

## Omnidox HR

We have been driving HR transformation in the public and private sectors for years. Box-it's Cloud based solution for Human Resources has become one of the most trusted platforms for managing digitised personnel records, supported by service excellence.

Approximately 50% of an HR department's labour time is spent dealing with administration, the majority of which involves finding, sorting and processing paper records. Digital conversion is 'the ideal' for 'paper-heavy' HR departments allowing them to benefit from increased efficiencies and cost savings that come through digitisation.

Box-it has helped the 'dream of digital' become a reality for many HR departments. We scan and classify content of paper files at our secure processing centre, converting your physical HR records to digital images. Our automated processing system learns about the documents and classifies them according to your standards. This enables all sorts of rules to be applied against specific categories of document, delivering far more than a simple digital archive. These digital documents are stored securely online in Omnidox, our Cloud based platform built on award-winning technology which ensures access is restricted to authorised users only.

The classification of documents enables you to ensure compliance in a cost-effective and automated manner. The system generates reports for the HR department to take action where specific documents are missing. This provides peace of mind in the knowledge that there are no gaps in complying with 'Eligibility to Work' (ETW) and enables greater assurance should you get a visit from the UK Borders Agency, who can levy fines of up to £20,000 per non-complying HR file. For authorised users, these digital documents can be accessed from any location via a secure web browser, allowing true portability and removing the need to carry paper files around (and associated risks). This makes searching, sharing and compliantly managing personnel records a much easier task while helping to free-up valuable office space.



## Omnidox HR Helps to:

- Reduce administration costs
- Increase departmental service levels
- Ensure compliance with legislation including Borders Agency rules for ETW
- Comply with the Data Protection Act
- Control access to sensitive information
- Track who has accessed specific documents and when
- Ensure no internal staff can access HR records accidentally or through the 'back door'
- Contribute positively to your environmental goals by removing the need for paper

## Omnidox HR

Box-it's solution for HR has a proven rapid return on investment and is used by organisations of all sizes. We help them to reduce costs associated with the HR back office administration with a system that drives service excellence. Omnidox HR allows HR professionals to concentrate on core objectives and free themselves from time-consuming administration of paper or digitally received records and at the same time helps contribute to your organisation's environmental goals.

### Ensure File Integrity

We take the digitised file and apply the relevant reference data (employee ID or NI Number) and this is matched to data from your HR admin system using the unique ID. This way any missing files can be identified, as well as those that have been referenced incorrectly.

### Search and Retrieval Parameters

On matching to the HR admin system data provided for the capture process, other key information is 'pulled' from the data file and added to the HR record in Omnidox. This typically includes surname, initials, date of birth, department, manager, HR advisor and so on. This additional information enhances search capability.

### Drastically Reduce the Time Spent Searching and Sorting Paper Files

Authorised users can search by multiple fields. There is no need to find the employee ID first from the HR admin system. Omnidox can be configured to include any key search criteria that exists within the file or HR admin system.

### Remotely Access Documents

Users can securely access documents from anywhere, at any time. Omnidox is accessed via a secure web browser (https), with password protected log-in making document viewing, sharing and updating an easy task. If required web access can be locked down by IP address to restrict access.

### Restrict Access at Document Level

Omnidox allows users to be limited in which parts of a file they can view. You can allow a manager to view their department's staff files with confidence that they will only be permitted to see certain documents and not, for example, employee medical information.

### Document Retention

Retention schedules and expiry dates can be marked against documents providing all the tools for HR departments to achieve statutory compliance with the Data Protection Act and safeguard employee information.

### Compliant File Content

Omnidox reporting identifies cases where ETW documents are missing, allowing the user to resolve the gaps and ensure Borders Agency compliance. Other reports include highlighting documents that are due to expire (and need to be removed from the file), taking the pain out of compliance.

### Security, Roles and Permissions

Highly secure encryption, with various levels of user roles and permissions. Access can also be limited to your IP address.

### Adding Documents to Files and Creating New Files

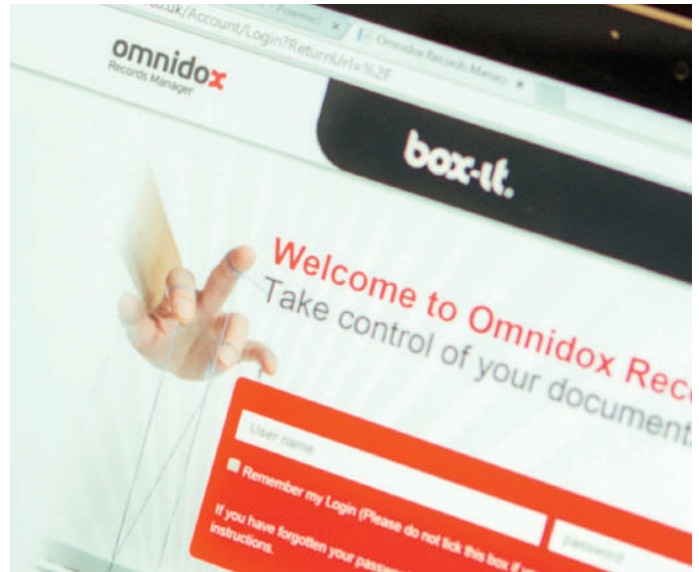
Adding new content is simple and painless. Options include a day forward digitisation service from Box-it; self-loading by users direct to Omnidox, or a combination of these. We can even set up processes to enable automatic bulk upload of standard documents generated by your HR system.



## Hybrid document management – the cost-effective solution for taking control of 'leaver' files

For some organisations, the cost of digitising leaver files is not a feasible option. Box-it provides a true hybrid solution, which enables you to link leaver files to the Omnidox HR system, without the need to spend money digitising these.

Box-it will take your leaver files and catalogue them, before placing them in one of our secure storage centres. Should you need them, we can retrieve them for you on request, returning files to you physically or via our scan on demand service. During the cataloguing phase we also add a leaver date allowing you to manage the ongoing secure destruction as each leaver file reaches the end of its retention period via information stored electronically in Omnidox HR.



### In Brief

- Box-it takes delivery of your physical leaver files (they are barcoded and fully tracked)
- We catalogue them and add a leaver date
- Your leaver files are placed in one of our secure document storage centres
- Authorised users can search for active or leaver files within Omnidox HR
- Selecting a record for an active employee results in the file (or specific document) being displayed directly on your screen
- Selecting a record for a leaver results in a message advising you that this is a paper file
- You can then instruct Box-it to pick and scan the file to the system (our standard service enables us to do this within 4 hours) allowing you to securely access it electronically via Omnidox HR, as often as you need to
- Or, you can request that we pick and deliver the physical file directly back to your premises, as a next day service

From this point, Omnidox automatically manages leaver records through retention reports based on leaver dates. This allows you to review and authorise destruction of qualifying files. If they are in paper format they can be securely destroyed via Box-it's confidential shredding services, or if they are digital, they are securely deleted.

By automating retention schedules, your organisation can:

- Dispose of records confidently
- Ensure the retention of a minimum number of records
- Satisfy audit requirements quickly and efficiently
- Produce information to Authorities on demand
- Save time, save space, save money



## Local service, national reach

Our knowledgeable, friendly personnel at your local Box-it regional office are on hand to help with those urgent and non-urgent requests, as well as any general enquiries you may have. We are proud of our reputation for excellent customer service. Wherever you are based, Box-it has the facility offering document management solutions within easy reach.



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# box-it®

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