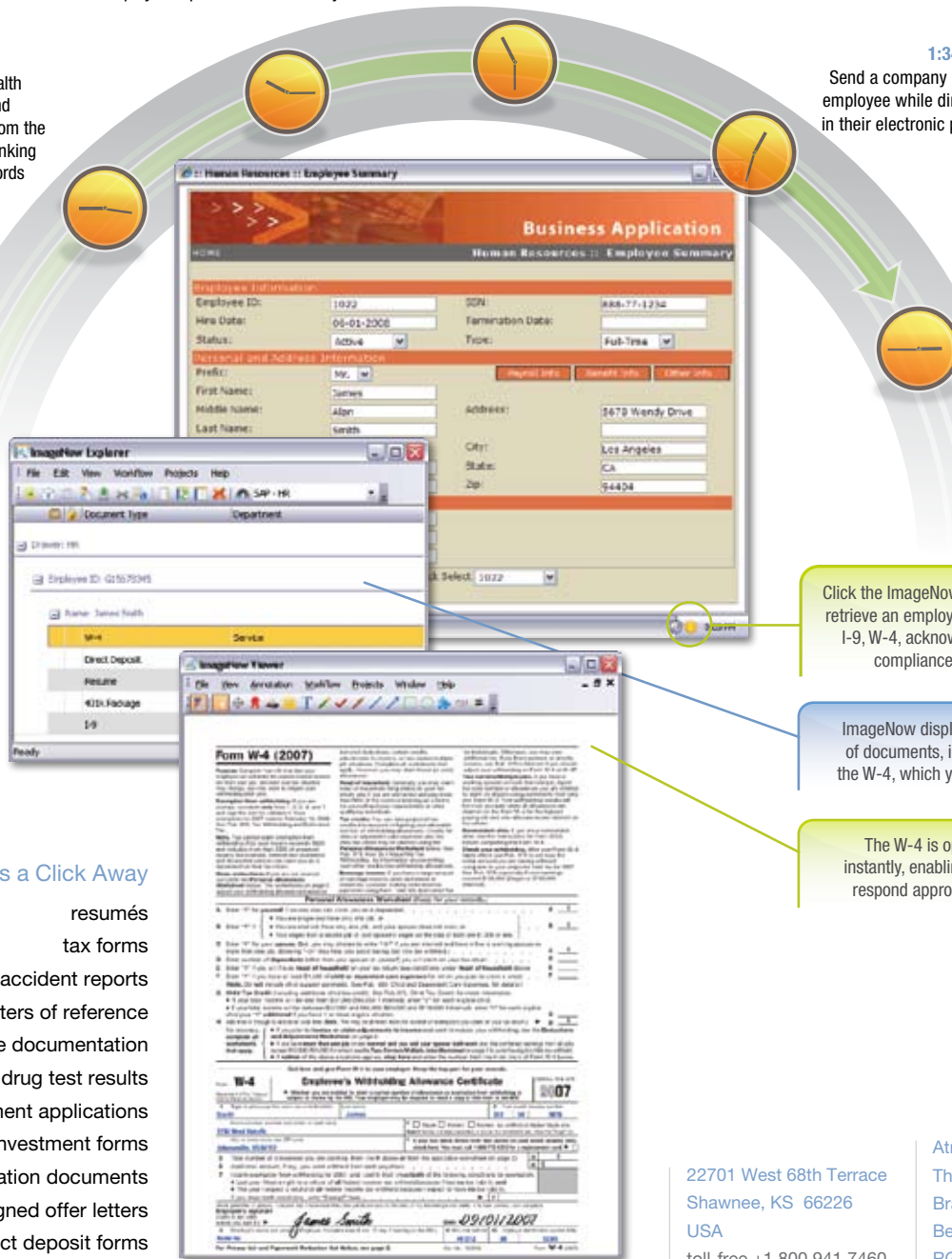
Perform a phone interview after receiving an e-mail with a direct link to the candidate's resumé from the recruiting coordinator.

1:34

Send a company letter to every employee while directly storing it in their electronic personnel files.

3:45

Rapidly pull all I-9 documents for an internal audit in minutes using ImageNow.



## Documents a Click Away

- resumés
- tax forms
- accident reports
- letters of reference
- insurance documentation
- drug test results
- employment applications
- investment forms
- work authorization documents
- signed offer letters
- direct deposit forms
- confidentiality agreements
- vacation requests
- time sheets
- annual reviews

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