The Lean, Green, Paperless Machine

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How Tall is Your Stack?

Paper = Problems = Waste!

- A midsized company with 1,000 employees produces 30 million pages of paper per year, which equals the cutting down of 1,369 trees and produces approximately 300,000 pounds of CO_2 per year.
- 30 million pages = 9500 ft. of paper

That's 8.93 Eiffel Towers!

- Schools and School districts have not provided any valid data regarding paper consumption – but anecdotally, they are not as efficient as businesses.

How Much Paper Do You Use?

Manual Process Expense Summary						**Your Stack of paper**			
$1,630	Paper & Ink					7500	pages	Certified employee New-hire packet	
$2,962	Labor (Paperwork Assembly)					2300		Substitute new-hire packets	
$1,691	Labor (Scanning)								
$3,556	Labor (Filing & duplicate Data entry)					9000		Classified employee new-hire packets	
$4,789	Labor (Certification & Finderprint Management)								
								0.0038	Paper thickness
$14,630	Total Expense for Current Paperwork process					**18800**			
						71.44	inches		
							or...		
						5.953333	feet		
	30000000	0.0038	114000	9500					
				1063	eiffel tower				
				8.936971					

A Paperless Workplace …

- Lowers Workloads,
- Increases Accountability, and
- Makes the World a Better Place

Core Advantages of Paperless HR

- Time Efficiency = lower workload
- Task Efficiency = lower workload
- Accuracy & Accountability
- Increased Security & Privacy
- Freedom from losing paperwork
- Reduction in forgotten tasks
- Massive cost reduction in paper, toner, folders, paper clips and file cabinets
- Reduction in physical storage space

Why Paperless is a Good Idea

- **Go Green**: Environmentally, it's the right thing to do. Make a positive impact on the environment. What better way to communicate a successful eco-friendly message to the community!
- **Reduce paper handling**: Greater than 50% reduction in filing. In a paperless office, a physical document is generally handled only once – when it is scanned.
- **Eliminate lost document searches**: Searching for misplaced or misfiled paper documents can be a lengthy exercise in frustration even for the most organized office.
- **Reduce printing and copying costs**: From printing to copying, paper to toner, even staples and paper clips, daily expenses will be reduced.
- **Increase document access**: More than one person can view the same document at the same time.
- **Improved Security**: Documents can be securely accessed from anywhere without the assistance of someone at the office. Only the appropriate people can access specific data. Their "role" determines their level of access. Much more secure than file cabinets!
- **Benefit the bottom line**: Productivity and efficiency are increased leading to reduced staffing costs or increased work throughput, or both!
- **Cut storage costs**: Dramatically reduces file storage costs as fewer filing cabinets are needed and less physical space is required for cabinets.
- **Organization and Improved Workplace**: Less paper, allows for a tidier space in which to work
- **Improve disaster preparedness**: Improves security for documents due to better backup systems including off-site backups resulting in copies being available even if disaster strikes the main office.

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Paperless: Read First!!!!

- **The major obstacle to a paperless HR Office isn't technology**,
  - *It's a resistance to change.*
- **It's an Opportunity to re-think and re-design your workflow.**
  - Eliminate and upgrade outdated processes
- **If you aren't ready to dump paper:**
  - There are intermediate (and *VERY* logical) steps to phase you in that direction.

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The Solution:

Automation!

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Automation

- Automation is taking a job that a person used to do manually and having technology do it.
- Remember: Many existing processes were developed based on the resources available at the time the were implemented.

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Examples of HR Automation

- Substitute Management
  - automates calling & provides absence management tools
- Applicant tracking
  - reduces paperwork tasks
  - assists in quickly finding applicants
  - connects principals directly to approved applicants
  - reduces HR office tasks
- Conversion to paperless HR Records
  - Speeds access to employee records
  - anytime/anywhere access via internet
  - Improves security and HPAA compliance
  - Reduces filing and records management by more than 50%
  - Provides employees direct access to their records (appropriate records only!)

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Examples of HR Automation 2

- Paperwork automation
  - eliminate new-hire packets
  - track incomplete paperwork
  - send & automate employee paperwork
  - automate evaluations
  - digital contracts
  - reduces paper, ink and staff time
  - routes documents from one person to the next as appropriate
- Workflow
  - Automated Approvals processing
  - Rules-based flow of information, data-gathering, etc.
  - Linear and parallel task processing
  - Automated decision flow and data-checking
  - Task-sharing and "impersonation" keeps hiring and other processes going, even when key personnel are unavailable.
- Data Integration
  - Data from various products updates across systems to reduce duplicate data entry

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Success Story

Deer Valley USD, AZ

- The Arizona Performance Excellence Award is modeled after the Malcolm Baldrige Criteria, a very powerful set of criteria that assists organizations to improve their performance.

Highlights:

- As a result of modifications made to the hiring process between 2007-10, the current value of Process Errors were reduced by 36%.
- The Average Hiring Cycle time improved by 70% (reduced from 5 days to 1.5 days).
- The number of Unfilled Certified Vacancies was reduced from 98% in 2008-09 to 100% fully staffed in 2009-10.
- One hundred percent of the teachers in the Teacher Induction program noted that they were supported.
- The number of Highly Qualified teachers is now at 100%.

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Paperless Paperwork

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Document Management

Employee Records Management

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The Paperless Office

From This ... to This!

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Benefits of Going Paperless

Transitioning to an Electronic Records Document Management System will:

- Increase productivity = 20%-50%
- Save on document handling = 20%-90%
- Improve cycle time = 20%-90%
  - *Cycle time* is the *time* required to complete a given process
- Save space = 30%-50%

Plus:

- Easy Searching for Documents
- No more misfiled or lost documents
- Advanced Security ensures **HIPAA** compliance

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Managing Existing Documents

- **HR optimized Scanning**
  - Designed for busy people with demanding accuracy requirements
- Start by Importing core Data
  - (Employees, Vendors, etc.)
- Quick-Select Tools make it easy to scan data to
- One-click Instant document profiling

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Automated Forms Processing

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"Better-than Paper" Paperwork

- SmartForms are interactive documents that replace existing paperwork.
- Instead of printing a document, you create a SmartForm that can be received, completed, approved, returned, and filed on-line.
- Routing instructions within each document automate the flow to the next appropriate person.
- Automates routine paperwork!

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SmartForms …

NOT your grandpappy's form-fill-able PDF technology.

It's bi-directional, database-managed, electronic signature getting, workflow-controlled, Bar-code ready, interactive, that becomes part of your employees' record kind of technology.

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SmartForm Efficiency

- Employee/Applicant Portal and self-service tool for ongoing paperwork and demographic information updates
- Easily Track who has completed their paperwork
- *Send reminders*
- ***Unlimited*** Document Collection and Management

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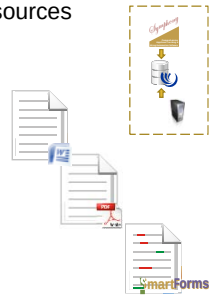
SmartForms: The End of "Paper" Paperwork

- Integrate Data from multiple sources
  - Applicants
  - Employees
- Use your own Documents
- Convert them tp PDF
- Insert SmartFields
- Done!



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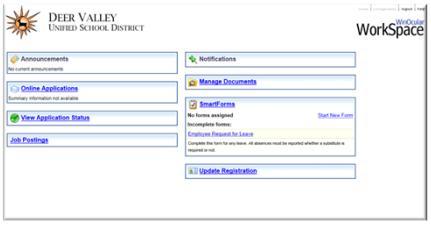
Employee Self-Service

- Update Contact Information
- Complete on-line eForms



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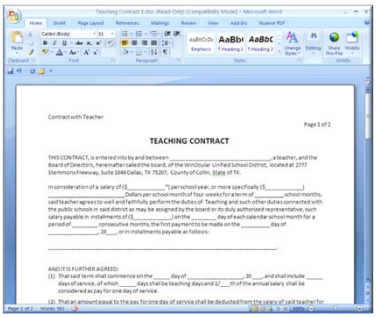
Create Your eForm

- Use your existing documents,

or

- Create new eForms with MS-Word



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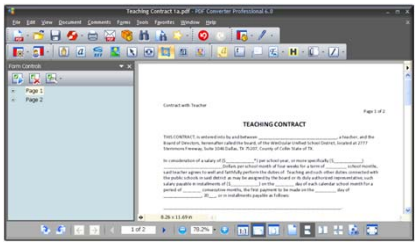
Convert to PDF

Many Solutions are available for creating PDF eForms

- Adobe Acrobat Professional



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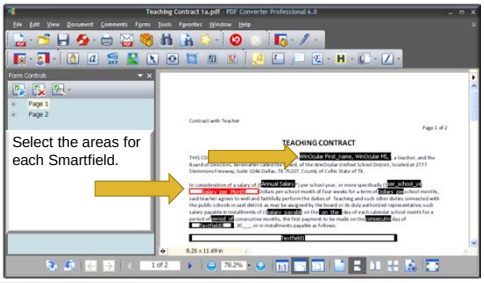
Place the SmartForm Fields

- Simply click and place your fields



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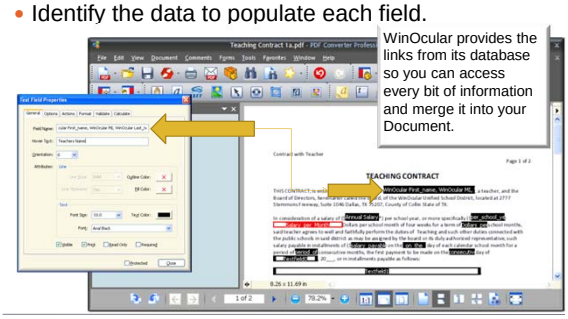
Link the SmartField to the Data

- Identify the data to populate each field.



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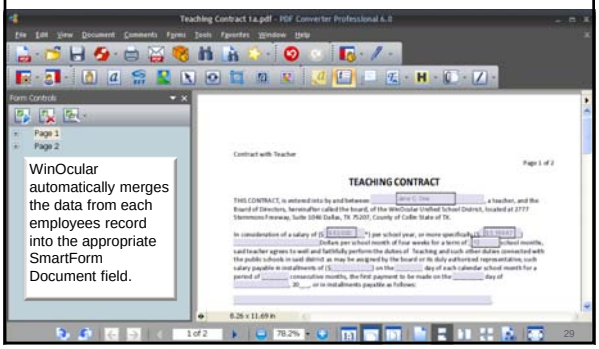
The Rest is Done!



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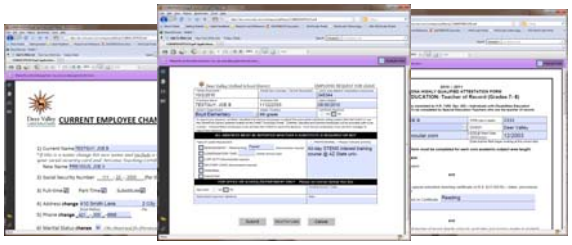
No More Hassle!



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Give it a Try!

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Contact Information

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