

PeopleAdmin Employee Records



Simplify Process Management, Expand Human Productivity

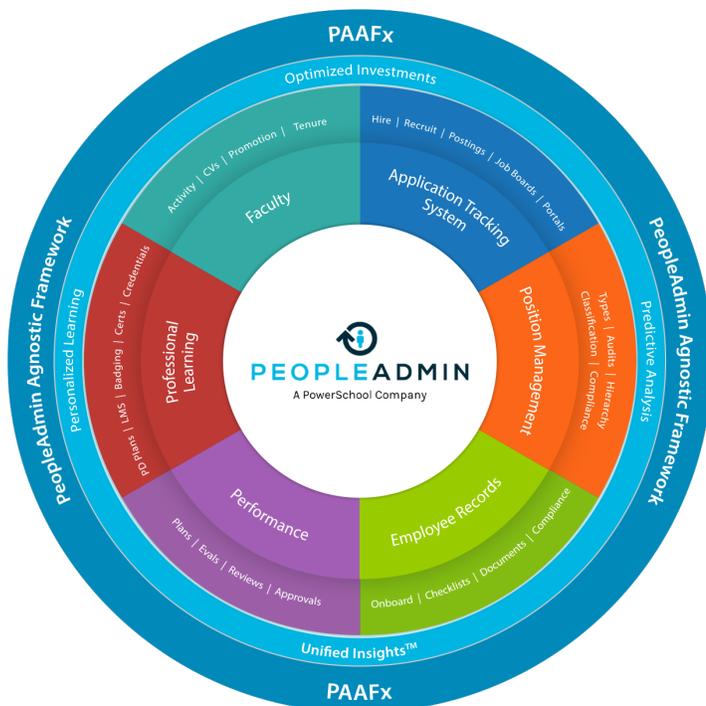
Building an empowered, engaged, and competent workforce starts long before a new hire walks through your institution's door. Make a great first impression with comprehensive onboarding processes designed to welcome new hires seamlessly.

PeopleAdmin's Employee Records (formerly Onboard) enables higher education institutions to maintain compliance without the added stress of paper processes - freeing hiring managers and HR teams to focus on personalized communications and meaningful, development-driven activities.

Why consider Employee Records?

With Employee Records, new employees are up to speed and ready to fill their roles quickly, so they can spend more time advancing the institution's mission.

- Save time and money
- Know your staff's status
- Improve onboarding
- Stay audit-ready



Easy-to-Use Portal

User-friendly online portal where new hires can complete important activities, such as signing their W-4s and I-9s



Administrative Oversight

Pro-actively monitor onboarding processes and reduce bottlenecks



Configurations & Flexibility

Address complex needs of each department by defining unique activities and tasks

Focus on life in the employee lifecycle, not paperwork

Streamline HR workflows and give new hires a smooth onboarding experience with an intuitive process management product helping you be paper-free, productive, and audit-ready

Eliminating printing and copying of employee relation documents cut costs by at least 50 percent.

Source: 2016, Hobson & Company, Talent Management's ROI in Education

PeopleAdmin's Employee Records module enables institutions to maintain compliance without the added stress of paper processes, freeing hiring managers, and HR teams to focus on personalized communications and meaningful, development-driven activities.

Key Features

- **ENHANCED VISIBILITY**
into the onboarding process
- **TIME-TO-CONTRIBUTION**
reduced for new hires
- **CONFIGURABLE WORKFLOWS**
provided by a seamless and personalized portal
- **INCREASED EMPLOYEE**
engagement and retention
- **HIGHERED COMPLIANCE**
oversight
- **INCREASED SECURITY**
for documentation
- **E-FORMS**
take task management and productivity to a new level
- **MANAGE ONBOARD**
and offboarding processes with ease



"Employee Records offers us a repeatable, consistent process for onboarding and record keeping. New faculty hires always receive the crucial information they need, and we no longer worry about new hires missing documents."

- Janice Ward, Director of Faculty Affairs, UAB

For more information
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