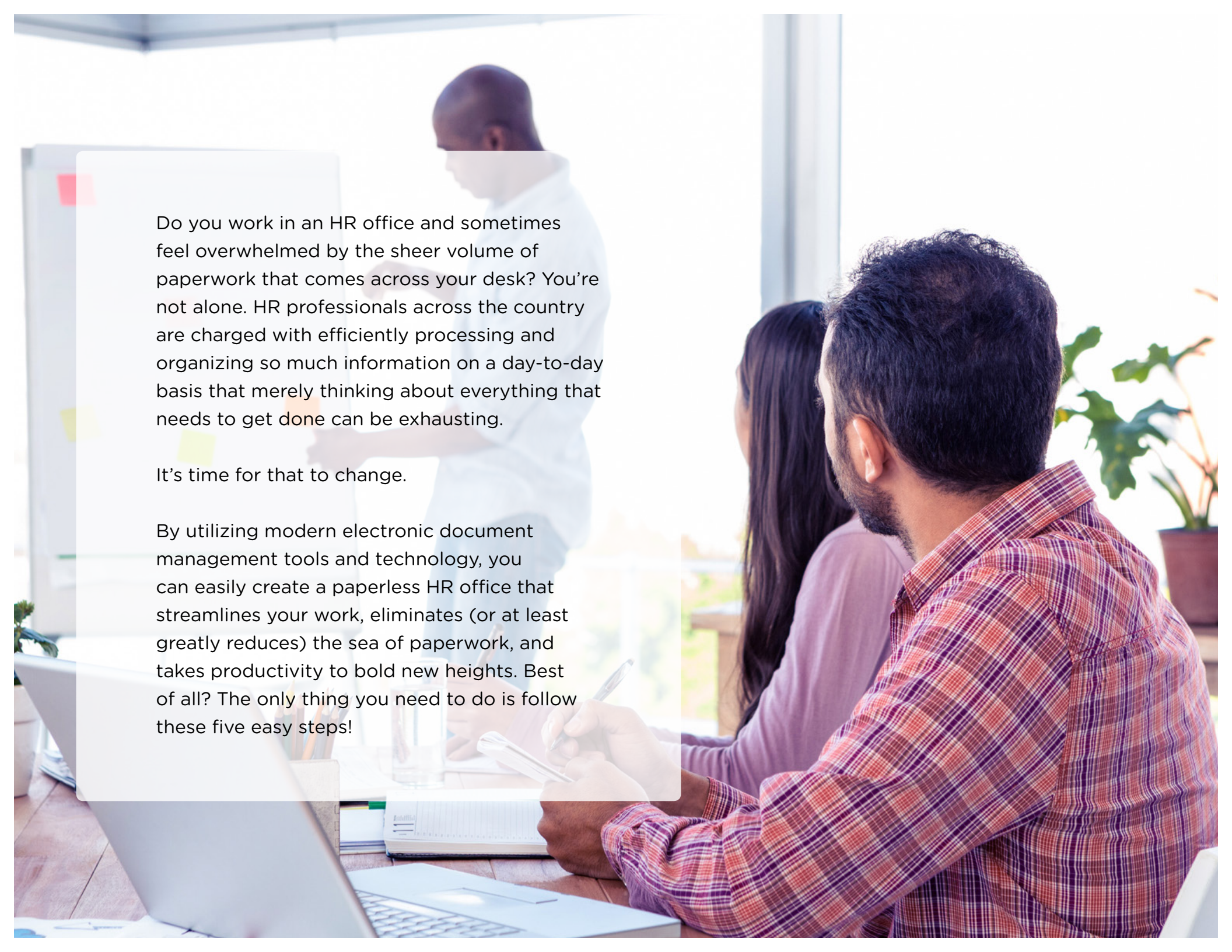# Five Easy Steps to Creating a Paperless HR Office

caso

Do you work in an HR office and sometimes feel overwhelmed by the sheer volume of paperwork that comes across your desk? You're not alone. HR professionals across the country are charged with efficiently processing and organizing so much information on a day-to-day basis that merely thinking about everything that needs to get done can be exhausting.

It's time for that to change.

By utilizing modern electronic document management tools and technology, you can easily create a paperless HR office that streamlines your work, eliminates (or at least greatly reduces) the sea of paperwork, and takes productivity to bold new heights. Best of all? The only thing you need to do is follow these five easy steps!

Step 1: Evaluate Your Current Situation

It's impossible to achieve a goal if you don't have a plan. That's why the first thing you should do is take a step back, strategically look at your business processes, and see what your needs are going forward. Depending on what industry you're in, you may have specific objectives and painpoints that require attention. In order to devise a solution that gets the job done, you need to have a solid understanding of your desired outcome.

Step 2: Scan Your Current Paper Documents

The second step towards transforming your HR office into a paperless productivity machine is to identify a scanning solution. Resumes, applications, employee performance records, training records, benefits documents...the list goes on and on. HR department are inundated with a constant stream of paperwork that clogs filing cabinets and storage rooms. Making these files electronic reduces those storage needs and helps manage the deluge of information.

Our best-in-class document scanning services help ensure that your important documents and data are scanned accurately, safely, and within a timeframe that makes sense.

Step 3: Select a Document Storage System

Once your backlog of forms and records are available electronically, the next step is to select a document storage system that fits your business needs. All of the scanning in the world doesn't drive the efficiency you need unless it's paired with a powerful document management system that makes it easy to identify and retrieve the pertinent data.

At CASO, we work with several premium vendors to provide document storage software that makes it easy to search and retrieve your information. Whether you want to utilize cloud-based storage or host your files on your own network, we've got options that will make all your files more accessible than ever.

Step 4: Add an eForms Solution

The right document management solution will allow you to easily scan any incoming paper documents or automatically log faxes and emails, so you'll never again have to wrestle with unmanageable mountains of accumulated paperwork. But that's only half the battle.

An eForms solution helps you create and use electronic forms on the front end so that you can skip the scanning step altogether. We offer programs that utilize editable PDF forms paired with sophisticated business rules logic that help create data fields that automatically import the information you need.

Step 5: Implement Automated Workflow

With your plan in place, your backlog scanned, a document storage system selected, and eForms enabled, you've got the core of your paperless office in place. Now all you need is automated workflow software that helps get things humming along more efficiently than ever.

Automating your workflow helps ensure that the right people see the right forms at the right time...every time. It creates an auditable trail of who has interacted with documents (and who still needs to) and enhances productivity, accountability, and, ultimately, the bottom line. A successful implementation of workflow automation is the final step that truly transforms your HR office and creates a groundswell of efficient momentum through paperless productivity.

Get started today.

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