



# Document Management Solution HR Connect

## Overview:

HR Connect increases efficiencies and security in the Human Resources and Payroll departments. Customized enhanced workflow procedures have been developed for HR Connect.

## Document Types:

- **Applicant Files:** Applicant Working or Declined
- **Payroll Files:** Payroll Supporting Documents, Payroll Reports
- **Personnel Files:** Auto Liability, Benefits, Medical, Personnel, Safety, Worker's Compensation

## Return on Investment:

- Increases productivity for Human Resources Associates
- Faster research
- Eliminates file storage requirements
- Better file security on Human Resources documents
- Improves productivity and employee satisfaction through the use of e-mail and e-faxing documents

## Included Data Connect Applications:

- **HR Barcode:** Prints appropriate barcodes from easy-to-navigate pop up lists
- **DCC Lookup:** Automatically matches line of business application supplied data to the Liberty index data
- **DCC FTP:** Secure FTP download connection for transferring line of business data to the DCC Lookup database and Liberty
- **DCC List Manager:** Syncs controlled value lists in Liberty with those maintained in line of business applications

## Included Data Connect Customizations:

Data Connect recognizes that most HR departments will require customization regarding tracked document types and document security. Data Connect will provide the necessary customizations to accommodate these variables.

## Additional Components:

Required – Kofax Adrenaline Scanner Interface Card

## Security:

HR Connect is secured to the Human Resources Department and users that are granted access to specific document types. **Note:** In the event that the Human Resources Department wants to secure the entire system from the Information Systems Liberty Administrator, Data Connect will offer special Liberty Administration training to the Human Resources Department (there may be an additional cost for this service). Data Connect may also offer an optional support contract for remote IT support of the HR Connect system if necessary.