

# HR Automation

**Paperless Human Resource Document Management**

Centralize Records, Manage Compliance and Eliminate Paper



simplify **HR Records Management**

## **Document Management** for Human Resource Professionals

Your goal is to hire the best candidates to help your organization achieve its strategic goals. If you're hindered by outdated technology, or worse—no technology—you're struggling with not only finding the best people, but proving the value your department brings to the entire business.

More than 2,000 organizations in North America trust Docstar for Human Resource automation tools.

**Contact Mosaic** for 20+ years of references and for a presentation using your own documents!



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# Docstar ECM HR Automation

## Configured and Implement by Mosaic Corporation

- 24-Year Platinum Partner representing DocSTAR/Epicor Products
- Integration experience with most popular ERP's
- Lead contract labor resource for Epicor and responsible for implementations nation-wide
- Mosaic understands cultural adoption and brings a wealth of knowledge and experience to your project.

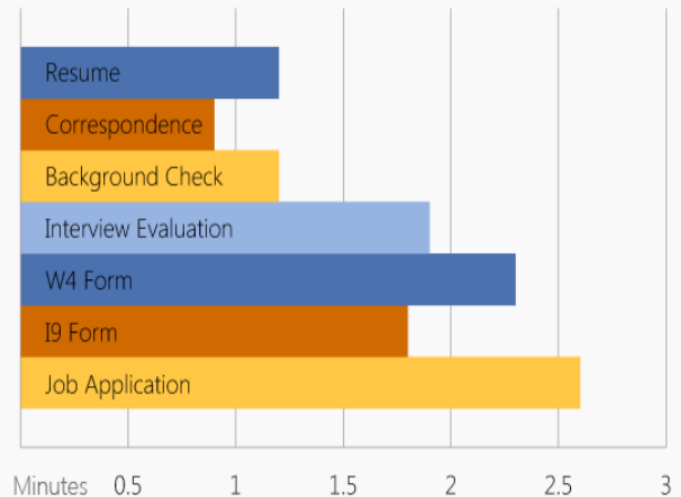
## You want to manage human resources, not documents

Human resources creates dozens of pieces of paper for every employee. From applications, background checks, insurance, employment, and benefits forms to post-separation forms, you generate and manage a lot of paper.

And all that paper takes a lot of your time to fill out, file, and find later.

DocStar ECM [Document Management](#) software for HR helps you do all of these things, simply, and easily—automatically! No more paper files, no more overstuffed filing cabinets, no more physically transferring files between departments or locations, no more missing documents, and no more painful audits.

Data Entry Time for Common HR Documents



## Reduce compliance concerns

With DocStar HR Automation documents such as employee files, employee medical files, and I-9 documents can be stored in individual folders to ensure separation of key HR files.



### With DocStar HR Automation:

- ✓ Reduce the storage burden of complying with record-keeping retention regulations set forth by FLSA, Title VII of the 1964 Civil Rights Act, ADA & ADEA, and FMLA
- ✓ Provide security features to protect employee privacy and comply with HIPAA
- ✓ Guarantee file integrity with DocStar Authentication, which time and date stamps every image
- ✓ Secure documents automatically
- ✓ Monitor document access and retrieval with Audit Trail X Access documents from any device and any location 24/7

## Securely manage employee records from the first day to the last—and beyond

DocStar solutions, implemented in the cloud or on premises, empower busy HR professionals to:

- ✓ Quickly process new applicants and route documents to the appropriate managers with [electronic forms](#)—ensuring the best applicants get the attention they deserve
- ✓ Easily onboard new employees with secure, built in workflows to make sure the right people have the right information at the right time—and identify anything that’s missing
- ✓ Securely store and manage employee files with digital folders that ensure separation of key HR documents like I-9s, medical records and other employee documents and manuals, making stressful audits a thing of the past
- ✓ Focus on issues around employee retention and satisfaction—not chasing down paper forms and files
- ✓ Enhance your productivity with software solutions that make your job more efficient and fun

Employee Document Lifecycle



## DocStar has the features HR needs, and more

DocStar solutions are easy to learn, easy to use, affordable software solution that helps you capture, share, and retain documents with a click of a mouse or tap of a touch screen.

- Capture document from virtually any input device, from any location
- User-defined security access with multiple security setup
- Flexible on-premises or cloud deployment options offer better ROI
- Search for documents in a single location with fast, Google-like search
- Access DocStar ECM from within Microsoft Office programs for greater ease of use
- Import documents from within their native program
- Integrates with most HRIS software solutions
- Digital workflows can be as basic or detailed as needed
- Automated interviewing, onboarding, and separation workflows
- Ensures compliance with legislative acts like HIPAA and ADA, and regulations like the Affordable Care Act



**Prepared to treat your processes to the quality care you offer your patients?**

**[Contact Us Today](#)**