



TRANSFORM YOUR HUMAN RESOURCES OPERATIONS

DIGITIZE | STORE | AUTOMATE | UNLOCK

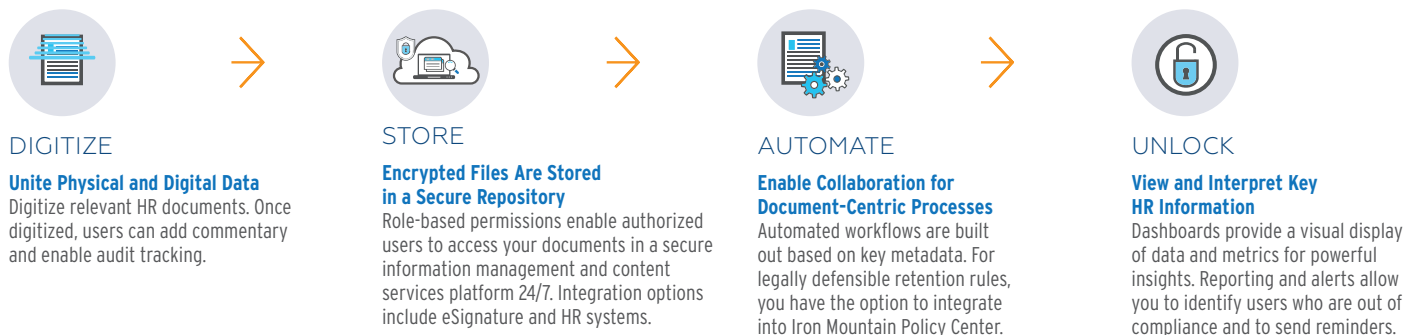
- CHALLENGE

Managing your human resources (HR) records can be challenging when they are in multiple formats and places and your workforce is hybrid. That's why effective employee onboarding is crucial. Not only does it shorten the time it takes for new employees to become productive, but it can also provide a better employee experience and help to reduce turnover in the first months after hiring. Ensuring your employee documentation is complete, up to date, and being managed in compliance with ever-changing laws and regulations is a priority. Unfortunately, tracking missing acknowledgements and producing audit reporting is an inefficient and manually intensive process.

+ SOLUTION

Iron Mountain Human Resources solution is a software-as-a-service (SaaS) offering that enables employees and internal business partners to participate in workflows that support the business. You'll be able to define the processes that others need to follow and automate the routing of documents to those who need to act on or respond to them, regardless of their location or desire to use mobile devices. You'll be able to automate escalation notices of delays in processes, documentation missing from employee files, and the retrieval of documentation needed to support inquiries, audit requests, and pending litigation. You'll have centralized visibility that provides the oversight you need, along with dashboards that arm you with data and metrics that deliver powerful insights.

How It Works



WHAT YOU GAIN

- + **STREAMLINED** HR processes and improved employee service level
- + **IMPROVED** communication of policies and procedures
- + **STRENGTHEN** compliance with privacy regulations while safeguarding employee information and minimizing litigation risks
- + **ENHANCED** employee experience for HR and the rest of your organization

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