



## Human Resources:

It takes a lot of paper work to onboard a new hire - from internal requirements to government regulations. Add to that the daily influx of reports, notifications, and forms, and it's easy to see how HR departments can become overwhelmed while often remaining under staffed. That's where

BridgeSol's eBizArchive & eBizFlow comes in. With archiving & work flow solutions , HR departments can capture paper or electronic records as they enter the department, and then automatically process , distribute and archive them so that staff can easily and quickly locate the information they need.

## Human Resource Challenges:

- Reduce time and cost of records processing.
- Minimize document storage requirements.
- Process insurance papers and invoices for faster payment.
- Enable better sharing of employee records between departments.
- Increase information security.

## eBizArchive & eBizFlow for Human Resources:

- Automates routine task s allowing HR staff to focus more on talent management.
- Reduces physical storages pace by scanning and digitizing applications, tax forms, benefit information, contracts, and archiving them to a central repository.
- Expedites approval processes for hiring, leave, over time, and promotions by scanning documents once and sending them to multiple destinations.
- Creates better internal customer service and employee satisfaction by making it easier to access employee records.
- Safe guards disciplinary, promotion, clearance and other vital records by creating a digital back -up of records.
- Reduces office supplies, fax, courier, and storage costs.

## Technical Features:

- Perform recognition and image enhancement for hard to read forms and applications using eBizForms.
- Works with SHARP MFP's using oasis plug in.
- Processes content for easy retrieval in text-searchable formats.
- Reads barcodes embedded in documents and uses that information to route documents to recipients or processes.
- Automatically sends notifications to internal or external email recipients.

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