Automating New & Exiting Employee Processes

The key to the success of your business starts the minute a manager makes the decision to hire a new employee. The steps that follow are critical to realizing the full potential of that employee's contribution to your company. Armed with a checklist, paper file folders, express mail envelopes and a printer, the processes in most Human Resources departments touch critical line-of-business systems, regulatory compliance and a company's intellectual capital in a completely ad-hoc manner.

Equally important are the decisions and steps required to terminate an employee. The same processes that brought an employee onboard now need to be unwound. Deactivating access to all network and business systems is one challenge. Gartner estimates that most employees leave a company with continuing access to parts of their former company's business for up to six months. And, with enduring peak and seasonal employment swings, ad-hoc processes can cost companies huge amounts of money due to the accidental continuance of pay after termination and intellectual and real assets that are not properly retrieved.

Verity: The Right BPM Solution

Verity brings control, security and visibility into all hiring and terminating processes. Our business process management and content capture solutions interact with all the systems and people that are involved in hiring and terminating processes regardless of where they occur.

Enterprises using Verity eProvisioning solutions will:

- Dramatically shrink the hard costs associated with hiring, transferring and terminating employees.
- Accelerate the completion of new and departing employee paperwork.
- Enforce employee data management policies to comply with reporting/auditing processes.

Typical Enterprise Environment
Applications: New Hire & Termination Paperwork
• Employment applications, resumes, tax forms, benefits enrollment, IT user access forms • Employee status change documents to include annual performance reviews, payroll changes, timesheets • Exit documents related to IT user change forms, benefit cancellation, exit forms
Challenges: Inability to respond to high operating costs relative to paper processes and lost employee productivity, intensified by difficult and inaccurate auditing processes.
Solution: Verity LiquidOffice, Verity TeleForm
Results: Manage the Total Lifecycle of Employee Data Management
• Quickly ramp data and images into critical enterprise applications • Get core function tools and information to new hires rapidly • Real-time, accurate information for better business decision and reports

- Deploy intelligent, automated workflows for approvals, tasks and acknowledgements.
- Manage employee/user access data in real-time to make employees productive quickly.
- Unlock information with online storage and secure, anytime access.
- Share employee data seamlessly with all enterprise applications.

Accelerate

Responsiveness with Structured Workflow

Verity's solution is built on the fundamental strategy and belief that it is necessary to provide robust functionality in this environment. Verity's automated, electronic workflows are easy to use, adjust and maintain. With BPM, Verity has taken all of the difficult tasks that usually require endless hours of programming by IT engineers and built them into comprehensive graphical design environments. Changes in a process are instantly accommodated and implemented by the HR business owner.

Processes through Automation

Verity products transform the full breadth of human resource paper-based transactions into automated, electronic processes and optimize existing electronic processes. Verity products are "liquid" in that they flow around existing applications and automate them rather than forcing re-engineering. Critical documents and forms are not delayed or abandoned; instead they are automatically escalated to the appropriate person(s) in order to keep the process moving.

Connect

Paper and Digital

Verity is unique as being the only company that provides a solution to completely automate both paper and digital forms and documents, integrating them seamlessly with a company's HRMS and other line-of-business systems.

People, Processes and Information

Verity solutions securely connect all people across the enterprise regardless of geography, whether inside or outside enterprise firewalls. Verity accomplishes all of this through open

> *"The integrated Verity solution implementation has greatly reduced the time we spend reviewing, searching for and tracking down the status of documents. The time is takes to submit, apply action and approve forms and documents has also significantly improved. For most routine processes, the processing time has been cut from weeks to days and days to hours for better servicing our constituents."*
>
> —City of Boston

and industry standard interfaces and formats such as PDF, HTML, InfoPath, XML and paper that are natural to everyday processes, providing maximum flexibility to our customers.

Enforce

Best Practices and Policies

Verity completely removes the guesswork regarding complying with company policy and procedures for the hiring and termination process. All of the requisite form and document templates are stored in a secure central repository with permission so that only the required personnel have access. All forms and documents, whether filled out online or paper, are automatically and securely routed to the appropriate and authenticated individuals.

Auditability and Compliance

Verity provides complete real-time visibility into every step of the hiring and termination process. Each action is tracked and stored including the snapshot of the document or form at each step of an approval or review cycle.

Return on Investment

The ROI associated with the Verity solution is measurable throughout the enterprise. The key benefits include:

- Hard-cost Savings: More than 75% reduction in costs associated with shipping, paper, supplies and storage
- Activity-based Cost-savings: Decrease in labor spent administering the hiring and terminating process
- Productivity Gains: HR personnel can spend more time on value-added activities that help increase the fiscal objectives of the company.
- Risk Abatement: Reduction in fees associated with lawsuits, compliance penalties and lost intellectual capital.

Verity and Intellectual Capital Management

Verity provides software that enables organizations to maximize the return on their intellectual capital investment. The company's intellectual capital management (ICM) solutions provide integrated search, classification, recommendation, monitoring and analytics across the real-time flow of enterprise information, along with self-service Q & A. In addition, Verity's business process management and content capture solutions activate information and accelerate its flow from person to person and between systems. Verity technology also serves as a core component of more than 260 applications from leading independent software vendors.

Around the world, more than 11,500 organizations of all sizes and types rely on Verity to manage their intellectual capital. In the private sector, these include ABB, AT&T, AXA, Bristol-Myers Squibb, Capgemini, Ernst & Young, Capital One, Cisco, Deloitte Consulting, EDGAR Online, Ford, GMAC, Hewlett-Packard, Kaiser Permanente, KPMG, Mayo Foundation, PricewaterhouseCoopers, SAP, UBS and Verizon. In the public sector, customers come from all levels and branches of government, including the U.S. General Services Administration, the U.S. Air Force and Army, the U.S. Department of Defense, including the armed forces units, and the U.S. Departments of Energy and Justice. Independent software vendors that integrate Verity include EMC Documentum, FileNet, Lotus, Oracle, Stellent and TIBCO.

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Intellectual Capital Management