

# Does your core HR system provide a complete view of the employee?

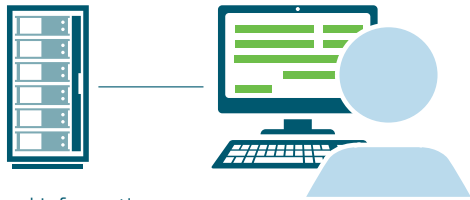
OnBase connects the data in your core HR systems to related personnel documents outside

You've invested in a core HRIS or HCM system to manage key data and operations — everything from your employees' personal information to applicant tracking and payroll data.

But you have critical related content — from applicant correspondence and resumes to tax forms and employee contracts — that these systems can't effectively manage. This leaves your HR staff without easy access to all the information required to make decisions, manage processes and provide exceptional service to employees.



## CORE HR SYSTEM



Personal Information  
Emergency Contacts  
Employment History  
Skills & Talents  
Compensation History

## RELATED EMPLOYEE CONTENT

Resumes  
Offer Letters  
Tax Forms  
I-9 Forms  
Contracts  
Policies  
Procedures  
Correspondence



## What if you could complete the picture?

OnBase complements your core HR systems, providing HR staff with a complete view of the employee information they need, when and where they need it.

OnBase centralizes all types of critical content and connects it to the data in your core HR systems, providing users with instant access to all relevant information directly from their familiar system interface.

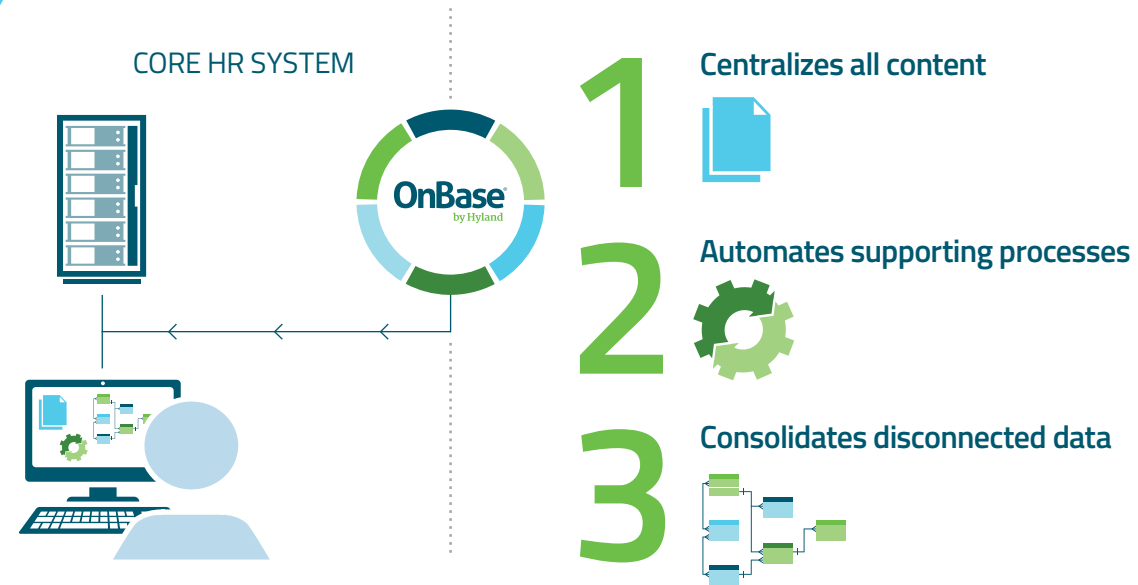


OnBase displays the related content within the core HR system user interface

One platform **Unlimited potential**

**OnBase**  
by Hyland

OnBase goes beyond linking content to your core HR system by also managing the related **processes and data** – all on a **single enterprise information platform**.



**1. Centralizes all content:** HR systems that are designed to handle data often provide only a basic content repository with limited capabilities. OnBase delivers a full range of enterprise-class, secure document management capabilities on a single platform. Seamless system integrations allow HR staff to view personnel documents and content — like direct deposit forms, W-4s, leave requests, employment contracts and correspondence — right alongside supporting employee data in the core HR application.

**2. Automates supporting processes:** While your HR systems handle certain processes, there are other processes — like employee leave requests, critical incident and grievance management, tracking acknowledgments of policies and procedures, or employee onboarding — that are either very expensive to implement or that your HR system simply wasn't designed to handle. OnBase allows you to automate existing HR processes and easily extend that functionality to new ones.

**3. Consolidates disconnected data:** While your core HR systems manage specific employee data, there are related tasks, activities, conversations and other information being managed outside these systems — via email inboxes, spreadsheets, file shares or legacy applications. OnBase consolidates scattered data, tasks and activities living outside your core HR systems into a single location where they are connected and tracked.

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OnBase provides these tools not only for a single HR system but for multiple line-of-business systems and applications across your enterprise.



Learn more at [OnBase.com/HR](https://OnBase.com/HR) >>