

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?

Today, in the era of big data and analytics, many organizations are turning their data into insights—this includes human resource ("HR") data. According to a report by the Economist Intelligence Unit, 82% of organizations planned to either begin or increase their use of big data in HR before the end of 2018.¹ However, paperwork is still very prevalent in every step of HR, from application file management to compliance and records management, and often becomes a bottleneck and challenge to overcome.

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

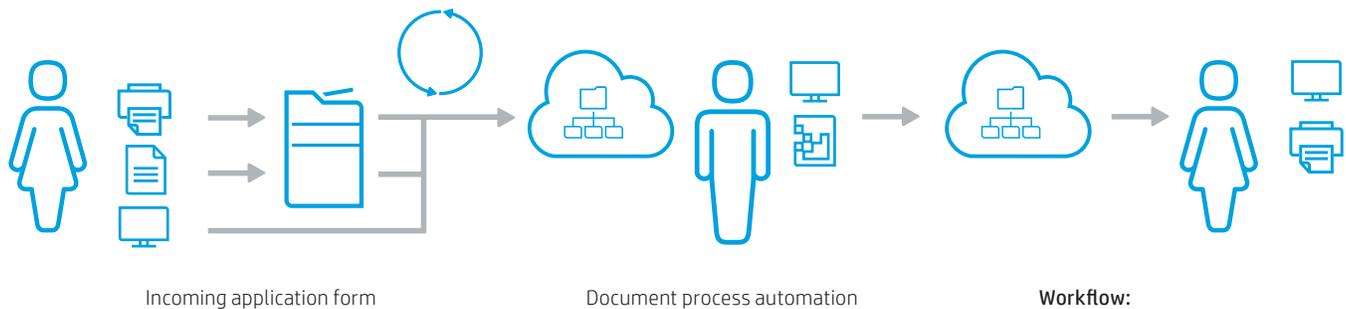
not be possible to eliminate all HR paperwork, but with our solution to capture HR documents and manage files and records, we can help significantly reduce the amount of paper and enable a more efficient process, allowing HR to focus on hiring the best people.

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 the central back office. Accuracy and audit tracking are ensured and enable you to attract more talent by being an easy-to-work-with employer.

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



Workflow:

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

Why HP?

For more than 50 years, HP has been partnering with leading manufacturing and distribution organizations, supplying the technical expertise and business savvy required to position these companies at the forefront of innovation. Today, industry analysts rank HP as a leading provider of information technology and services to the manufacturing and distribution industry. In fact, 7 of the top 10 automotive manufacturers² and 5 of the top 10 oil and gas companies are HP Managed Print Services clients.³

We will take the time to understand your specific needs and create a plan to help optimize your fleet, ensure data and document security, and manage your evolving workspace.

Get started

Contact your local HP representative to:

- Set up a workshop 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

hp.com/go/gsc
hp.com/go/mdiworkflow

¹ For full report, see <http://futurehrtrends.eiu.com/>.

² Based on data from the 2017 Forbes Global 2000.

³ Based on data from the 2017 Fortune Global 500.

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