

DocStar® ECM HR Automation

Enterprise content management for highly efficient processes and improved HR results

DocStar HR Automation securely scans and stores your employee files, along with critical electronic files, allowing for quick and easy document retrieval without ever leaving your desk.

Reduce Compliance Worries

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

With DocStar HR Automation:

- 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
- Help provide security features to protect employee privacy and comply with HIPAA
- Safeguard file integrity with DocStar Authentication, which time and date stamps every image
- Secure documents automatically X Monitor document access and retrieval with Audit Trail
- Access documents from any device and any location 24/7

Reduce legal activity anxiety

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

Increase operational effectiveness

- Safely store applications, resumes, payroll data, insurance data, employee records, and electronic files in DocStar ECM—enabling 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

DocStar® ECM HR Automation

Benefits

Streamline document processes and reduce errors

Simplify and reduce the costs of compliance

Control 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

- Reduce storage costs and virtually eliminate any document loss by providing a central repository for all records X Automated workflows move documents to the right person at the right time for faster processing X Improve Interoffice Communication
- Quickly answer questions from employees, management, and associates. The time previously required to research, return calls, and e-mail answers to inquiries is now virtually eliminated.

Improve filing efficiency

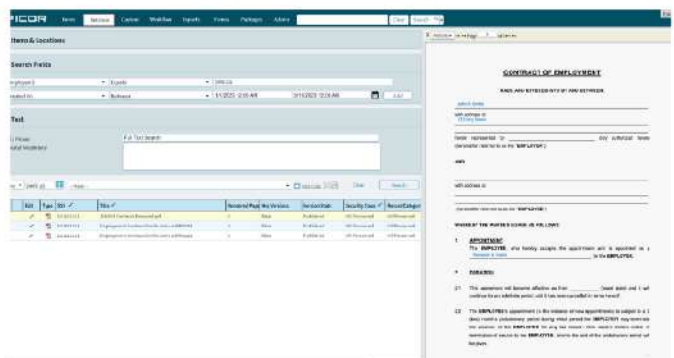
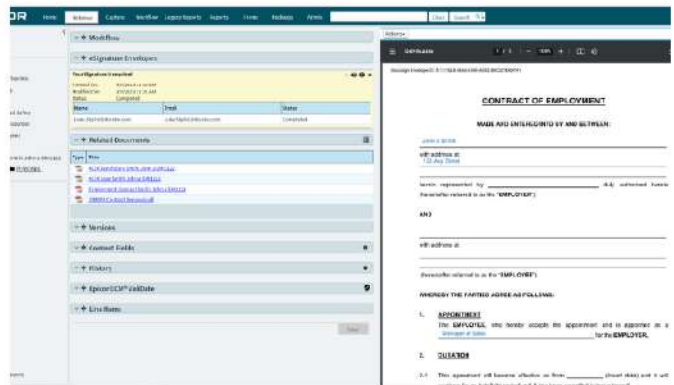
- DocStar HR Automation converts paper documents into digital files and saves them into the safe DocStar system. Use your existing scanner to scan directly into DocStar or import electronic documents automatically.

Improve response time

- DocStar HR Automation allows only authorized users to quickly retrieve documents from any location and e-mail to attorneys or other appropriate parties.

Easy viewing and customization

- DocStar HR Automation can be customized based on your requirements. All documents appear in a familiar and intuitive interface for easy viewing and authorized users can easily customize forms on the fly.



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We're here for the hard-working businesses that keep the world turning. They're the companies who make, deliver, and sell the things we all need. They trust Epicor to help them do business better. Their industries are our industries, and we understand them better than anyone. By working hand-in-hand with our customers, we get to know their business almost as well as they do. Our innovative solution sets are carefully curated to fit their needs, and built to respond flexibly to their fast-changing reality. We accelerate every customer's ambitions, whether to grow and transform, or simply become more productive and effective. That's what makes us the essential partners for the world's most essential businesses.

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