

## Reap substantial benefits with Lexmark's HR paper-to-digital solution



Employees are one of your company's most valuable assets. Replacing employees can be a difficult and tedious process. Not only is a substantial amount of time and effort involved in finding the right person for the job, there is also the chore of completing the myriad of employment documents required to meet employment guidelines

specified internally, as well as by federal and state mandates.

In the manufacturing and distribution industries, your companies experience an especially high turnover in warehouse personnel, where time is of the essence. The sooner the person is hired and trained, the more efficient the warehouse. Unfortunately, the paperwork required to acquire a new employee can slow you down. Once all the employment paperwork is signed, filed and stored, it must be secured, yet be available for access when needed.

Lexmark's HR paper-to-digital document management solution addresses the key issues of security, tracking and the speed of retrieval. Paper documents can be locally scanned, bar-coded and stored in your EDMS system. Using barcodes to identify single documents or groups of documents makes it easy to store, track and retrieve the documents quickly. Preprinted forms can have barcodes that include numeric forms and the ability for OCR input. Groups of documents can be indexed with the same barcode and accessed all together.

These substantial improvements to your HR operation can improve processing time, reduce manual handling and decrease the likelihood of losing documents. Additionally, your company can experience a reduction in the volume of vendor calls as well as expenses associated with data storage and third party costs. All of these benefits can reduce your cash cycle and increase your bottom line.

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### Did you know?

A typical paper document:

- Gets copied 19 times
- Up to 7.5 percent of all documents are lost
- 3 percent of the remainder are misfiled

**Professionals spend 5 – 15 percent of their time reading information . . . but up to 50 percent of time looking for it!**