

Driving digital efficiencies in HR

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Driving digital efficiencies in HR

Challenges faced by HR functions today

Why should HR go digital?

How scanning can help create the digital HR function

Why Fujitsu and ScanSnap scanners are the right choice for HR

Opportunities for partners and action plan for success

HR is a part of every organisation, and it's often dealt with by people who are:

- | Time poor
- | Multitaskers
- | Seeking to improve productivity
- | Looking to save the organisation money

Challenges faced by HR functions today



Increased homeworking means the digitisation and management of information has never been so important.

HR is at the forefront of business-critical decision making and ensuring business continuity.

Challenges faced by HR functions today

HR functions want:



to make administrative tasks easier and more efficient;

so they can:



ensure business continuity

and



concentrate on their core business mission



The answer is digital transformation. The first step is scanning. The question is how.

35% of organisations do not yet have a clear plan towards digital transformation¹

Challenges faced by HR functions today

HR functions can be split into four broad categories:



Handling and storing employee data



Processing information




Providing analysis and insight



Staff communication

Handling and storing employee data

Maintaining and organising employee records, including job roles and responsibilities, employee personal data, rewards and recognition, and disciplinary records

- 
- Paper-based data storage can be inefficient and complex to navigate
 - Storage space limitations and access to central filing cabinets make data handling laborious, expensive and prone to human error
 - Centrally-stored files inhibit remote access and create a physical security risk

On average SMEs spend 120 days every year on admin¹

Processing information

Required for many HR processes including recruitment, on-boarding, payroll, benefits enrolment, expenses and managing holiday entitlement



- Admin-heavy, paper-based systems – such as managing physical receipts and collating forms – leads to inefficient manual record keeping
- Paper-based systems limit ability to remotely access information and cause a security and compliance risk

21% of an organisation's total productivity is lost as a result of information management inefficiencies¹

Analysis and insight


Required for organisational and business planning, including succession planning, as well as demonstrating compliance

- | Time consuming to manually analyse paper-based data to support business decisions
- | Difficult to monitor diversity, pay transparency and benchmarking to ensure compliance
- | Limited access to centralised paper files which are difficult to keep secure

71% of HR managers say they struggle to access data or analytics in their business¹

Staff communication

HR is central to ensuring cross-organisational dialogue, keeping employees connected and aware of their roles

- 
- Lack of clarity and accessible documentation can lead to duplication or missed objectives
 - Keeping employees abreast of company updates across multiple locations is challenging
 - Maintaining compliance with document version control and visibility is problematic

74% of employees feel disconnected at work and that they're missing out on company information and news¹

Why should HR go digital?

More accessible but secure data and efficient workflows ensure employee engagement and regulatory compliance

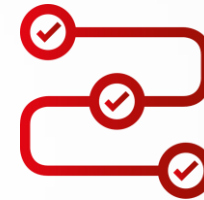
Digital transformation enables greater...



Accessibility



Security & compliance



Workflow efficiency



Employee engagement

Why should HR go digital?



Accessibility

Make records and data available to access from anywhere with user access rights



Why should HR go digital?



Security and compliance

Easier to secure digital files and set automatic rules for data retention compliance

€20m

Penalties for non-compliance on GDPR can be €20m or 4% of annual global turnover, whichever is greatest¹

28%

of firms say they are compliant with GDPR today²

Why should HR go digital?



Workflow efficiency

Make data storage and processing more efficient and less prone to errors

48%

of HR managers do not believe they have the HR tools and systems in place to be as effective as they possibly can¹

46%

of HR managers consider that the biggest single productivity improvement for most of their business processes is to remove the paper²

Why should HR go digital?

Employee engagement

Keep employees motivated with easier workflow and less time spent on admin



81%

of Millennials said "state-of-the-art technology" was critical to an ideal working environment¹

92%

of benefits leaders state that digitisation within employee benefits is crucial to building staff loyalty and driving better retention²

Companies see scanning and image capture as the first step of the digital transformation journey

An entry point towards automation and IoT solutions

Reduces paper and storage while making processes leaner

Cuts costs

Enables a more productive workforce

Opens the door for new ways of thinking and future proofing

54%

view scanning as an important digital transformation enabler¹

Scanning and the digital HR function



Easier access, security and compliance

Central electronic storage of employee data makes it easier to access, easier to secure and easier to ensure compliance



Simple form finding and updating

Scanning and storing employee forms makes them simple to find and update



Digital documents are searchable and accessible

Digital storage of CVs, interview notes, contracts, performance reviews – all searchable and accessible from anywhere



Reduced costs

Money saved through less storage space required and reduction in lost or damaged documents and input inaccuracies



Digital documents can be analysed

Digital storage ensures that you always have the most recent version and allows analysis and comparison across teams and the organisation



Easy access to evidence of compliance

Evidence easily to hand for professional development, training and compliance e.g. diversity and pay transparency



Better working environment

Provides a significantly enhanced working environment

At-a-glance customer benefits



Effortless

Dependable, high quality scanning makes capturing paper-based HR information effortless



Economic

Digitising HR processes and streamlining workflows to delivers efficiencies and cost savings



Time-saving

Less time spent on admin means more time to focus on core activities

A dedicated scanner offers significant benefits to HR ...



- Enables HR-specific LOB applications
- Automatic GDPR retention periods support compliance
- Interim holding area for scans ensures confidentiality and security
- Detailed image capture and automatic cropping
- Accessible, searchable documents in editable format
- Streamlined and scalable HR workflows
- Greater scanning volumes plus double-sided scanning
- Quicker, easier admin
- More productive and efficient
- Saves physical storage space
- Reduces cost of scanning
- Less time wasted queuing for shared multi-functional devices

A multi-function printer (MFP) does not offer the range of HR applications, the volume or flexibility of a dedicated scanner.

Fujitsu and ScanSnap scanners are the ideal choice for the HR function.

Fujitsu SP-1130N: improving work processes

- ▮ Scanning multiple document types and sizes
- ▮ Scanning directly into workflows
- ▮ Ad-hoc creation of PDFs
- ▮ Creating searchable and editable Word, PPT and Excel files



Fujitsu SP-1130N

The Fujitsu fi-7160 – a good choice in the current landscape

Ideal for organisations struggling with remote working, needing to digitise vast amounts of data

Versatile and cost effective – the world's best selling scanner

Fast, reliable digitisation

- Backfile conversion
- 60 ppm
- 9,000 daily duty cycle
- PaperStream IP for state-of-the-art image processing and clean up
- Scans directly into workflows



Fujitsu fi-7160

Our ISV partners make the solution even more powerful



Transform paper HR documents into a digital workflow platform



Optimise the visibility, sharing and processing of HR-related information



EASY SOFTWARE

The EASY HR software optimises HR processes simply, easily and securely



Keep personnel records secure, accessible and manageable with easy.forward™



HR Software, Payroll and In-house Recruitment Solutions all brought together through a single platform, Access Workspace.

Now is the ideal time to target HR opportunities

More staff working from home creates new challenges:

- employee engagement
- productivity

Increased demand from staff for access to their data

Recognition of the need to accelerate digital transformation

Need for support from a trusted adviser

Help your customers to solve their HR problems

An opportunity for you to help businesses that are striving to adopt new HR working practices to achieve workflow efficiencies, accessibility, security and compliance.



Our Imaging Channel Program is your clear path to growth

Realise the full potential of the imaging and digitisation market

Sharpen your competitive edge

Open new doors, close more deals and drive increased revenue/margins

Connect with our partner ecosystem for further opportunities

Improve your credibility and differentiate your business

Make use of the support available from PFU



Use cases

Use case: HR

University digitises personal records

Client: UK university

The challenge

- Time and resources wasted on manual practices such as printing, archiving, retrieving and managing staff records
- Complications in managing a variety of document types with different legal retention periods (from 5 to 40 years)
- Large backlog of paper-based files that needed to be digitised

The solution

- Dedicated scanner which can handle high scanning volumes from a variety of paper types as well as double sided scanning
- Centralised storage with document management software to enable capture and storage of scanned paper documents
- Seamlessly integrated with existing HR system
- Permissions-based access to ensure security and confidentiality of personal information
- Ability to specify lifespans for HR documents to comply with retention period regulations

The benefits

- Centrally stored data can be retrieved and viewed from any location in seconds
- Keeps documents secure with access restricted to those that need it
- Makes it simple to ensure regulatory compliance
- Frees up staff to focus on more strategic work
- Saves physical space as no longer need cumbersome paper files
- Cost benefit of reduced time spent on admin and compliance

A winning joint solution

Fujitsu solution
[Add specific scanner details]

Partner solution
Document Manager from Document Logistics
document-logistix.com

Crib sheet

HR is ready to welcome you on board

Everything you need to capitalise on a great sales opportunity

From multinationals to sole traders, there's a Human Resources (HR) function in every business. At the SMB end of the scale, people with HR responsibility are often time-poor, price-conscious multitaskers looking for ways to make admin easier, quicker and more efficient. Crucially, they usually have limited access to IT support. Which is where you come in. HR is moving towards digital transformation, and scanning is the critical first step.

Challenges faced by non-digitised HR functions today

Benefits of a digital HR function

A more intelligent way of working

Processing information
Admin-heavy, paper-based systems mean inefficient record keeping. Centrally-stored files inhibit remote access and are a security risk.

120%
of employees use HR systems

Analysis and insight
Manually analysing paper-based data takes too much time. Manually monitoring diversity, pay transparency and benchmarking for compliance is difficult.

71%
of HR functions struggle to measure their analysis

Handling and storing employee data
Paper-based data is complex and takes time to navigate. Storage and access limitations makes data-handling laborious, expensive and prone to human error.

21%
of organisations struggle to manage their employee data

Staff communication
Managing version control and keeping employees updated across multiple locations is difficult.

74%
of employees feel disconnected

More accessible and secure data with efficient workflows strengthen employee engagement and regulatory compliance.

Digital transformation of HR enables greater...

Accessibility: making employee records and data accessible from anywhere with user access rights

Security and compliance: making it easier to secure digital files and set automatic data retention rules for GDPR compliance

Workflow efficiency: making data storage and processing more efficient with fewer errors

Employee engagement: keeping employees informed and motivated with easier workflows and less admin time

Scanning technology has a big role to play in creating the digital HR function

Companies see scanning and image capture as the first step of the digital transformation journey

Reduction of paper processes is a way to make HR workflows leaner, reduce storage space and free employees from tedious tasks

Central electronic storage of employee data, CVs, training and certification and so on makes it easier to access, easier to secure and easier to ensure compliance

This in turn helps to lower costs and create a more productive work force

It also opens the doors for new ways of thinking and future proofing the business

54% view scanning as an important digital transformation enabler*

1. Setup HR system 2. HR review 3. UK 4. Setup 5. HR

Co-marketing opportunities

Contact your Fujitsu Account Manager or email marketing@uk.fujitsu.com to discuss potential co-marketing opportunities.

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Action plan for your success



Don't hesitate to ask us for support!

Organisational Intelligence Research Report 2020

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Andy COWLING
Test

VIEW PROFILE

1,000

Points Available

0

Points Spent

LOG A SALE

POINTS VALUE

160

bonus points
for every S1300i sold
until September 30th

ScanSnap

280

bonus points
for every iX1500
sold until
September 30th

ScanSnap

Double Points

for every SP-1120, SP-1125, SP-1130
and SP-1425 you sell

Thank you.

For more information please contact:

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Or your Partner Manager