

# FileBRIDGE<sup>®</sup> for HR

Advancing the Way HR Manages Documents

Ensure compliance while reducing as much as two-thirds of the time spent on administrative tasks. FileBRIDGE enables process automation and holistic views of your documents, allowing HR to take on a more strategic role in the organization.

FileBRIDGE for HR is an easy-to-implement, simple-to-use solution that creates a bridge between your paper and digital business processes. It is a complete solution that manages any document, no matter where or how it originated. FileBRIDGE for HR automates and streamlines your processes, eliminating time-consuming administrative work so HR can focus on what's most important—the people in your organization.



#### Command Central

FileBRIDGE for HR provides a central aggregation point between your disparate HR systems, network drives and paper files to give you a comprehensive 360° view of all employee documents.



#### Automate Processes

Campaigns and workflows route documents for approval, review or signature. Documents can be classified and filed accurately with no data entry or human intervention.



#### Stop Searching & Start Finding

A single, secure, intuitive central repository makes it easy to find documents in no more than three clicks. Spend more of your valuable time with employees, not paperwork.



#### Empower Employees & Managers

Employees and managers can self-administer documents while HR remains in complete control. Documents can be accessed, reviewed, approved or signed on any mobile device.



#### Streamline Document Handling

Seamlessly integrate with your HRIS or established business system and manage all of your documents from one place.



#### Eliminate Shadow Files

Provide online access to eliminate multiple paper copies at headquarters and in remote offices for geographically dispersed organizations.



#### Share & Collaborate Securely

Securely share one or thousands of documents with internal or external stakeholders. Two-factor authentication, secure data rooms and audit trails provide security and control over your information.



#### Achieve Compliance

The FileBRIDGE for HR dashboard shows you which documents you have, which documents you are missing and which documents have expired. Monitors keep you compliant and E-forms allow you to send and receive documents for quick authorization.

# Achieve greater efficiencies through business process automation. FileBRIDGE for HR lets you focus on what is most important—people, not paperwork.



## Global

We have expertise deploying global solutions and will apply best practices to ensure a compliant and efficient implementation.



## No IT Resources

FileBRIDGE is a SaaS solution that requires no hardware, additional software or work by your IT department.



## Extendable

The FileBRIDGE platform can be configured to solve any document management challenges. Whether it's AP workflow automation or managing contracts, FileBRIDGE will improve access to critical information while ensuring compliance and security.



## ROI

Eliminate costs associated with printing, filing, copying, shipping and storing documents. Gartner indicates implementing a digital document management system for HR can improve productivity by 15% or greater. FileBRIDGE for HR clients report productivity improvements of 30% or greater.

Quickly transition to a complete and efficient digital solution. Our team of experts will convert your paper and digital files, integrate your existing HR systems and configure FileBRIDGE to meet the needs of your organization. **It's that EASY!**

## About Access

Access provides the U.S., Latin America and Caribbean with an end-to-end solution for all of your records management needs. We have over 20 years of experience implementing technology solutions for some of the world's most well-known companies. From document storage, imaging and conversion solutions to secure destruction services, Access is advancing how the world manages information with the very best service.

To find out how Access and its FileBRIDGE products can help your business, contact our team today at 1.800.899.3975 or [discover@accesscorp.com](mailto:discover@accesscorp.com)

**TALK TO US TODAY**

[InformationProtected.com/FileBRIDGE](http://InformationProtected.com/FileBRIDGE)



**Access**  
Information Protected.