

document management.  
**Easy. Fast. Smart.**

# docSTAR™ HR Solutions.



## Document management for more efficient processes and improved HR results.

The docSTAR document management system is a total solution that securely scans and stores your employee files, along with critical electronic files, allowing for quick and easy document retrieval... without ever leaving your desk.

### With docSTAR:

- ★ Streamline document processes and reduce errors.
- ★ Simplify and reduce the costs of compliance.
- ★ Controlled access to files anytime, anywhere.
- ★ Improve operational efficiency.
- ★ Improve support for employees and management.
- ★ Instantly locate documents without leaving your desk.
- ★ Move from cumbersome paper to digital documents.
- ★ Reduce demand for physical space.

visit us at [www.docstar.com](http://www.docstar.com)



### Reduce Compliance Worries

With docSTAR, HR documents; such as employee files, employee medical files, and I-9 documents; can be stored in individual folders to ensure separation of key HR files.

#### With docSTAR:

- ★ Reduce the storage burden of complying with record keeping retention regulations set forth by FLSA, Title VII of the 1964 Civil Rights Act, ADA & ADEA, and FMLA.
- ★ Provide security features to protect employee privacy and comply with HIPAA.
- ★ Guarantee file integrity with docSTAR Authentication which time and date stamps every image.
- ★ Secure documents automatically.
- ★ Monitor document access and retrieval with **Audit Trail**.

### Reduce Legal Activity Anxiety

- ★ Respond quickly and accurately to requests from Federal or State Departments of Labor.
- ★ Email documents to attorneys, including entire employee files, while still on the phone.
- ★ Never lose or misplace documents again - even odd sized documents such as doctor's notes.
- ★ Files are in a time-stamped order facilitating ease-of-viewing timeline associated with a particular case.

### Increase Operational Effectiveness

- ★ Easily store applications, resumes, payroll data, insurance data, employee records, and electronic files in docSTAR ensuring the safety and security of any file in the event of a disaster.
- ★ Authorized users can access information from any location instantly...whether at their headquarters or regional office - resulting in no more file sharing or shipping of files.
- ★ Reduce time performing routine functions; such as changing name and address data and filing and retrieving employee records.
- ★ Reduce storage costs and virtually eliminate any document loss by providing a central repository for all records.

### Improve Interoffice Communication

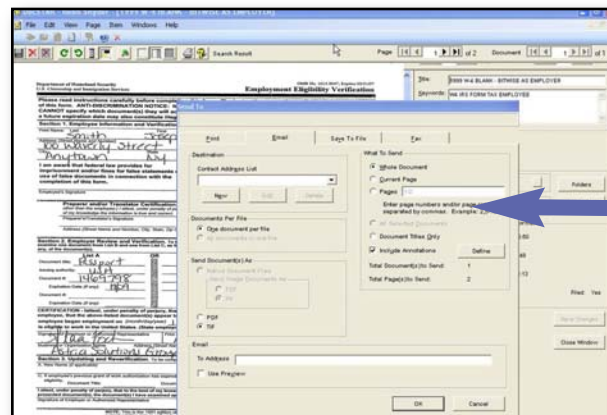
Quickly answer questions from employees, management, and associates. The time previously required to research, return calls, and email answers to inquiries is now virtually eliminated.

### docSTAR Ease of Filing



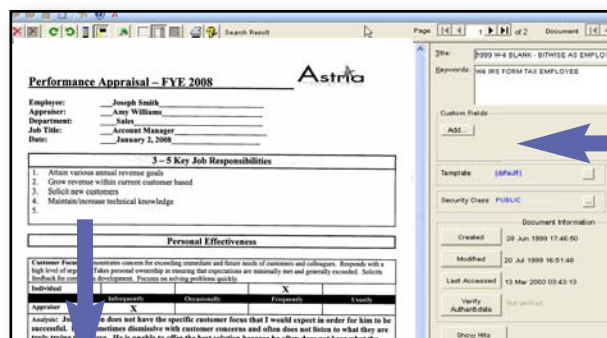
docSTAR converts paper documents into digital files and saves them into the **safe and secure** docSTAR system. Use your existing scanner to scan directly into docSTAR.

### Improve Response Time



**Retrieve & Email**  
docSTAR allows only authorized users to quickly retrieve secure documents from any location and email to attorneys or other appropriate parties.

### Easy Viewing and Customization



docSTAR can be customized based on your requirements.

All documents appear in a familiar and intuitive interface for easy viewing.