

Make your HR systems work better for you

Iron Mountain Digital Human Resources solution

Challenge

With a complex landscape of human resources (HR) applications that often do not communicate or share data, it's challenging to manage your HR documents and data. When HR systems lack information management capabilities, it makes it even more difficult to find what you need when you need it. This leads to HR staff spending too much time on manual, tactical tasks. What's more, organisations need digital offerings to check all their security boxes to maintain confidentiality of sensitive and private employee information in compliance with industry regulations and company policies.

What if you could

Use a unified system to:

- ▶ Leverage the power of artificial intelligence (AI) to help drive more efficiencies across the organisation, maximising the ability to search, sort, categorise, and summarise employee information in seconds
- ▶ Automate process workflows, integrating important documents - both electronic and paper - into the flow, to educate and empower decision makers along the way
- ▶ Stay in compliance throughout the entire process, regardless of the situational characteristics or even

changing regulatory landscape, through proven, documentable actions and decisions

Iron Mountain Digital HR

For HR leaders who need faster access to your information while maintaining compliance, Iron Mountain® Digital HR solution simplifies your highly complex HR ecosystem so you can access, manage and govern physical and digital content in a unified, automated and secure platform. Digital HR is built on Iron Mountain InSight® Digital Experience Platform (DXP), a scalable, low-code software as a service (SaaS) solution that



Industry fact

73% of HR leaders say their work is more administrative and process focused than strategic, with 83% saying a lack of the right technology is a challenge. More than three-quarters (77%) of HR leaders say freeing up time for HR is one of the advantages of information management technology.

[SHRM](#) and [HR.com](#)



strengthens the information management capabilities lacking or missing in your existing HR ecosystem via pre-built connectors, workflows, document types, metadata, retention rules, and AI prompts.

This solution enhances HR efficiency by automating document handling and facilitating faster decision-making. This frees HR teams to focus on transformative activities, fostering collaboration and innovation. Equipped with role-based permissions and insightful dashboards, this system manages both physical and digital documents, offering features like classification, enrichment, extraction, redaction, and document splitting to streamline HR processes. Incorporating generative AI (genAI) helps HR departments harness deeper insights into human assets.

The promise of Digital HR:

➤ **Simplify your HR ecosystem** with secure, centralised physical and digital employee file management integrated with your HR systems, like Workday, so you can easily search and access your information on a unified digital platform

➤ **Automate manual HR processes** through pre-built, customisable workflows to assess employee file completeness and compliance, and proactively notify employees of issues to reduce time, effort, cost, and errors

➤ **Securely protect your documents** throughout the entire process so you can maintain compliance with your company and industry security standards, especially for documents containing sensitive information

The Iron Mountain advantage

Our solution is unique because it integrates with your HR systems, like Workday, making your systems work better for you to provide secure employee file management in a centralised platform where you can automate key workflows. Built on InSight DXP, we leverage comprehensive physical and digital content management, AI, workflow automation and information governance capabilities in a unified platform to make this happen seamlessly.

This scalable platform comes with extensive security and regulatory compliance certifications from a

vendor with a 70+ year reputation for securing & protecting information. It will not only improve your current processes and operations, but it will also set you up for success as your organisation continues to scale and grow. You can leverage our pre-built, low-code and templated solution design tools with the ability to create custom user interfaces and automated workflows, or Iron Mountain's skilled Professional Services team can build them for you.

For your physical HR documents, we can also uniquely scale with your needs scanning large volumes of 2.4 billion images annually in 135 imaging sites across 46 countries.¹ At these volumes and footprint, Iron Mountain is one of the top digitisation providers in the world. We have experts with the experience, processes, and infrastructure to scan, index, and provide quality control to meet your requirements.

[Contact Iron Mountain to learn how we can help drive better human resources management while simultaneously driving down the risks associated with security and compliance.](#)

¹ Source: internal testing January 24, 2024 for images scanned in 2023.

+65 6262 5622 | ironmountain.com/en-sg

About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 225,000 organisations around the world, and with a real estate network of more than 9.1 million square meters across more than 1,400 facilities in over 60 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organisations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com/en-sg for more information.

© 2024 Iron Mountain, Incorporated and/or its affiliates ("Iron Mountain"). All rights reserved. Information herein is proprietary to Iron Mountain and/or its licensors and may not be used for competitive analysis or building a competitive product or otherwise reproduced without Iron Mountain's written permission. Iron Mountain does not provide a commitment to regional or future availability of related products or services, does not represent an affiliation with or endorsement by any other party. "Iron Mountain", the Iron Mountain logo, and combinations thereof, and other marks marked by © or TM are trademarks of Iron Mountain Incorporated. All other trademarks may be trademarks of their respective owners.

