



INDUSTRY FACT

MANAGING
WORKFORCE
TALENT DIRECTLY
CONTRIBUTES
TO INCREASED
ORGANISATIONAL
EFFECTIVENESS AND
PROFITABILITY -
INCREASING TOTAL
SHAREHOLDER
VALUE BY UP TO 15%.

SOURCE: CORPORATE LEADERSHIP
COUNCIL, 2015

SOLUTION BRIEF

IRON MOUNTAIN® WORKFLOW AUTOMATION™ FOR HUMAN RESOURCES

BUSINESS CHALLENGE

You're responsible for strategic priorities, such as effectively managing a 'ready now' workforce that drives organisational effectiveness and profitability. That's tough when you are responsible for many tactical and administrative tasks that eat up your time. You lack the tools to automate the routine and repetitive steps of your HR processes, yet capital and IT investments for HR systems are challenging in the current business environment.

HOW THIS AFFECTS YOU

- You're spending time on administrative tasks that you could be using to focus on the 'human' in Human Resources.
- Your workflow processes have bottlenecks and delays that reduce your employee service level and allow your co-workers to use process 'short cuts' and 'workarounds.'
- You lack visibility to processes within your department that would enable you to proactively track, manage and report quantitative insights to Senior Management.

WHAT IF YOU COULD

- Streamline your HR processes and improve your employee service level while freeing time to spend on workforce management ?
- See dashboards that provide real-time visibility into your HR processes, and use those metrics and data for powerful insights?

- Solve your information management challenges without purchasing a new system or burdening your IT organisation?

IRON MOUNTAIN® WORKFLOW AUTOMATION™ for Human Resources

With Workflow Automation for Human Resources you'll enable employees and internal business partners to participate in workflows that support the business. You'll be able to define the processes that others need to follow and automate the routing of documents to those who need to act on or respond to them, regardless of their location or desire to use mobile devices. You'll be able to automate escalation notices of delays in processes and documentation missing from employee files. You'll have centralised visibility providing the oversight you need with dashboards that arm you with data and metrics that deliver powerful insights - all without the need to rely on IT.



You'll also be able to remove tedious steps in a process, such as creating checklists and searching for missing documents. And you can automate the retrieval of documentation needed to support inquiries, audit requests and pending litigation.

When you use Workflow Automation for Human Resources, you'll be better able to protect your organisation from risks associated with compliance, security and privacy lapses. You'll have audit trail with documentation that tracks changes and activities that have been performed on folders and files, such as viewing and printing.

We take data center safeguarding and compliance seriously. Your information will reside securely within a data center infrastructure.

Your data will be encrypted at rest and during transmission across a secure network. In the unlikely event that documents are accessed by an unauthorised person, the data will not be viewable.

Workflow Automation for Human Resources is available with the following complementary services, to create a solution that can remove paper from your information management responsibilities:

- Document Imaging Services
- Secure Storage Services

With our **Document Imaging Services**, you can have paper documents scanned and indexed, with metadata applied, for easy data retrieval.

With our **Secure Storage Services**, you'll secure and protect your valuable physical records and documents and wrap a records management program around them.

With the Iron Mountain Workflow Automation for Human Resources you'll gain the benefits of best-in-class technology, all for a predictable monthly subscription fee, avoiding capital investment and any need to burden your IT department. You'll leverage our ability to link your physical and electronic records, wherever they reside, industry best-practice processes, facilities and personnel and our 65+ years experience protecting customers' information security and privacy.

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ABOUT IRON MOUNTAIN

Founded in 1951, Iron Mountain (NYSE: IRM) is the global leader in storage and information management services, committed to storing, managing and transforming what our customers value most, from paper records to data to priceless works of art and culture. Iron Mountain's suite of solutions - records and information management, information governance, data management, digital solutions, data centers and secure destruction - enable organisations to lower storage costs, comply with regulations, recover from disaster and protect their data and assets in a complex world. Visit www.ironmountain.ae for more information.

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