

## SOLUTION SPOTLIGHT

Human Resources | Policies &amp; Procedures

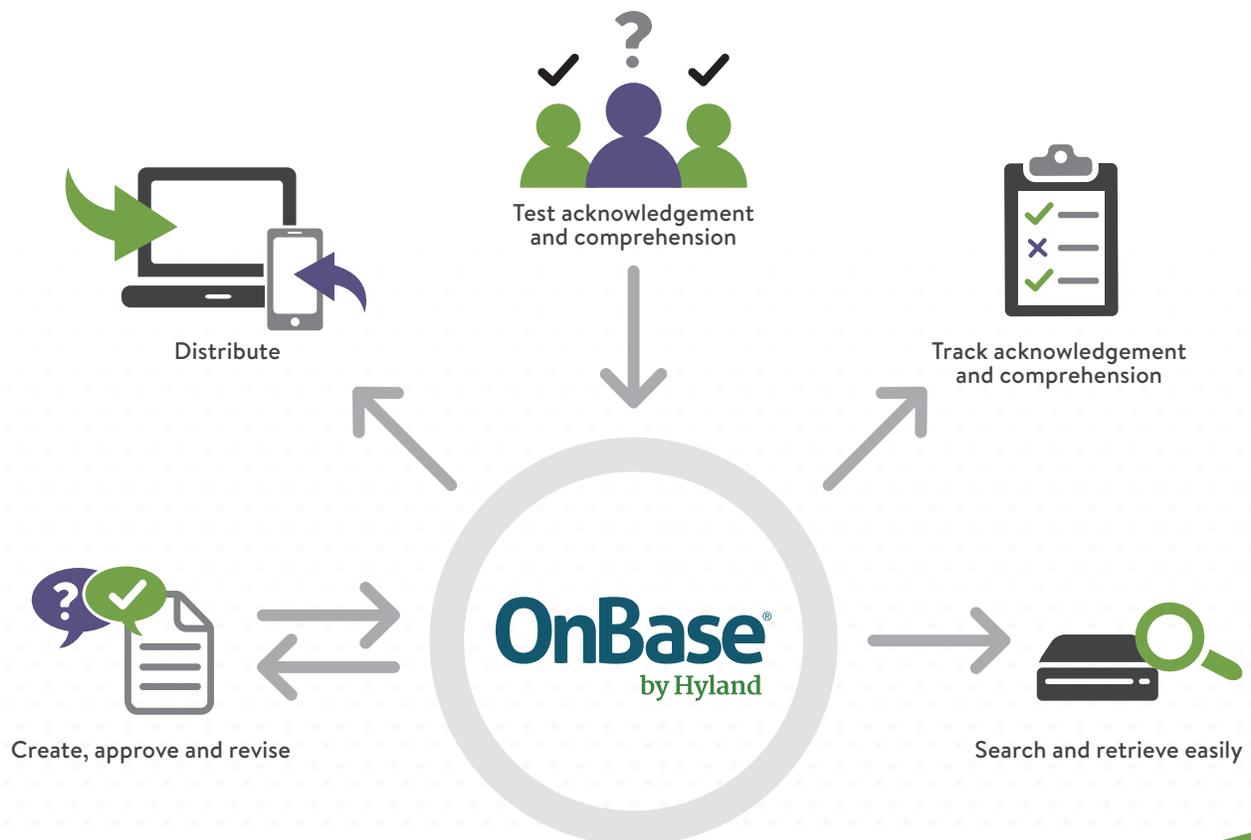
## Improve policy and procedure management, strengthen compliance

With the OnBase Policies and Procedures solution, human resources (HR) departments efficiently create, distribute and track employee acknowledgement of policies and procedures while reducing associated administrative tasks such as filing, copying and mailing documents.

STREAMLINES POLICY CREATION, APPROVAL AND DISTRIBUTION

IMPROVES EMPLOYEE ACCESS TO DOCUMENTS FOR REVIEW

SUPPORTS COMPLIANCE INITIATIVES BY TRACKING ACKNOWLEDGEMENTS



## Effectively manage policy creation, approval and distribution

OnBase enables organizations to streamline policy creation and approval by automatically tracking all updates and revisions. With an easy-to-use interface, HR staff quickly send email notifications containing links to policies in OnBase to the entire workforce or specific employee groups. By distributing documents electronically, OnBase eliminates the need to manually distribute multiple paper-based copies.

As an organization's business conditions change, personnel make any revisions to policies directly in OnBase, simultaneously notifying all affected employees. This accelerates distribution, enforcing timely acknowledgement while reducing the risk of errors and oversights.

## Equip employees with easy, central access to policies and procedures

With all policy documents, training videos and other supporting content stored centrally in OnBase, organizations improve employee access to crucial information, facilitating easy acknowledgement and review. Through a variety of secure access options – including a web browser, online portal, existing business application or even a stand-alone kiosk – employees log into to OnBase to view all policy-related content. Employees acknowledge new or modified policies with one click and instantly access all previously reviewed document when the need arises.

OnBase also supports global organizations and their workforces by equipping HR to deliver essential policy documents and media in several different languages. In addition to contributing greater productivity, a well-informed workforce mitigates risk. When all employees are aware of the most current policies, organizations improve compliance with company guidelines, government standards and industry regulations.

## Support compliance initiatives with automatic tracking of employee acknowledgement

The OnBase Policies and Procedures solution supports both internal and external compliance initiatives by automatically tracking employee acknowledgement and identifying any delinquencies. This eliminates the need for HR to manually track sign-offs using spreadsheets or other inefficient methods, allowing personnel to spend less time on administrative tasks and more time on value-added initiatives.

OnBase also provides reports that clearly detail which employees have acknowledged policies and which have not. When HR staff discovers exceptions, they easily notify individuals of noncompliance and resolve any issues prior to an external audit. Overall, with documented proof of both policy distribution and employee sign-off, organizations strengthen compliance and minimize liability while holding all employees accountable.

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