ScerIS ®

Digitizing Human Resources

ETCETERA

ETCETERA® HRMS - GETTING HR ORGANIZED & PAPERLESS

Digitizing and cataloging HR documents gets HR organized and paperless. ETCETERA® HRMS – Enterprise Content Management (ECM) is the preferred platform to accomplish "paperless".

Every Human Resources (HR) organization has similar but unique requirements for managing data and documents.

It's with this in mind that ECM is configurable to meet each organization's requirements as well as provide the platform for modifying HRMS configurations as an organization's Requirements change.

There is no other more flexible, useful system available to address HRM requirements.

ETCETERA® HRMS - ENTERPRISE CONTENT MANAGEMENT

ECM provides the environment for optimally managing digitized HR assets. These assets typically include employee files, I-9s, applicant tracking and recruitment, benefits, workers compensation, training and development, and other HR files. For some organizations, this includes files for contract labor and volunteers and can include health and safety and other health related information.

ECM is both a data and document management solution. Digitizing HR is often the first step towards paperless. The ability to continue to manage digitized documents is a key part of any truly comprehensive HRMS and is a fully integrated and supported capability in ECM. With ECM, organizations create and manage the Master Employee Database, capture and catalog scanned and imported files, and access data and documents of all types online.

ECM supports over 300 file types. This means that you can store Word, Excel, HTML, PDF and a variety of other file types within a class of documents without the need to print and scan. Viewing of these 300 different file types is managed within the application without the need for source application executables. This file presentation, known as Scalable Vector Graphics (SVG) makes it possible to include documents in the HRMS solution that can be managed on desktops, laptops, tablets and mobile devices.

ETCETERA® ECM - DATA & DOCUMENT SECURITY

ECM includes a very granular security authorization system that can restrict access to the records of employees, or even restrict access to individual documents within an employee's file.

An example of this is providing access by a Benefits Administrator to the benefits related documents within an employee's file, while restricting access to other documents.

Because this security system has very granular roles and user permissions, access can be extended to managers, supervisors and employees either directly or through portals created just for that reason.

ETCETERA® ECM - TABBED PRESENTATION

ECM provides for a tab organized presentation of documents, automatically organizing documents to their associated tab. If an organization needs to add a tab or change the relationship of a document type to a tab that's easily accomplished in minutes, and all files are thereafter dynamically organized to the revised tabbed specification.

HR can determine the data that's presented above the tabbed section called the "banner". This typically includes Employee ID, Employee Last Name, Employee First Name, Employee Middle Name, Hire Date, Last Review Date, Next Review Date, and may include Healthcare Alerts and any special notices that may be important for any reason. Values stored in the Master Employee Data Base can be dynamically converted to a meaningful "alert" type message when displayed for viewing, and color coded and highlighted making sure the special messages get noticed.

A tabbed presentation of documents may include tabs that are at one level.

Alternatively, sub-tabs can further refine the segmentation of documents and files. For example, top level tabs for employee files might include a Benefits tab. Within the Benefits tab there can be a further segmentation of documents to sub tabs such as Healthcare, Dental, Life Insurance, and Other Benefits. This is configurable to the unique requirements of each HR organization.
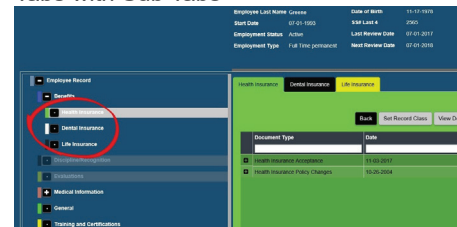
Organizing the Banner
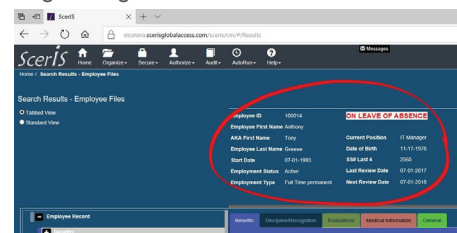
Tabs at One Level
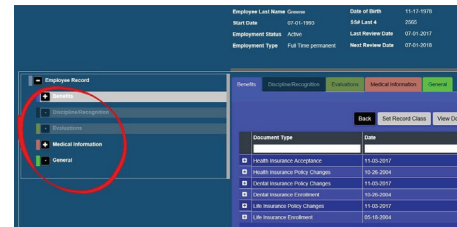
Tabs with Sub Tabs

ETCETERA® HRMS - ENTERPRISE PROCESS MANAGEMENT

The companion product to ECM is ETCETERA® HRMS - Enterprise Process Management (EPM) which provides for online workflows and processes that replace traditional paper, excel spreadsheets, word forms and PDF fillable forms often used in HR processes.

EPM provides for the digital transformation of HR. HR processes are converted to online processes that are all encompassing. For example, on-boarding processes can provide for employee self-onboarding, but can also provide for automated notifications to Information Technology, Security, and other departments that are a part of any comprehensive onboarding process.

Getting Started

The first step in introducing an HRMS into an organization is understanding the organization's goals in implementing the solution. With an outline of expectations, ScerIS can assist in numerous ways:

- Create or assist in the development of the Master Employee Data File.
- Digitize existing paper documents, import electronic files and catalog these digitized documents into ECM.
- Convert documents and data from existing systems.
- Assist in the design of the system, identification of data values and indexes, establish tabbed presentations.
- Develop online processes and workflows.
- Develop HR and employee training programs, and provide training services.

ScerIS - Digitizing HR

ScerIS helps organizations get digitized. ScerIS has operated a document conversion services and Business Process Outsourcing services organization since 1994. One of the services provided is the digitizing and cataloging of human resource documents and files. Services generally include document prep, scanning, image quality assurance, indexing and indexing quality assurance and committing digitized documents to the ECM module of ETCETERA® HRMS.

About ScerIS

ScerIS is a resource to its customers for Big Impact solutions and services. Founded in 1993, the company's focus is to help customers retool business processes, automate people centric work, improve workforce productivity and utilize key performance indicators that help position them for increased profitability.

ScerIS is a resource to its customers in healthcare, financial services, business and government. Serving 16 major markets and over 100 industries, ScerIS provides Business Process Improvement Solutions, Business Intelligence Reporting and Data Analytics Tools, Mobile Workforce Solutions, Custom System Design, Implementation Services & Business Process Outsourcing.

ScerIS is the software developer of ETCETERA®, the platform for business process improvement, content management, business intelligence and data analysis. ScerIS also provides Managed Cloud Services, Professional Services and Outsourced Services rounding out its value to customers.

ScerIS®

At ScerIS, information is alive!

Corporate Office
201 Boston Post Road West
Suite 102
Marlboro, MA 01752
(978) 218-5000
www.sceris.com