



Omnidox HR

Intelligent Information Management for HR

Human Resources has long been considered a vital back office function, but more recently it is also viewed as a high-impact strategic force. The role of HR has broadened. It not only involves creating and implementing strategy to deliver greater staff retention, but also employs the need to work more efficiently whilst keeping in line with GDPR requirements.

Consequently, Human Resource departments are facing numerous new challenges. According to the **Society for Human Resource Management** these challenges include:

- » Stepped-up competition for talent
- » New developments in technology
- » A rising sense of data and privacy insecurity driven by GDPR and legislation
- » Economic insecurity and tight budgets
- » Demographic changes
- » Data-driven HR practices

The Challenge of HR

To further complicate Matters, HR is still consistently undervalued in terms of business spend (as on

a superficial level, it does not contribute to the bottom line) and HR departments must compete with; rising costs of recruitment, cost of training as well as shortages of skilled workers and a greater responsibility to ensure regulatory compliance. This increased workload and resistance to provide the financial resources required to modernise has led to a paper-heavy workplace, whereby traditional paper file administration can account for up to 50% of HR team members time. This typically involves maintaining and updating personnel files, searching files for relevant information to support management and staff queries, as well as the amending and disposing of documents in a GDPR compliant manner.

The future of HR

By contrast, a recent survey by the **Association of Information and Image Management (AIIM)** shows that companies adopting a paper-light approach typically benefit from faster customer responses (50%), and staff reductions with higher productivity (42%), with a financial return possible within 3 months according to 9% of respondents, while 36% indicate payback between 3 and 6 months.

Unsurprisingly, a second report from AIIM demonstrates that HR departments are increasingly moving towards a paper-light workplace, stating that "Paper in Human Resources (HR) is decreasing in the areas of recruitment (49%) and employee lifecycle (48%)."

But many respondents cited a lack of understanding and awareness when it comes to paper-free options (39%). Overall, less than 15% of organizations have completely automated core back-end processes with most using slow labour intensive and risk exposed processes reliant on paper records.

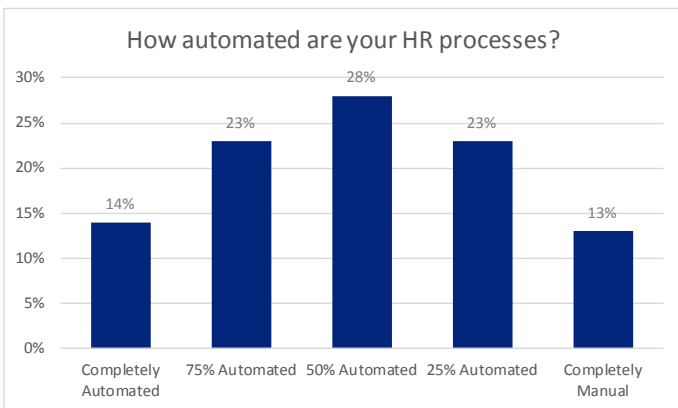
automation options and HR departments tasked with transitioning to digital format need to consider:

- » Ease of integration with HR and other related systems
- » Dependability of partner organisation(s)
- » Capacity to manage employee file content through the employee lifecycle
- » Ability to track retentions at document level
- » Ease of use
- » Ease and speed of implementation
- » Creation and validation of audit trails to demonstrate GDPR ROPA compliance
- » Security and protection of confidential information
- » Level of compliance support, including the production of management information reports highlighting missing content (e.g. ETW documents)

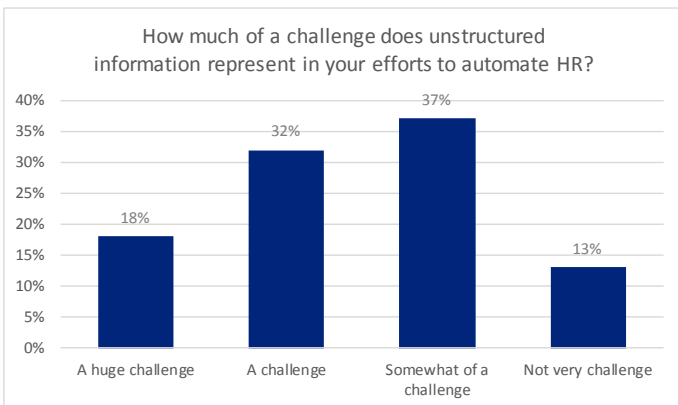
How OASIS can help

OASIS' Omnidox HR addresses each of these points by providing a fully integrated and easy-to-install system, that manages time sensitive documents, using simple tools that ensure compliance to best working practices. All of this is done while providing a full audit trail and a best-in-class service that is trusted by clients across various industries and sectors including; legal, government, healthcare and retail.

So, contact us today to find out how the Omnidox platform can drive your organisation's digital transition. Then relax and enjoy as Omnidox HR frees your HR teams to focus on the task of transforming HR for strategic advantage rather than merely processing paper.



The most significant challenge is the variety and volume of documents driving HR processes, each carrying different regulatory and legal requirements.



For many, this seemingly unstructured document mountain may appear daunting when assessing



Our knowledgeable and friendly personnel are on hand to help with any enquiries you may have.

Email omnidox@oasisgroup.com or call one of the numbers below to speak to one of our expert advisors about the right HR solution for your organisation.

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