

Solution brief

Simplify HR on-boarding

HP solution for employee file management



What if you could...

- Leverage your existing HP MFPs to integrate paper-based information into electronic workflows and your business applications?
- Empower HR employees to make better, faster hiring decisions with a complete view of all documents and data—right at their fingertips?
- Hire the best candidates faster and integrate easily with your HRIS and payroll software?
- Meet compliance standards in an easier and more secure way without the need to hire more staff?

According to a study from CEB, a majority of senior leaders do not believe HR data is valuable.¹ Yet this is no reason your HR team should continue spending valuable time pushing paper rather than hiring the best employees. Paperwork is everywhere in every step of HR, from application file management to compliance and records management, and often becomes a bottleneck and challenge to overcome. The best organizations will look to identify and translate relevant workforce data into valuable insights.

Dramatically improve your HR paper documents capture

All employers face the challenge of managing the employee on-boarding process. Retailers and manufacturers especially must manage a volatile and highly seasonal workforce influenced by the pace of the global economy and consumer demand. Hiring the best people faster and on-boarding them more efficiently will give your organization a competitive edge. Truth is, manual paper-based processes prevent HR from focusing on the high-value tasks of employee on-boarding, and result in inefficiencies and higher costs. Yet most organizations do not have solutions in place to capture, automate and reduce document costs related to employee on-boarding. It may not be possible to eliminate all HR paperwork, but with our solution to capture HR documents and manage files and records,

we can help significantly reduce the amount of paper and enable a more efficient process, allowing HR to focus on hiring the best people.

Solution at a glance

Using HP multifunction printers (MFPs), incoming applications and forms are scanned at the device and automatically routed to your HRIS or dedicated HR workflow. Missing or pending documents are requested immediately, scanned and attached automatically to the employee record. HP gives you the ability to manage the full lifecycle of your HR documents, from reception through processing.

The solution instantly initiates an automated on-boarding process, creates an auditable history of the process and enforces consistent business practices according to your company standards. Benefits include faster cycle times and reduced risk of multiple data entry and errors due to manual entry. The automated process also helps reduce paper usage and the need for continuous shipments to central back office. Accuracy and audit tracking are ensured and enable you to attract more talent by being an easy-to-work-with employer.

¹ CEB, HR Quarterly News and Trends: Q1 2013, Arlington VA, 2013, page 11

Automated HR process improves productivity and can reduce costs, administration time, and carbon footprint



Incoming application form

Document process automation

Workflow:

- Automated onboarding process
- Auditable history of the process
- Consistent business practices

Why HP?

HP is recognized as the global leader in imaging and printing solutions for large organizations. HP offers technical expertise, and reliable products and solution sets that allow customers to benefit from:

- Consulting services, including procurement, installation, management and support that can be customized to enhance your organization's effectiveness
- Relationships with industry-leading solution providers
- Powerful solutions to optimize your environment, improve the bottom line and help the planet

Get started

Contact your local HP representative to:

- Set up a workshop with HP to assess your specific business needs
- Establish a plan to implement the best solution for today and into the future
- Identify an environmental approach that can help your company save money

Learn more at

hp.com/go/gsc

hp.com/go/mdiworkflow

HP three-part approach

HP helps you better serve your customers by accelerating business processes, improving the flow and use of information, and reducing costs. Working together, we assess, deploy, and manage your imaging and printing system—tailoring it for where and when business happens.

Optimize infrastructure

Balance your total digital and hardcopy communication costs with your need for convenient user access and productivity.

Manage environment

Maintain end-to-end visibility and control of devices, content and workflows.

Improve workflow

Capture, connect, and communicate information with smart process automation and dynamic content personalization.

Sign up for updates
hp.com/go/getupdated



Share with colleagues



Rate this document

