

# THE PATH TO A MORE EFFICIENT HR ORGANIZATION

HR professionals play a critical role in government. Among their many functions, they recruit, select, and onboard employees. But too often their work is done through tedious and slow paper-based processes.

Today, this no longer has to be the case. With Enterprise Content Management (ECM), HR professionals can automate much of the storing, searching, compiling, tracking and managing of documents, freeing up their time and creating more efficient HR departments.

## HOW MANY PEOPLE DOES GOVERNMENT EMPLOY?

We pulled U.S. government employment numbers from a recent Census report. Remember, each employee hired by government has to file extensive paperwork. The documents allow HR to evaluate the workforce, track salary and benefits and prepare if an employee leaves the agency or retires. Keep that in mind when looking at the data – and the impact all that paper and process has on HR.

# 22,000,000

Number of federal, state, and local governments employees



## \$ 87BIL.

Amount the three levels of government in the United States paid their employees in 2012 (data released in 2014)



## 14,000,000

Local government employees



## 5,300,000

State governments employees



## 2,700,000

Federal government employees



## 64%

Of employees work in the education, health and hospitals, and police protection fields

## ELIMINATING THE BURDEN OF PAPER

22 million? That's a lot of people, and a lot of paper. Thankfully, ECM is here to help HR managers not get lost in a pile of paperwork. Here are 5 ways.



### EMPLOYEE FILE MANAGEMENT

ECM can help your HR team manage resources from one location, making the files available to those when you need it. It can also help with accuracy, as ECM can spot missing files and manage document retention, helping you remain compliant.

## 3



### POLICIES AND PROCEDURES

## 1

ECM stores your information electronically, and can notify staff of any updated policies and procedures.

### RECRUITING AND SELECTION

## 2

ECM can capture, store and route application files to the proper manager, removing manual processes.



### EMPLOYEE ONBOARDING

You can use ECM to gain better visibility into onboarding, and make sure trainings are completed effectively and on time.

## 4

### PARTING WAYS WITH STAFF

If an employee leaves your agency, ECM will help you automate the process and make sure that all the necessary steps are done for the departure.

## 5

## 4 STEPS TO BECOME A MORE EFFICIENT HR ORG

Looking to be a more efficient HR department? Here are four ways from Hyland that can get you started.

- 1 Start with scanning, storing, retrieving and reclaiming staff time by eliminating paper.
- 2 Automate and integrate systems to optimize processes and create more visibility into where things are and where they need to go.
- 3 Add compliance with the latest policies and procedures, required documents and credentials.
- 4 Evaluate and simplify employee performance reviews.

