



A Partner Solution for Cross Industry

Employee File Management and On-boarding Process Management Made Easy

IBM **Information Management** software

RS Computer Associates controlHR

Partner Solution

■ **Target Industry**

Cross Industry

■ **Business Application**

HR On-boarding

Personnel File Management

■ **Products**

IBM FileNet Business Process Manager

IBM FileNet Capture

IBM FileNet Content Manager

IBM FileNet eForms

IBM Content Manager

IBM CM OnDemand

IBM InfoSphere Enterprise Records

Business Challenge

Employee on-boarding and personnel file management processes are rife with inefficiency. The procedure of posting a position, as well as the actual hiring process, includes many steps and is paper, labor and time intensive. Human Resources (HR) departments and executive management need an intuitive way to manage personnel files while meeting the increasing demands of privacy and other legal requirements. Lack of control for prospective and current employee information can result in severe legal issues. Additionally, documentation and logging of processes associated with employee actions is critical to supporting legal cases and protecting staff and company rights.

In addition to improving productivity of on-boarding and employee file management, organizations must ensure correct procedure are always followed and include the required documentation. Incoming employment applications must be associated to open requisitions to speed the process of filling open positions. Once an application is in process, organizations must be able to quickly know the location and status of a requisition or application. And once a position is filled, they must create an electronic personnel file as part

of the new employee on-boarding process. Furthermore, organizations need the ability to provide an easy-to-use employee file portal to provide management staff with necessary information, while restricting access to some content to safeguard sensitive information.

The Solution

controlHR provides a central interface for document control, organization, and processes related to managing staff. Actions supported by controlHR include:

- initiation and approval of hiring requisitions;
- collection and management of applications for employment;
- maintenance of a central and accurate employee file and forms library; and,
- control of document access based on staff roles.

The solution ensures standardized process control of the HR on-boarding process – requisition creation and approval, and hiring. Use of electronic forms ensures compliance with established procedures and also automates processes. As applications are received, they are associated with the open requisition and routed for review. Each requisition and application is then tracked so the



exact status is known, as is the assigned personnel and timeline for completion. Users may add information and documentation to the applicant case and collaborate with other authorized users to facilitate the review and decision process.



Productivity is enhanced through tight integration with MS Office, as well as by the ability to drag & drop, cut, and paste from inside and outside of the enterprise content management (ECM) system to the work package. Throughout the requisition process, electronic signatures are captured to ensure that each party confirms the actions taken. Timers and highlighting are used to make sure service goals are met. Additionally, all actions are tracked and logged to support compliance requirements and for future audits. The final package can be automatically attached to a records schedule for automated records management throughout the document lifecycle.

Once a decision is made and the employee is hired, controlHR supports the creation of a new electronic employee file, which offers a single view into all employee-related information. The file view structure is easily tailored to fit the standard HR file structure and provides an intuitive view. Security roles control what content is viewable by staff. The controlHR forms library is provided to standardize all forms used throughout the organization. Form owners can browse forms and check out a form and update it with a single click.

Value Proposition

Clients using controlHR have realized the following benefits:

- streamlined and automated routing and tracking of requisition and applications;
- improved collaboration and updating of documents associated with tasks;
- improved access to employee records;
- reduced hard copy storage cost costs and space requirements;
- improved risk mitigation through maintenance of an electronically discoverable and auditable system; and,
- reduced system maintenance requirements.

Cost benefits resulting from controlHR amount to hundreds of dollars per employee.

Company Description

RS Computer Associates, LLC (RSCA) is a long-term ECM and BPM solution provider specializing in IBM ECM technology. In our 16 years of experience, we have delivered hundreds of solutions saving our customers millions of dollars. RSCA has leveraged its past experiences to build turnkey solutions that are rapidly deployed and tailored to user needs using advanced tools.

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