

HR Onboarding

Simplify your HR operations, giving HR staff instant access to both active and archived records. Improve document security while reducing risk.

Revamp Your Efficiency

Enjoy instant access to your HR documents. InStream's HR solutions will have an immediate impact on the simplicity of completing HR processes. Using an Electronic Document Management System, your HR department will be able to not only access documents with a single click, but will be able to retrieve information instantly, automate routine processes, and streamline application processes. These HR solutions will help manage your operations and control costs within the organization.

With HR Onboarding, you improve the predictability of results which allows for improvement in managing operations. Managing, hiring, and terminating employees, payroll, and managing employees are all functions of the human resources department. These functions are all very time consuming, but with InStream's HR solutions, these functions are made easy and employees can focus on broader, more important issues.

Are Your Payroll Duties Becoming a Hassle?

Are you looking for an easier way to manage your payroll system? Wouldn't it be a lot easier if you had an automated payroll system? InStream offers Electronic Document Management Systems that can accomplish that. InStream offers Filebound software that will help you to achieve all your HR document solutions. FileBound allows you to engineer agility, scalability, and improved reporting into your operations. FileBound improves your throughput and provides the control you need to succeed.

As a Human Resource manager, director, generalist or recruiter you will realize an immediate, productive impact on your daily work. Using an Electronic Document Management System, you will be able to automate routine processes, define security access, streamline application processes, and implement in days, not months.

Once implemented, HR Onboarding will reduce the stress of searching for HR files along with the risk of lost or damaged documents while improving document efficiency and office productivity. HR Onboarding will make HR Document Management and Payroll a breeze!



Features & Benefits

Any document, from anywhere at any time. InStream offers personnel file conversion in its purest form. All capabilities are made available using dedicated scanners or any network scanning device (copy machine, fax, digital sender, MFP) to provide document imaging and HR Onboarding. Accelerate your scanning with InStream's flexible, scalable and powerful data capture.

Access and Retrieve Documents Instantly

No more time-consuming file cabinet searches. With HR Onboarding your personnel files can be accessed instantly from any authorized device at any time. Save time and money previously spent looking for employee files.

Eliminate the Need for Paper and Storage

Any HR Department is plagued with paper. Applications, expense reports, vacation requests and time cards are just a few of the many documents that flow through an HR office on a daily basis. Digitized Files will save you money spent on paper, ink, toner and printers. Digital Files will be more easily retrieved and sent. With digitized HR Documents, you will also eliminate the expenses of file cabinets and on-site or off-site storage facilities.





Quick Implementation

With so many papers and files in your department, HR Onboarding may sound like a hefty process. However, HR Onboarding can be implemented in your office within days, rather than months. Your office can experience the many benefits of HR Onboarding in no time at all!

Improved Security

Anyone who works in an office knows how easily important documents can become damaged, lost or end up in the wrong hands. Sensitive documents require extra care and attention to ensure they are seen only by those authorized to view them. Security with InStream's HR Solutions will allow you to authorize which employees have access to such important documents and where they can be viewed from.

Automatically Capture and Store Files

With HR Onboarding, you can instantly capture and store any important file. There will no longer be a need to manually process paper applications. Automating your manual processes will allow for rapid data and file exchange. With faster information delivery, your office can quickly address any issues that arise and correct any errors as needed. Additionally, Automated Files allow for an increased predictability of results, improving both operations management and control costs.

Streamlined Application Process

Digitizing your HR files will allow you to streamline the application process, making it available in a digital format. Online applications will replace the outdated mode of manual applications. Applications will then be stored and accessed digitally. This process will be easier for employees and employers alike.





Is HR Onboarding the Solution for You?

Absolutely! Your HR Department will immediately experience increased efficiency that will have a lasting impact on office productivity. Daily work will improve, as tasks will become more feasible with HR Document processing.

Discover the exciting new world of the paperless HR Department and all the benefits that come with it. The struggle is over: InStream can transform your paper-plagued HR Department into an efficient, productive and paperless office. Learn what InStream can achieve for you. Call or email for any additional information you would like to receive or questions you may have that need to be answered.

Who Are We?

InStream is the imaging leader and first choice for all paperless office solutions, providing innovative document management solutions that enable companies to scan, store, retrieve, and use information more efficiently, accurately, and securely. Leveraging decades-long business partnerships with such well-respected companies such as Kodak, Canon, and EMC, InStream helps organizations efficiently manage documents and data, saving them money and increasing the efficiency of their workplace.

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