

▶ H.R. Document Management

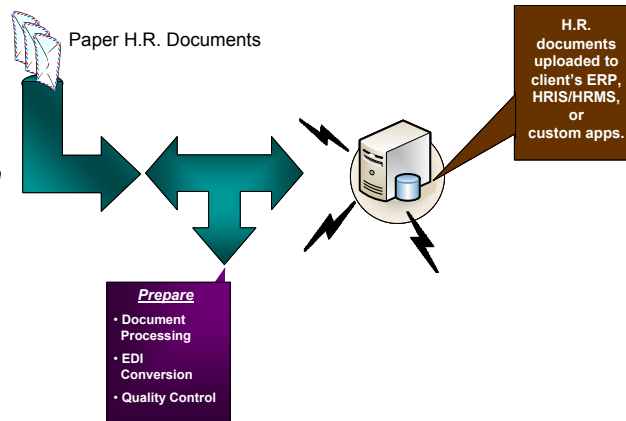
Today, many companies continue to experience the burden of manual, paper intensive H.R. document management, while regulatory complexity increases. Whether you experience high turnover rates or not, Data Dimensions offers a cost-effective, user-friendly solution for electronic processing of all your H.R. related documents. We enable you to be free of the high volumes of hardcopies, increase your decision times, and ensure your personnel files are complete and accurate, from recruiting to benefits administration to retirement/termination.

Realize the potential of H.R. and effortlessly access your personnel files.

Recruiting Process: Capture and maintain all applicant information in a centralized, secure electronic form. With all relevant documents, such as resume, application, and reference checks, just a click away, you have the ability to route candidate information to the hiring team quickly and easily, ensuring you move quickly to reduce time spent on the hiring process. Furthermore, upon receipt, we ensure all required new employee documentation, such as I-9 forms, contracts, direct deposit authorization forms, and HIPAA/Confidentiality Agreements, etc., are completely filled out and present in each personnel file.

Benefits Administration: Single-click retrieval allows authorized staff instant viewing of employees' critical benefits paperwork, including FSA (flexible spending accounts) enrollment and/or claims, W-4 forms, 401k elections, insurance enrollment forms, and any updated information to quickly resolve issues and/or inquiries. Quickly administer employee benefits and/or changes when life events occur, accelerating the activation process.

Figure 1: H.R. Document Processing Workflow. Whether you choose our web-based, hosted system or you choose for us to transmit and upload to your application, we provide the critical information you need, when you need it with accuracy guaranteed.



Any type of H.R. documentation, whether it's signed documentation, memos, or forms, such as performance appraisals, resignation letters, safety/accident reports, or disciplinary documentation, they are at your disposal 24/7.

With a single click, we offer you peace of mind, security, reduced risk, increased employee/employer relations, faster decision times, less effort in managing a once overwhelming amount of paperwork, efficiency, and cost savings.



Outsourcing your H.R. personnel file processing provides you with:

- ▶ A cost-effective, highly flexible & customizable solution, allowing you to enjoy up to 50% savings in current processing costs
- ▶ Full audit capabilities, ensuring compliance that each personnel file contains all federally & company required documentation
- ▶ Hardcopy retrieval, ensuring hardcopies are accessible when you need them & allowing you the ability to determine if & when files should be destroyed
- ▶ Quicker decision times
- ▶ Simple, rapid deployment with no software purchases, ensuring little to no IT resource requirements
- ▶ Peace of mind, eliminating the overwhelming amounts of paper documents
- ▶ Guaranteed accuracy

BECOME PROACTIVE TODAY

Learn how Data Dimensions can help you achieve your goals, contact:

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