



Dayhuff Group New Employee Processing and On Boarding

Partner Solution

■ **Target Industry**

Cross Industry

■ **Business Applications**

Employee Hiring and On Boarding

Processes and Procedures

Automation and Management

■ **Products**

IBM Content Manager

IBM Content Manager OnDemand

IBM Document Manager

IBM FileNet Business

Process Manager

IBM FileNet Capture

IBM FileNet Content Manager

IBM FileNet eForms

IBM FileNet Image Manager

Business Challenge

In today's business environment, there are many factors involved in the management of human capital. For example, many organizations face cost reductions related to economic slowdowns, fluctuating financial performance, mergers and acquisitions, business realignment, talent shortages and technology shifts.

Some organizations, especially those in the retail sector, also grapple with employee turnover rates as high as 100 percent. To make matters worse, demographic research has shown that within the next decade, there will be a 35 to 40 percent reduction in the management-level workforce — due in part, by baby boomers entering retirement. This trend is expected to place further strain on human resources departments, which will result in the need to double their hiring rates to compensate for attrition.

To gain a competitive edge in the human capital management arena, organizations need solutions to help expedite the hiring and on boarding of new employees. Additionally, they need to reduce legal exposure by centralizing the new employee review processes.

Organizations also need solutions that reduce administrative costs. This will free up human resources personnel to spend more time on strategic issues

such as talent and performance management, as opposed to mundane tasks such as data entry, forms and mailing management address.

Solution

The solution features secure Web-based access. All relevant documentation is electronically captured for improved storage and retrieval. Robust search capabilities allow users to electronically search for desired files and text within selected documents.

Routine transactions are streamlined via "smart forms." Smart forms automate workflows for routing, viewing and tracking of documents through various reviews and approvals. Exception paths are created when an unexpected event, such as failure to pass a background check, occurs. The reviews and approvals process starts at the point of application submission through the submission of an offer letter. Once the employee is hired, the reviews and approvals process continues through the receipt of policies and procedures, completion of required computer-based training (CBT) and the submission of complex benefits documents.

Dayhuff's New Employee Processing and On Boarding solution also supports employee self-service, while securing data and maintaining

employee confidentiality. Employees can complete benefits election, enroll in training, respond to internal job postings, obtain answers to questions regarding vacation days and review retirement savings funds. All of this is available on demand, at the most convenient times and in a local language. This is particularly important for companies where assistance in multiple languages may not be available on a round-the-clock basis. Additionally, the solution offers value-added services such as retirement calculators and health benefit comparisons.



Value Proposition

The New Employee Processing and On Boarding solution eliminates the need for massive hard copy filing systems and manual, paper-intensive processes that overburden human resources personnel.

The solution expedites the hiring and on boarding process while meeting legal requirements. Benefits include:

- Reduced cycle times for business processes;
- Improved levels of customer service;
- Reduced need for paper file storage and associated costs; and,
- Improved accessibility to valuable employee information.

The solution also improves employee satisfaction and retention, increases productivity, and improves an organization's competitive advantage. Employees are equipped for success by being provided with a personalized work environment that offers a cost-effective means of delivering self-service applications, including benefits, payroll and training.

Company Description

Dayhuff Group specializes in delivering fast, focused, high-quality, yet cost-effective enterprise content management solutions. Our range of experience, the scope of our expertise, and our delivery model, makes Dayhuff Group a special breed in the technology services field. We put those attributes to work to guarantee our clients short-cycle project completion within real-world budgets. The result: innovative, problem-solving technology services that improve efficiency, reduce costs and increase revenues.

Dayhuff Group's primary areas of focus include:

Enterprise Content Management – We can remove the mountains of paper from your business and automate your workflow by implementing IBM's Enterprise Content Management suite of products.

Workflow Solutions – Achieve new levels of productivity, accountability and information accessibility with streamlined business processes at a workgroup or enterprise level and realize measurable ROI.

For more information, please contact:

+1 888 DAYHUFF
sales@dayhuffgroup.com

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3565 Harbor Boulevard
Costa Mesa, CA 92626-1420
USA

Printed in the USA

07-09

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