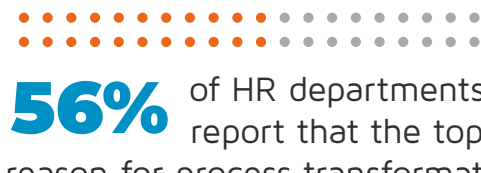


## HOW TO BRING INNOVATION AND AUTOMATION TO YOUR HR DEPARTMENT

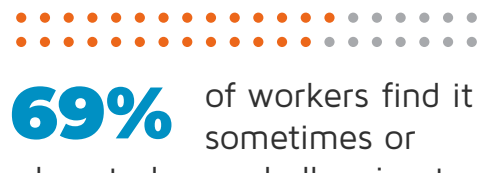
As organisations have become more sophisticated in their quest for productivity and competitiveness, they have increasingly realised that the quality and loyalty of their employees is one of the most important factors.

Managing HR processes and compliance requirements effectively can take valuable time and resources away from strategic initiatives, so it's essential for businesses to streamline and automate HR processes wherever possible.

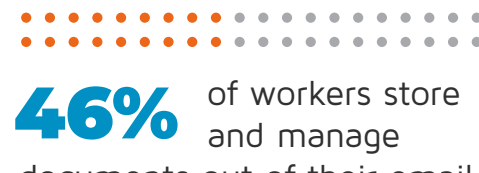
### BY THE NUMBERS



**56%** of HR departments report that the top reason for process transformation is to free internal staff to focus on strategic issues.



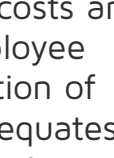
**69%** of workers find it sometimes or almost always challenging to find the information they're looking for.



**46%** of workers store and manage documents out of their email inbox.

**£250**

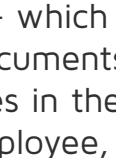
PER



Managing HR paperwork costs an average of £250 per employee annually. For an organisation of just 100 employees, this equates to a £25,000 recurring cost.

**£22**

BILLION



Non-productive work — which could include reformatting documents or data entry — costs businesses in the UK on average £4,467 per employee, per year. This represents a total cost of £22 billion.

### 3 BARRIERS TO HR EFFICIENCY



#### PAPER EVERYWHERE

The cost of using paper runs 15-30x the cost of actually purchasing paper. That means a £40 box of paper could cost you £600-£1200, when you calculate in productivity loss and document storage.



#### UNDER-AUTOMATED PROCESSES

HR processes are no longer seen as a compliance nuisance or a box that must be ticked. Excellent HR processes can lead to stronger employee engagement, which leads in turn to better performance by individuals.



#### COMPLIANCE CHALLENGES

Organisations with lots of sensitive information printed out on pieces of paper are ripe for information thieves. And, since HR documents include highly sensitive information, any unauthorised access could be devastating.

### THE KEY TO HR EFFICIENCY: STRONG INFORMATION MANAGEMENT

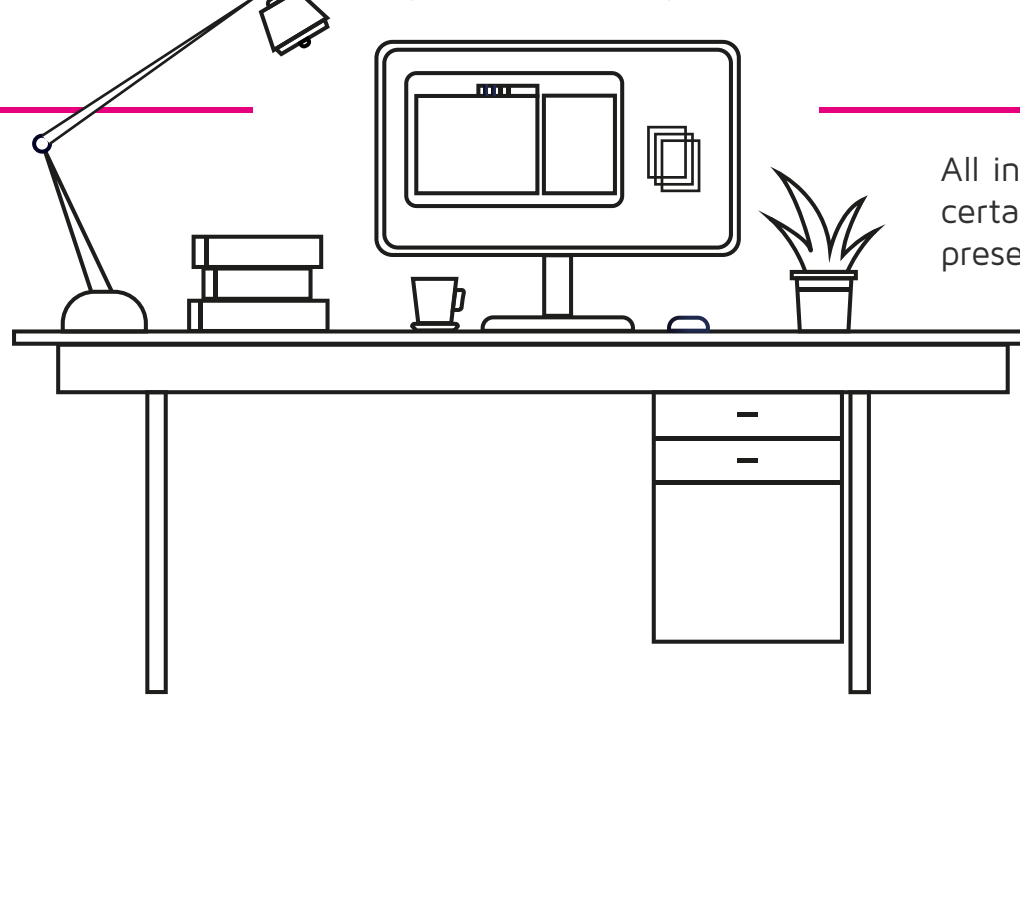
Information management technology like M-Files can transform the way your HR department functions — from a clunky, paper-intensive bog to a well-oiled machine.

Scan documents and automatically file them with optical character recognition

Apply workflows to documents for rock-solid HR processes

Access and manage documents from any device, no matter where they live - ERP, network folders, HR solutions or email inboxes

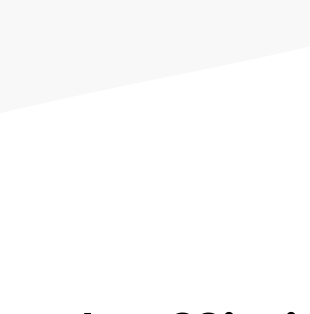
All information relating to a certain employee or candidate presented in context



### THE 5 PRIMARY BENEFITS OF HR INFORMATION MANAGEMENT

#### Greater control

By digitising and automating paperwork, businesses can **eliminate complexity and confusion**. With all records and paperwork stored digitally in **one location**, they become **easily searchable** and can build a more complete picture of the employee. This means HR staff can focus on driving proactive initiatives instead of wasting time searching for information.



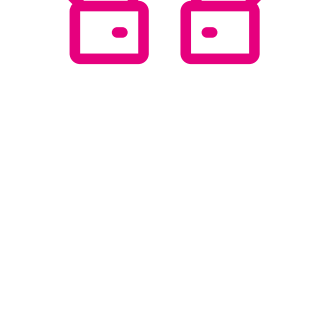
#### Increased efficiency

Hardcopies can easily get lost in the paperwork shuffle. This affects employees directly, and the frustration can lower productivity. However, an automated process can eliminate these issues. Electronic leave requests and other documents that are part of an automated workflow get signed off faster and can't get lost. Notifications mean that **managers can't forget to sign off on requests**, and the workflow means that **the right person always receives the right documents for approval**.



#### Stronger security and compliance

Digitising HR documents lets the business exert **more control** over who can access them by using **password protection** to **restrict access**, and by ensuring documents are never left on printers or out in the open.



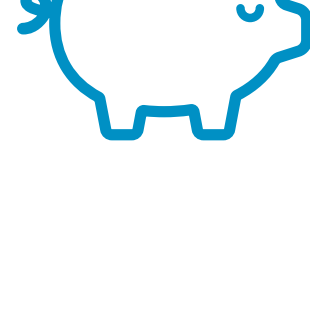
#### Better collaboration

HR employees may be working at home, working in different areas of the building, or even **working across the globe**. With an information management system, it will be much simpler for your staff members to **collaborate and work on projects together**. Imagine if home workers, HR representatives at another office, and yourself, could all **view the same important document at the same time**.

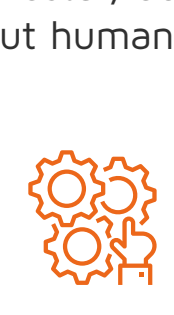


#### Healthy cost savings

Though it may seem costly, information management tech has tremendous ROI. **You save money because it saves you time** — time that you can spend on other, more important, tasks. Also, **the amount saved on printing, paper, ink and recycling is immense**.



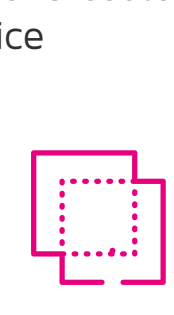
### 15 BENEFITS IN A NUTSHELL



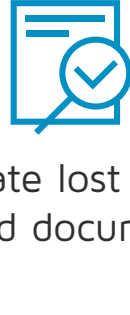
Work faster, but without human errors



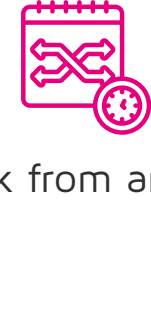
Waste less time



Improve customer service



Automate redundant processes



Save space and money



Keep all documents and files in one place



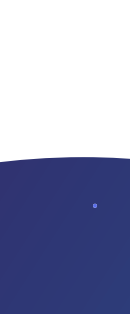
Eliminate lost and misfiled documents



Work from anywhere



Facilitate compliance and ensure security



Achieve a consistent file structure



Securely share files of any size



Control access and track files



Fast track document turnaround



Protect and expand your business



Maximize your performance