



# Still Managing Employee Records on Paper?

Streamline your Human Resources department, save money and speed processes

Traditionally the HR department in organizations of all sizes still waste countless hours of productivity on manual routine tasks. Many companies are now looking at ways to streamline their manual process so they can focus on what matters most—the people they manage. With the PaperVision® product suite, you can leverage Intelligent Automation (IA) and increase your productivity in no time.



## Are you still wasting time on manual processes and paper-based recordkeeping?

- Save money on labor by leveraging Robotic Process Automation (RPA), AI (Artificial Intelligence) and IDP (Intelligent Document Processing) to eliminate data entry and manual tasks.
- Securely manage employee records to ensure compliance with federal regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and I-9 storage requirements.
- Setup automatic retention periods to ensure employee records are not deleted early or held too long.
- Implement a cloud solution such as ImageSilo® and eliminate hardware and IT expenses to reduce records management and storage costs.
- Hide sensitive information within personnel files with multiple layers of security to ensure employee information is safe from prying eyes.

“There’s a large Human Resources automation opportunity with AI. **Thirty-five percent** of the HR employee’s workday **is ripe for automation**, meaning it is spent on tasks that can readily be automated in all or in part by Artificial Intelligence (AI) (such as responding to e-mails or entering data).”

**-Is HR Ready for AI? A Valoir Report, March 2024**



# Digitize Personnel Records and Automate with PaperVision®

What if you could reduce the amount of time your HR employees waste manually managing employee records by implementing one system? With the PaperVision product suite, you can enhance records management processes and increase the security of sensitive data while saving the entire organization money

## Intelligently Automate Processes

Are you spending hours manually typing in employee information? Too often, HR employees spend more time managing paper than they do managing people. With the PaperVision® product suite, you can easily implement RPA, AI, and IDP solutions to automatically digitize, manage, route, and store all your records' allowing your employees to get back to what really matters—the people they manage.

## Comply with HIPAA Regulations

Are your files protected in accordance with federal regulations? Under HIPAA, Personally Identifiable Information (PII) must be kept secure at all times. With the PaperVision product suite, you can make sure your employee's records are safely protected under multiple layers of security to ensure sensitive information is safe from prying eyes.

## Ease Records Management

Did you know all employee records have standard federal retention requirements? Trying to manually keep track of what documents need saving and what doesn't is a time-consuming process. With PaperVision, you can setup automatic retention periods to ensure employee records are not deleted early or held too long, saving you time.

## Save Money by Moving to the Cloud

How much money are you spending on managing employee records? Free yourself from hardware, software, and other IT related expenses by moving to the cloud. With ImageSilo, you can turn capital expenses into tax-deductible operating expenses saving the entire organization money.

## Protect Sensitive Data

Are your employees records safe if disaster struck? Paper files are vulnerable to theft, loss, and natural disasters. With PaperVision you can electronically protect your files ensuring you are always protected safely, allowing you to recover from any disaster quickly, no matter the cause.

“We’ve become a model district in the region and other districts frequently visit to see the ImageSilo® system. If they really knew how much they’d save they would do it. The system more than pays for itself.”



-Sandra McClure, Director of Finance, Adams County School District #50

