Goodbye Paper Hello Freedom

Human Capital Management

Being a part of a Human Capital Management (HCM) department in any organization comes with many tasks and responsibilities. And often there are software applications and systems put in place to help manage the data related to your employees throughout their lifecycle. Whether that is your main HRIS application, or a complementary solution for Application Tracking, Onboarding, Performance Management, or Payroll, these systems are critical to your organization's success in managing employee data. But often the same organizations that invest in these technologies do not consider the concept of an electronic employee file and instead continue to manage all their employees' files in paper format. This practice often leads to a lack of security, compliance, and access.

With IntelliChief, your HCM department can capture and store employee files electronically, allowing you secure and immediate access when needed. IntelliChief ensures compliance related to securing confidential employee records while enhancing the level of internal service provided to your employees when needing to research questions or requests. And with the ability to integrate IntelliChief into your HRIS application, the level of access to these files is immediate while leveraging your true system of record for employee data.

How Do Employee Files Get into IntelliChief?

Employee files originate from many sources: some are paper documents, while others are electronic forms that are filled out online before being printed and filed. Others might be generated from one of your core HRIS applications. You may on occasion even print copies of email correspondence to include in certain employees' files.

Documents originating as paper and needing to be put into the IntelliChief archive would be scanned. Documents that originate as electronic types of documents can be automatically or manually imported into the IntelliChief archive. The result is the creation of, or addition to, a comprehensive secure electronic employee file where each document is filed based on key index information. And each document can be secured, granting access and permissions only to those who need authorization. In addition, each document's retention period can be managed by IntelliChief so that your organization is not exposed to risks while maintaining compliance with corporate and legal mandates around maintaining files for required periods of time.

Through the integration of IntelliChief with your HRIS application(s), the ability to index these documents directly with data that resides in your current HRIS application ensures accuracy while reducing or eliminating manual data entry functions normally required to file these electronic documents away.

Benefits: eliminate paper filing and storage, reduce the risk of lost employee files, gain visibility to required documents that have not been captured, secure access, manage corporate retention policies.

How are Employee Files Accessed Once Inside IntelliChief?

Once employee files are captured and stored in the IntelliChief archive, they can be searched for and retrieved only by those who have been granted permission. Through the IntelliChief workbench, or accessing IntelliChief via a web browser, HCM professionals can perform searches based on date ranges, document categories, document types, and any combination of index values.

IntelliChief
Paperless Process Management

The broad or specific search criteria will return the documents being searched for. And the permissions that these IntelliChief users have will determine the actions they can take on these returned documents (print, email, view, annotate, redact, etc.).

In addition to performing searches directly from IntelliChief, HCM professionals can also retrieve documents directly from familiar screens inside their HRIS application(s). Through IntelliChief's Integration Link module, users can retrieve documents directly via a single mouse click or keystroke while viewing employees' records. This allows the IntelliChief archive to leverage your true system of record for employee data, providing instant access to the documents that make up the employees' electronic file.

Benefits: elimination of paper filing cabinets and costs of offsite/remote storage, compliance with document retention policies, instant access to information, security.

Can Documents Be Routed Electronically?

The IntelliChief solution does not have to be limited to an electronic filing cabinet for HCM. Through a powerful rules-based workflow engine, any document captured by IntelliChief can be routed electronically for review, approval, or processing. Whether this means routing specific onboarding documents to an HR specialist for processing, or performance reviews and disciplinary actions to a manager for review, workflow eliminates the paper shuffle that exists today while ensuring security, visibility, and control over your processes.

Benefits: time saved through automation, securing confidential information, visibility, control.

In summary, HCM departments face many challenges related to employee privacy and confidentiality. And when you operate in a paper-based world, these challenges are magnified, as are the costs associated with managing information. By implementing IntelliChief, you can move to a secure, comprehensive electronic employee file that integrates seamlessly with your HRIS applications. And this in turn will lower the costs of managing employee information while ensuring compliance with all necessary rules and regulations.

IntelliChief is a scalable, enterprise class content management solution. The capabilities of IntelliChief can be expanded throughout many areas/processes in an organization, such as:

> **Accounts Payable**
> **Purchase To Pay Process**
> **Sales Order Processing**
> **Order To Cash Process**
> **Travel & Expense**
> **And more…**

IntelliChief
Paperless Process Management