

## HUMAN RESOURCES DOCUMENT SOLUTIONS (HRDS)

### *Our Solution:*

Centreviews' mission is to help businesses run efficiently and profitably. Our cloud based Human Resources Document Solution (HRDS) offers an innovative approach to help businesses protect valuable business information, improve controls and compliance without the need to invest in capital equipment and software. Eliminating paper by moving to an electronic document management process will improve efficiencies, enhance controls and improve compliance. The instant access to documents provides the essential business intelligence necessary to make the best informed decisions quickly and efficiently.

Our solution delivers measurable results by aligning technology with human capital resources. This is achieved by generating a centralized archive of all human resource documents. This tool creates a dynamic environment in which human resource documents are always available and accessible only by authorized individuals. Gaining immediate access to vital human resource information from anywhere in the world via the Internet is crucial.

The HRDS includes wildcard search capabilities to help you locate hard to find documents. Images can be combined in a single PDF to simplify sending information to others. Retrieved documents can be emailed, faxed or printed. Data security is set up at the record level as an additional safety measure.



### Organizational Challenges with Human Resource Documents

- De-centralized human resource activities and records
- Securing personal and confidential information
- Meet regulatory compliance issues for active and inactive employees
- Missing employee files or forms
- Inter-departmental communication issues
- Single source for HR data not connected to the paperwork
- Extensive manual and paper based process
- 2 places documents are stored
  - Manual: back file of paper documents
  - Online: new electronic documents



#### Centralized Archive

All documents associated and linked with accounts payable are stored in a single centralized archive



#### Payment Linking

Link payment, deduction, and remittance information to invoices

### Benefits of Centreviews' Solution

- Single centralized archive for all human resources documents
- Reduce handling & storage costs up to 80%
- Ability to add and link all support documents associated to an employee
- Availability and security of employee performance review files
- Satisfy regulatory compliance requirements
- Improve ability to support requirements
- Resolve issues quickly and efficiently with immediate access to information
- Eliminate risks of document & data loss
  - Electronic Records instantly available regardless of where employee move within the organization
- Eliminate manual filing & retrieval, routing



#### Image

Receive paper, EDI, fax, email and files and go paperless



#### Visibility

View transactions and documents at anytime from anywhere

### Archive Link:

Centreviews' Archive Link provides customers the ability to seamlessly retrieve and view archived documents stored on the HRS. This service utilizes technology that makes document retrieval easy and efficient through customers' Human Resource systems.

### Services

Centreviews will work with your organization to tailor a solution to drive efficiencies in your human resources document management process. Centreviews, with its experienced and knowledgeable staff, will evaluate your company's current human resource document management process and provide you with the critical insight to determine the best solution to automate and streamline your document management process to enable your company to maximize the productivity of your human capital. API can also provide back file conversion of all existing human resource documents to all creating a single centralized file with all documents for each employee linked together. To request additional information about our full range of services, please email us at [sales@centreviews.com](mailto:sales@centreviews.com) or call 651.675.2600.

### About Centreviews

Centreviews Business Intelligence Suite is a product of [API](#), a technology company dedicated to creating simple, scalable, and secure solutions for back office departments and professionals. We created the Centreviews Business Intelligence Suite after discovering both a need and desire to evolve outdated manual and inefficient back office business processes and workflow into automated and streamlined processes. For more information visit [www.centreviews.com](http://www.centreviews.com)