DIGITAL PROCESS

T: 01183 800940
E: info@digitalprocess.co.uk
www.digitalprocess.co.uk

Human Resources Records Management
Workflow and Process Automation

The HR Challenges 2014-2016

Human Resources departments within commercial enterprises, NHS Trusts and Hospitals, Universities and most 100 people plus organisations have to manage their numerous and fairly complex business processes that surround the on-going management of staff records and processes, much more efficiently. Compliance and protecting against litigation are key for 2014.

Staff efficiency, reduced operational costs, process and document compliance, are the latest challenges facing HR and other departments. Tracking peoples moves, qualifications and certifications for jobs, compiling the personnel file ready for review or job offer, whilst ensuring governance is met, is of paramount importance in this digitally compliant 21st century.

Driving Cost Savings and Staff Efficiencies

The processes of recruiting hiring and on-boarding staff should not require colossal effort, from most of the team. The creation of new staff records is in most cases a task intensive process, usually based on paper systems, as well as a range of Microsoft documents stored on a shared drive. We have seen as many as 60 different manual stages in a single recruitment to hiring process within a large NHS trust before, with a cost overhead to make one cry. That is just not financially sustainable or efficient.

The challenges of using a mix of paper based, internal job sites, ESR (NHS) and shared drives results in dispersed and complex processes, with many people storing information in different ways, across different locations, under different file structures. The costs of this are colossal in relation to what they could be, and non compliance opens the way to costly litigation.

A simple, powerful and highly effective digital business automation solution is available that will deliver 100%'s + Return on Investment, and should cost no more than £8,000-£15,000 for 35-60 users within an HR department.

Compliant Processes

Migrating to this secure digital ISO compliant 'Paper Free' or 'Paper-Lite' document and business process management solution delivers huge cost savings and operational returns for the department, and thanks to technological advances InfoRouter is now highly cost effective and easy to implement. We are not talking about spending £100,000's on bespoke HR specific software, which is just not necessary today for many businesses.

InfoRouter enables entire business processes such as Recruitment, Hiring, Staff moves and changes, CRB checks, Budget sign off etc. to be digitised automated and linked within InfoRouter, so that people can securely access, add, amend and collaborate on HR records tasks or entire HR processes. Tasks can be completed much more swiftly, often with a single click to approve, with full compliance and without the need for reams of paperwork and records washing around the many departmental managers desks.

Collaborative Work Flow

InfoRouter delivers a valuable collaborative Work Flow capability and task allocation tool, enabling you to create complex Workflow scenarios or simply allocate a task to someone easily. You can create recurring work flows for ISO Document Control or SOX reviews for regulatory compliance purposes. Automating a business process such as approving a hire, signing off budget, or approving a job spec is now remarkable easy and efficient. Each user will be able to perform a variety of tasks before passing the workflow to the next person.

Management can quickly review any work flow to see who has not completed which task, and how any particular work flow is progressing. All tasks have deadlines, and viewing and managing all workflows is easy to do within InfoRouter.

Remote users can securely log in via their web browser under the same admin rights access, delivering more remote management capability to the department.
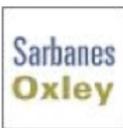
ISO and Regulatory Compliance

A critical factor in regulatory compliance is the centralised repository of data. This HR solution provides this effective centralized requirement that streamlines the capture, classification, retention, disposition and management of important records and document processes.

The solution delivers full corporate governance including:-
- Sarbanes-Oxley (SoX) Act
- Health Insurance Portability and Accountability Act (HIPAA)
- BS 10008:2008
- The Civil Evidence Act 1995

Archiving e-mail messages, protecting the confidentiality of sensitive HR records and financial records is no longer an option. The ISO Check In & Check Out feature ensures version control for documents and means that people are working on the correct document within the right process, as to wasting valuable time trying to find what is needed across disparate systems. The audit trail is very powerful, thus ensuring every action is logged and can be searched for by user, document, or action.

Administration Rights Access

From the administration side, a strong fully configurable 'user rights' access ensures only those with pre authorised access can view, read or work on specific libraries, folders, portals or even documents. Rights are allocated by user, then by library, folder and even document or workflow. This is very important and ensures compliance and a compliant audit trail across all documents and actions.

Key Benefits and Delivered Value:-

1. A single secure document management system to store all information in a structured format that enhances your existing HR processes and procedures.

2. All data, documents and workflows can be accessed remotely from anywhere, access right allowing.

3. The system has very strong administration rights, so managers can assign user access rights accordingly.

4. A full audit trail for all documents and actions.

5. Regulatory compliance and corporate governance is fulfilled.

6. A defined agreed data structure is configured so nothing gets lost or mis-filed.

7. Multiple documents or processes can be opened and or worked on simultaneously such as multiple HR records, or Occupational Health records, or Workflows.

8. Powerful search capability across all indexed content word, keyword or phrase.

9. The built in Workflow enables complex or simple workflows to be assigned to people or groups.

10. Built in Web Portal creation, secure management for suppliers, 3rd parties etc.

11. ISO Check-in & Check-out functionality of the system enables collaborative working and version control.

12. E mail alerts for folder changes (addition of new /change of documents etc.).

13. Caters for all document formats.

User Adoption and Installation

Fast effective user adoption is very important for a smooth migration to an electronic HR records management system. This solution is extremely intuitive requiring less than 45 to 60 minutes of use for the majority of people to become very proficient and comfortable in using and relying on the system. This means training requirements and costs are greatly reduced and the time it takes to fully adopt it very short. There are lots of help and training videos on line so there is no shortage of training information.

Installation can be on a fully hosted platform, cloud based or fully installed on your network. Access is secure via a simple browser, so onsite and remote users are now seamlessly connected via a secure fast effective system.

Installation takes less than a day, and most IT departments can achieve this themselves due to the large amount of information that is available to them online.