

# IRON MOUNTAIN® WORKFLOW AUTOMATION™ POWERED BY HYLAND – FOR HUMAN RESOURCES

## INDUSTRY FACT

62% OF HR PROFESSIONALS CITE EMPLOYEE SELF-SERVICE AS A TECHNOLOGY THAT WILL PLAY A LARGE ROLE IN HR OVER THE NEXT SEVERAL YEARS.

SOURCE: HR.COM'S  
THE ADVANCING HR  
FUNCTION

## BUSINESS CHALLENGE

You're responsible for strategic priorities, such as effectively managing a 'ready now' workforce that drives organizational effectiveness and profitability. You're entrusted with maintaining employee's sensitive information and must protect their data according to ever increasing privacy regulations. That's tough when you are responsible for many tactical and administrative tasks that eat up your time. You lack the tools to automate the routine and repetitive steps of your HR processes, yet capital and IT investments for HR systems are challenging in the current business environment.

## HOW THIS AFFECTS YOU

- You're spending time on administrative tasks that you could be using to focus on the 'human' in Human Resources.
- Your workflow processes have bottlenecks and delays that reduce your employee service level and allow your coworkers to use process 'short cuts' and 'workarounds.'
- You lack visibility to processes within your department that would enable you to proactively track, manage and report quantitative insights to Senior Management.
- Easily stay up-to-date on document retention regulations and automatically dispose of documents at the end of their retention period?

## IRON MOUNTAIN® WORKFLOW AUTOMATION™ powered by Hyland - for Human Resources

With Workflow Automation powered by Hyland - for Human Resources you'll enable employees and internal business partners to participate in workflows that support the business. You'll be able to define the processes that others need to follow and automate the routing of documents to those who need to act on or respond to them, regardless of their location or desire to use mobile devices. You'll be able to automate escalation notices of delays in processes and documentation missing from employee files. You'll have centralized visibility providing the oversight you need with dashboards that arm you with data and metrics that deliver powerful insights - all without the need to rely on IT.

## WHAT IF YOU COULD

- Streamline your HR processes and improve your employee service level while freeing time to spend on workforce management?
- See dashboards that provide real-time visibility into your HR processes, and use those metrics and data for powerful insights?
- Solve your information management challenges without purchasing a new system or burdening your IT organization?



You'll also be able to remove tedious steps in a process, such as creating checklists and searching for missing documents. And you can automate the retrieval of documentation needed to support inquiries, audit requests and pending litigation.

When you use Workflow Automation powered by Hyland - for Human Resources, you'll be better able to protect your organization from risks associated with compliance, security and privacy lapses. You'll be able to apply document retention rules to relevant documents. You'll be able to easily run reports to review documents eligible for disposition. You'll be able to automatically dispose documents when they meet their retention period and receive a certificate of destruction to provide proof of compliance. You'll have audit trail with documentation that tracks changes and activities that

have been performed on folders and files, such as viewing and printing.

We take data center safeguarding and compliance seriously. Your information will reside securely within a data center infrastructure that is directly managed by Iron Mountain.

Your data will be encrypted at rest and during transmission across a secure network. In the unlikely event that documents are accessed by an unauthorized person, the data will not be viewable.

Workflow Automation powered by Hyland - for Human Resources is available with the following complementary services, to create a solution that can remove paper from your information management responsibilities:

- > Advisory Services
- > Document Scanning Services
- > Secure Storage Services

Our **Advisory Services** team can help you customize your document retention rules.

With our **Document Scanning Services**, you can have paper documents scanned and indexed, with metadata applied, for easy data retrieval.

With our **Secure Storage Services**, you'll secure and protect your valuable physical records and documents and wrap a records management program around them.

With the Iron Mountain® Workflow Automation™ powered by Hyland - for Human Resources you'll gain the benefits of best-in-class technology, all for a predictable monthly subscription fee, avoiding capital investment and any need to burden your IT department. You'll leverage our ability to link your physical and electronic records, wherever they reside, industry best-practice processes, facilities and personnel and our 65+ years experience protecting customers' information security and privacy.

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#### ABOUT IRON MOUNTAIN

Founded in 1951, Iron Mountain (NYSE: IRM) is the global leader in storage and information management services, committed to storing, managing and transforming what our customers value most, from paper records to data to priceless works of art and culture. Iron Mountain's suite of solutions - records and information management, information governance, data management, digital solutions, data centers and secure destruction - enable organizations to lower storage costs, comply with regulations, recover from disaster and protect their data and assets in a complex world. For more information visit [www.ironmountain.co.za](http://www.ironmountain.co.za)

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#### ABOUT HYLAND

Founded in 1991, Hyland is one of the largest, independent enterprise content management companies in the world. Hyland solutions have been built with our partners and customers to give organizations around the world real control over their information simplifying everyday tasks, creating processes to save time and money and giving them the freedom to pursue innovation. Hyland is the creator of OnBase®, a single enterprise information platform for managing content, processes and cases.

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