



## HR Challenges and How DocFinity can Help

Human resources documentation can equate to mountains of paper. Job applications, contracts, credentials and certifications, benefit enrollment documents, health awareness communications, personnel files, documents pertaining to legal counsel, policy paperwork, and other HR documents require well-organized storage, as well as a system for keeping required certifications and contracts up to date.

With DocFinity® software, you can escape the exhausting paper chase by converting to electronic, Web-based applications. Centralizing documents and images makes them instantly accessible to everyone who needs them. And by automating repetitive tasks, you can dramatically increase efficiency and productivity.

### Integrating DocFinity with Existing HR Applications

DocFinity integrates with Lawson, SAP, Peoplesoft, and other HR applications, which leverages the value and boosts the functionality of your existing investments. As a result, users can access programs and screens that are already familiar.

### DocFinity's HR solution can help you:

- Electronically store all hiring and termination records; credentialing, certification and personnel files; policy documents; and more;

- Business Process Management
- Workflow
- Document Management
- Corporate Compliance
- Integration
- Records Management
- Disaster Recovery

*"The DocFinity Suite allows us to process documents quickly and effectively while making searching and retrieval a breeze."*

*Karl Heugel - Michigan Millers Mutual Insurance Company*

- Launch documents requiring action into a workflow by automatically pushing them to the right parties for signatures or further processing;
- Automate routine procedures such as job postings and policy updates;
- Ensure appropriate access to sensitive documents;
- Produce comprehensive audit trails, showing who has accessed, added to, or amended files;

### DocFinity software can help your HR office to:

- reduce paperwork with electronic file storage;
- enable document review by multiple people from multiple locations simultaneously, even from remote locations;
- facilitate faster, more efficient processing of paperwork;
- guarantee security of sensitive information;
- ensure there are no more lost or misplaced files.

For case studies and more information about DocFinity solutions, please visit our website at [www.docfinity.com](http://www.docfinity.com) or email us at [info@docfinity.com](mailto:info@docfinity.com). We look forward to finding a solution for you!

### DocFinity®

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## Gain a competitive advantage with DocFinity!

- · Reduce storage costs
- · Share information effectively
- · Increase productivity
- · Improve customer service
- · Comply with regulations
- · Work faster and smarter

*"OIT software rules our world. The capabilities and efficiencies... I cannot imagine any other way. It puts everything, all our information, at our fingertips."*  
Susan Neeld – Capital Analysts, Inc.



Document Management and Workflow Software  
by Optical Image Technology, Inc.



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20<sup>+</sup>  
Years