



## Employee Onboarding Management

Automate Onboarding, Reduce PaperWork, Increase Compliance, and Securely Store Documents

A **cloud based** document/record management that enables HR to **automate** onboarding processes, **reduce** paperwork, **increase** management of compliances, **securely store** sensitive documents, **improve** collaboration, and **reduce mistakes and risks** by having centralized control of employee information.

- MAINTAIN A CENTRALIZED SEARCHABLE STORAGE OF EMPLOYEE RECORDS AND DOCUMENTS
- SAVE TIME AND ELIMINATE ERRORS
- ENSURE ALL FORMS ARE COMPLETED, ROUTED AND AUTHORIZED
- UTILIZE REPORTING TO CONFIRM ORGANIZATIONAL AND REGULATORY COMPLIANCE
- QUICKBOOKS INTEGRATION AVAILABLE



- Simplified collection of employee information
- Checklist to ensure nothing is missed through the onboarding and exit processes
- Improve accountability and decrease duplicate work
- Record employee details and keep up to date as the employee grows within the company
- Maintain employee reviews and overall scores year after year
- Track current and past employees
- No charge per employee to update portions of their records
- eSignature included and no third party software required

**REQUEST A DEMO**

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