One platform **Unlimited potential**

ONBASE HUMAN RESOURCES SOLUTIONS

Employee File Management

Digitize employee files

Automated folder creation

Role-based security

Quickly identify missing documents

Mobile/email access to processes and documents

Records Management

Mitigate risk and maintain compliance

Automate record retention

Time or event-based retention

Ability to place holds on records

Policies and Procedures

Creation, approval and distribution of P&P

Report on acknowledgements

Quickly identify delinquent users and send reminders

Recruiting and Selection

Manage the interview and hiring process

Track applicant resumes and recommendations

Create offer letters and route for approval

Onboarding and Offboarding

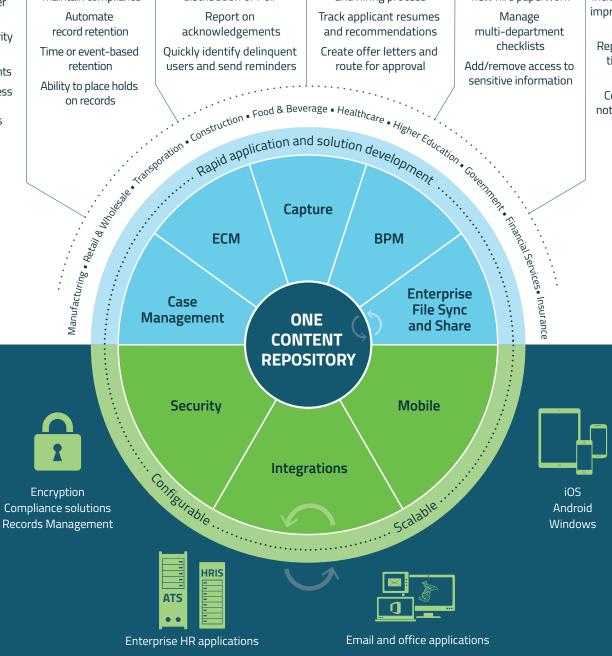Remote access to new hire paperwork

Manage multi-department checklists

Add/remove access to sensitive information

Employee relations

Manage grievances, incidents, performance improvement plans and employee leave

Report on resolution, time to close and related cases

Collect supporting notes/documentation

Manufacturing • Retail & Wholesale • Transporation • Construction • Food & Beverage • Healthcare • Higher Education • Government • Financial Services • Insurance

Rapid application and solution development

Capture

ECM

BPM

Case Management

Enterprise File Sync and Share

ONE CONTENT REPOSITORY

Security

Mobile

Integrations

Configurable

Scalable

Encryption
Compliance solutions
Records Management

iOS
Android
Windows

HRIS

ATS

Enterprise HR applications

Email and office applications

ON-PREMISES / CLOUD

IDT
putting paper in its *place*

OnBase®
by Hyland

One platform

Simplify your IT environment and reduce information silos across the HR department with OnBase, a single enterprise information platform for managing content, processes and cases.

OnBase provides these **capabilities on a *single* platform**:

Enterprise Content Management (ECM)
A market leader in ECM*

Case Management
An award-winning and analyst-recognized case management platform**

Business Process Management (BPM)
Includes a highly configurable workflow engine

Capture
A multi-channel capture software suite

Enterprise File Sync and Share (EFSS)
Available with ShareBase, a complementary offering designed to interact with OnBase

All solutions and applications built on OnBase are available on-premises or in the cloud and benefit from these **core platform strengths**:

Mobile
Native apps developed for iPad®, iPhone®, Android® and Windows® Phone

Integrations
Configurable tools to integrate with any application, including cloud-based applications

Security
Native security options protect your information at rest, in motion and in use

With OnBase "One" means "One." The OnBase platform is not a collection of separate products presented under one brand or offered by the same vendor. OnBase is truly a single technology platform sharing one database, content repository and codebase. OnBase gives you one platform to install, upgrade, secure, protect and integrate, instead of a diverse portfolio of different information technologies to manage.

*Gartner Magic Quadrant for Enterprise Content Management; The Forrester Wave™: ECM Transactional Content Services, Q3 2015

**WfMC Global Awards for Excellence in Case Management; The Forrester Wave™: Dynamic Case Management, Q1 2016

Unlimited potential

The OnBase platform provides the foundation for solutions across your enterprise. OnBase has transformed thousands of organizations in multiple industries around the world, empowering them to become more agile, efficient and effective.

One platform offers you:

Unlimited potential solutions
By combining multiple capabilities on one highly configurable and scalable platform, OnBase supports multiple HR solutions in nearly any environment - from separate departments to centralized shared services centers. But our HR solutions are not one-size-fits-all. We bring decades of experience to the design, implementation and support of your solutions. Our consultants and global network of partners work with you to understand your challenges and configure the right OnBase solution for your specific needs.

Unlimited potential to grow
Whether starting in the HR department alone or deploying an enterprise-wide solution, it's easy to enhance existing solutions and add new departments as your needs change and your organization evolves. OnBase scales to support tens of thousands of users and trillions of documents on a single deployment, meaning you will never outgrow your OnBase system.

Unlimited potential for the future
With new OnBase version releases every year, your solutions benefit from the latest technology innovations and stay up-to-date with industry trends and compliance regulations. OnBase was designed from the ground up to be the most comprehensive, innovative, intuitive, best-performing enterprise information platform on the planet.

To see if OnBase is right for you, visit **www.hrecmsolutions.com** today.

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