



TRANSFORM YOUR HUMAN RESOURCES OPERATIONS

DIGITISE | STORE | AUTOMATE | UNLOCK

- CHALLENGE

Managing your human resources (HR) records can be challenging when they are in multiple formats and places and your workforce is hybrid. That's why effective employee onboarding is crucial. Not only does it shorten the time it takes for new employees to become productive, but it can also provide a better employee experience and help to reduce turnover in the first months after hiring. Ensuring your employee documentation is complete, up to date, and being managed in compliance with ever-changing laws and regulations is a priority. Unfortunately, tracking missing acknowledgements and producing audit reporting is an inefficient and manually intensive process.

+ SOLUTION

Iron Mountain Human Resources solution is a software-as-a-service (SaaS) offering that enables employees and internal business partners to participate in workflows that support the business. You'll be able to define the processes that others need to follow and automate the routing of documents to those who need to act on or respond to them, regardless of their location or desire to use mobile devices. You'll be able to automate escalation notices of delays in processes, documentation missing from employee files, and the retrieval of documentation needed to support inquiries, audit requests, and pending litigation. You'll have centralised visibility that provides the oversight you need, along with dashboards that arm you with data and metrics that deliver powerful insights.

How It Works



DIGITISE

Unite Physical and Digital Data
Digitise relevant HR documents. Once digitised, users can add commentary and enable audit tracking.

STORE

Encrypted Files Are Stored in a Secure Repository
Role-based permissions enable authorised users to access your documents in a secure information management and content services platform 24/7. Integration options include eSignature and HR systems.

AUTOMATE

Enable Collaboration for Document-Centric Processes
Automated workflows are built out based on key metadata. For legally defensible retention rules, you have the option to integrate into Iron Mountain Policy Centre.

UNLOCK

View and Interpret Key HR Information
Dashboards provide a visual display of data and metrics for powerful insights. Reporting and alerts allow you to identify users who are out of compliance and to send reminders.

WHAT YOU GAIN

- + **STREAMLINED** HR processes and improved employee service level
- + **IMPROVED** communication of policies and procedures
- + **STRENGTHEN** compliance with privacy regulations while safeguarding employee information and minimising litigation risks
- + **ENHANCED** employee experience for HR and the rest of your organisation

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