HR Document Automation Delivers Results

Your HR operations may not be where you make your profits, but it's certainly where you can lose them. Streamline your HR processes with FileBound to improve the way you recruit, manage, and retain employees while staying in compliance.

File Bound®

Practical Solutions for Today's Challenges

In today's environment, scalability, cost containment, compliance, and transparency are all simultaneously real challenges that most HR departments face. The only practical way to address all of these is through an affordable automation solution. FileBound delivers the solution you need.

FileBound automates the input process to improve the quality and quantity of your throughput. Paper documents or forms can be scanned using desktop devices or departmental MFPs and automatically processed and filed in the system.

Once scanned, the digital images can be managed and controlled seamlessly with all the other digital HR documents, such as emails, e-forms, and office documents. Sensitive documents and files can be easily protected to provide the security and compliance you need by restricting access, changes, and document outputs. All access and activities within the system are tracked and reports can be generated for regulatory compliance.

FileBound provides the process automation capabilities you need for your HR processes.

Web-Based Application Processing
Applicants can complete forms and attach additional documents directly from your website. This content is automatically stored in FileBound under the applicant's ID, and the file, along with instructions, are routed to users based on configured rules for processing.

Employee On-Boarding
FileBound helps automate the on-boarding process by routing required forms and content to the new employees, creating requirements checklists, delivering notifications, and systematically reporting file deficiencies for regulatory compliance.

Benefit Change Requests
FileBound allows you to build e-forms that can be routed to employees for change requests. Process logic automatically routes requests for management approvals. All of the change request activities and approvals are tracked within the system and available for audit reporting.

Performance Review Processes
FileBound allows you to build review forms, checklists, and automatically initiates notices based on dates.

Time-off Request Forms
Employees can complete request e-forms which automatically initiate an approval workflow process and provides notifications back to the employee upon approval.