

# THIS MESSAGE WILL SELF-DESTRUCT:



Why it's time to ditch the paper in your Human Resources (HR) department

## STILL RELYING ON MANUAL DOCUMENT PROCESSES IN HR?

Here's why paper files are not only **expensive** and **time-consuming**, they're also **dangerous**.



### HR PROFESSIONALS SPEND:

**14%** of their time maintaining employee records<sup>3</sup>

**51** minutes a day looking for paper documents, files and emails<sup>4</sup>

ANNUALLY U.S. BUSINESSES SPEND  
**\$8 BILLION**

JUST MANAGING PAPER<sup>1</sup>

It costs:

**\$20**  
to **FILE** a document

**\$120**  
to **FIND** a misplaced document

**\$220**  
to **REPRODUCE** a lost document

{ on average }<sup>2</sup>  
**20%**  
OF PAPER RECORDS ARE **MISFILED**

Manual administration of HR processes costs up to **\$2,000 PER EMPLOYEE PER YEAR** for mid-size organizations<sup>5</sup>

## The top 5 dangers of sticking with paper-based processes in HR

### 1 COMPROMISED DATA SECURITY



You don't know who has access to employee records

**23%**

OF DATA BREACHES ARE THE WORK OF "MALICIOUS INSIDERS"<sup>6</sup>

**36%**

OF DATA BREACHES HAPPEN BECAUSE OF EMPLOYEE MISTAKES, SUCH AS MISPLACED RECORDS

### 2 NO VISIBLE AUDIT TRAIL

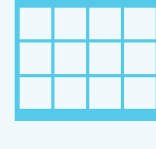
You don't know **WHAT THEY'VE DONE** with sensitive information



YOU CAN'T SEE WHO ACCESSED THE DOCUMENT,



WHAT THEY DID WITH IT,



AND THE DATE AND TIME THEY ACCESSED IT

### 3 EMPLOYEE PRIVACY VIOLATIONS

Maintaining confidentiality is critical in HR. Data privacy laws require employers to safeguard sensitive information including:

- Social Security numbers
- Workplace injury information
- Health-related information
- Reference checks
- Performance reviews
- Pay levels



Failure to protect employee privacy risks heavy fines and penalties

### 4 LOST OR INCOMPLETE INFORMATION

**74%**

of companies use 4 or more systems in addition to their HRIS<sup>7</sup>



**INCONSISTENT FILING SYSTEMS** MEAN THERE IS NO SINGLE SOURCE TO VIEW EMPLOYEE RECORDS

{only}

**6%**

of HR professionals are confident all their employee files are complete<sup>8</sup>

### 5 NO DISASTER RECOVERY

In the event of a catastrophic loss of data due to fire or flood: <sup>9</sup>

**60%**

of companies shut down within six months

**93%**

of businesses file for bankruptcy within a year



## Content Services:

The risk - and destruction-free - solution

Content services platforms aggregate and manage content across multiple repositories and HR applications to help you:



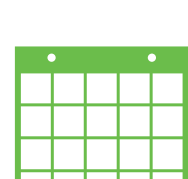
Rid your HR department of paper files



Protect the security of employee information



Ensure compliance with records retention policies



And, leveraging secure deployment in the cloud means your - and your employees' - important data is protected **24 HOURS A DAY, 365 DAYS A YEAR**

To learn more, download the eBook >>

**7 Reasons Your HR Department Needs a Content Services Platform**

1. Forrester Research, cited in Corp Magazine, 82 Percent of Companies Still Spending Billions on Paper  
2. ARMA International - Can RIM Save the World?  
3. Center for Effective Organizations - How HR Spends Its Time  
4. HR.com - Digitizing Employee Files: 6 Reasons Why You Should Do It  
5. PwC - The Hidden Reality of Payroll & HR Administration Costs  
6. Security Intelligence - These 5 Types of Insider Threats Could Lead to Costly Data Breaches  
7. HR.com - Digitizing Employee Files: 6 Reasons Why You Should Do It  
8. HR.com - Digitizing Employee Files: 6 Reasons Why You Should Do It  
9. PC Mag - How to Disaster-Proof Your Business

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