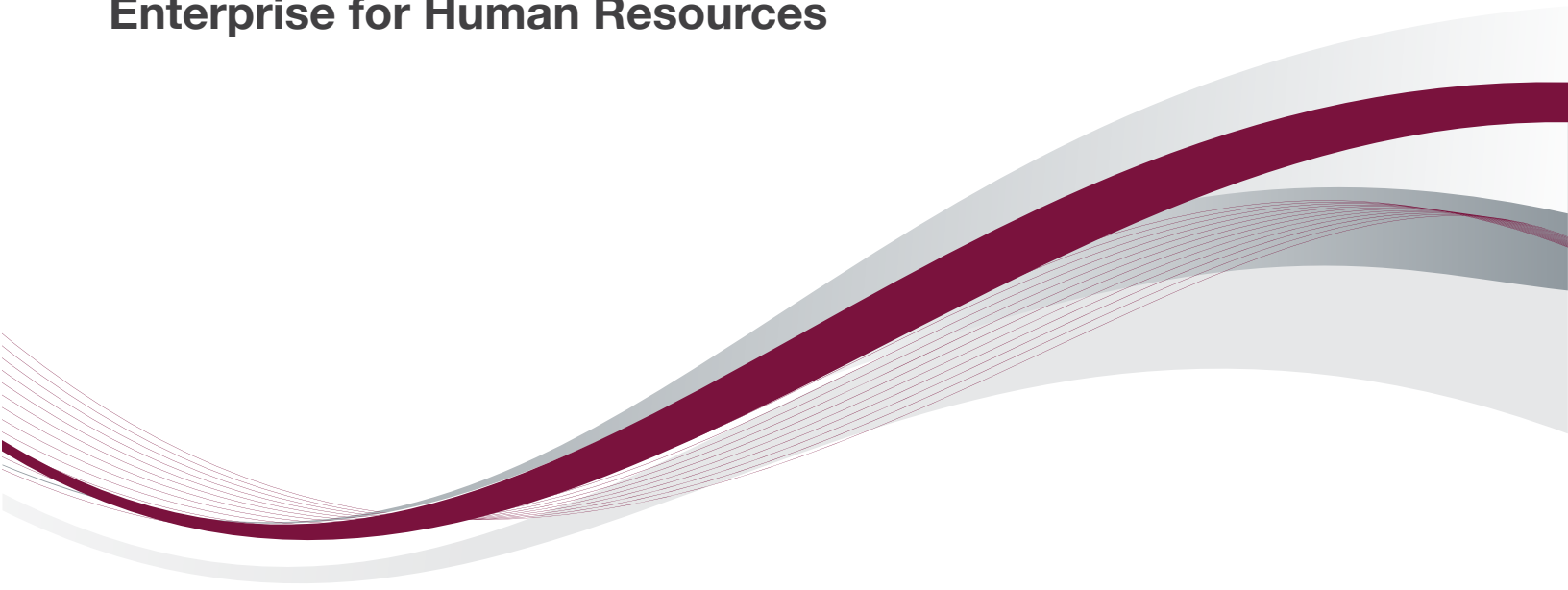


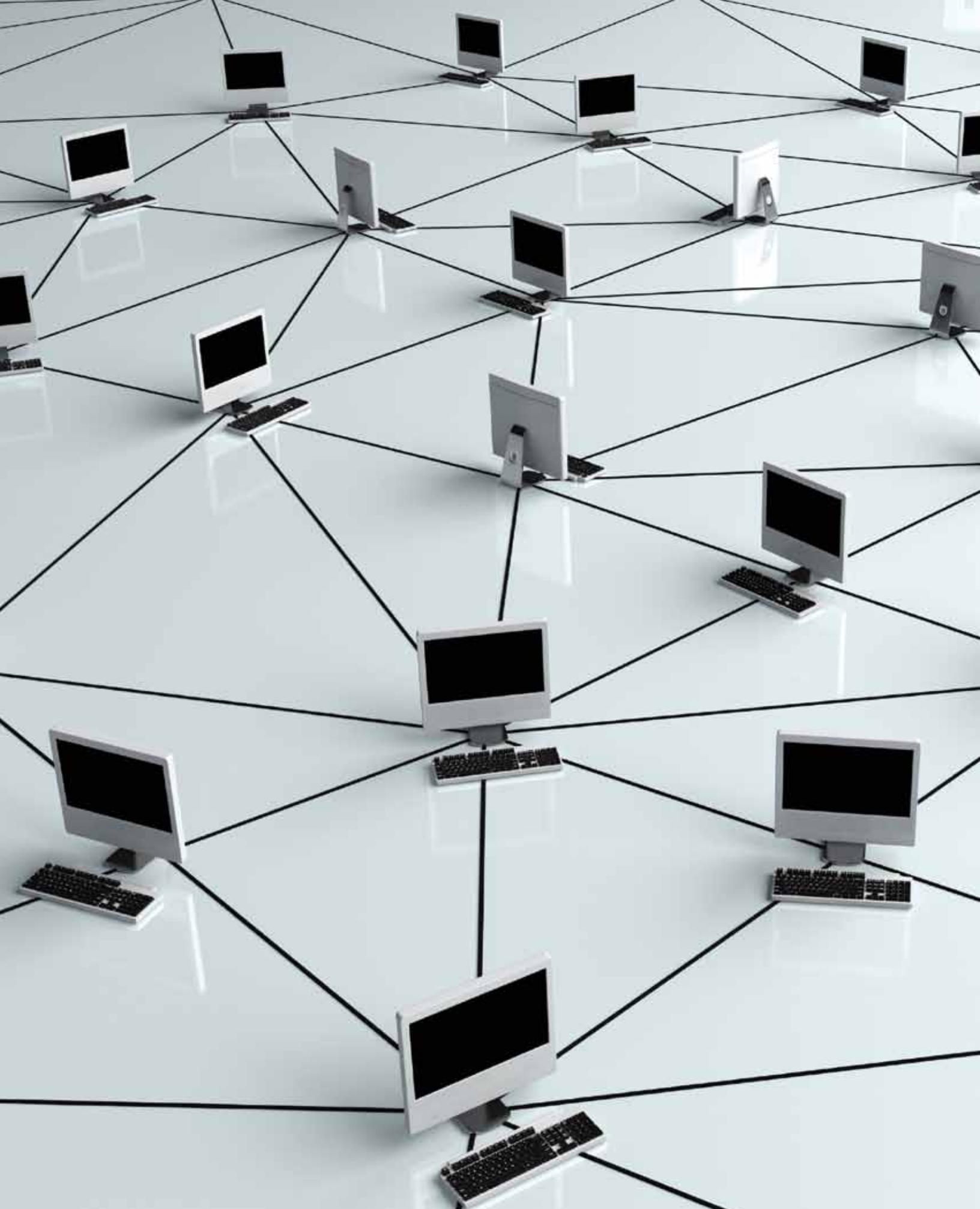
Enterprise for Human Resources



**TAB**  
fusion**RMS**

Managing physical and electronic records together.™





1.877.306.8875

# Enterprise for Human Resources

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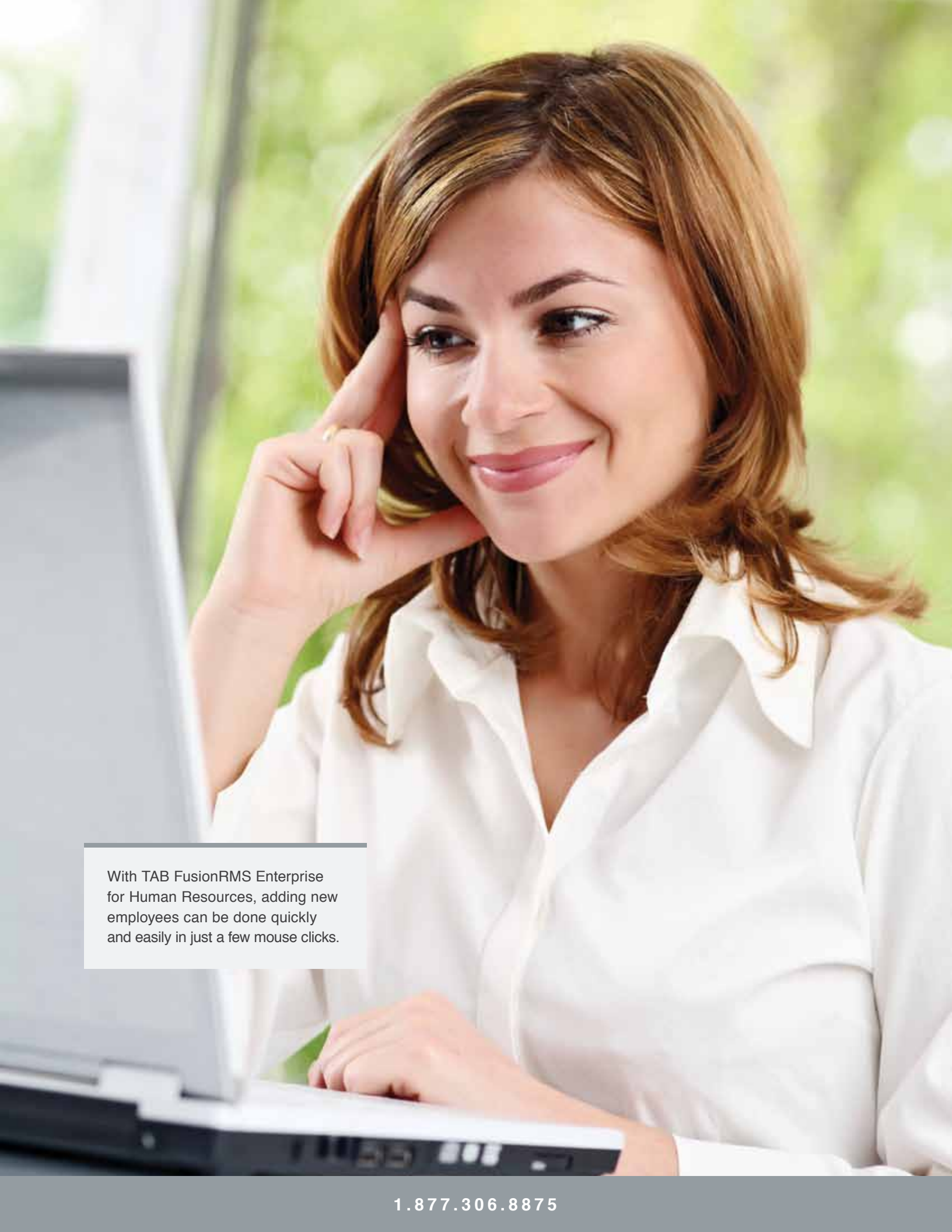
Human Resources professionals are faced with an increasingly complex challenge when it comes to managing and maintaining personnel records. New regulations have increased the mandates regarding the types of employee and applicant records, both physical and electronic, that must be kept and for how long. Juxtapose these new regulations against the realities of today's high turnover rates, and the full scope of the HR record keeping challenge can be placed in proper perspective.

Just in time to help manage this growing task comes the latest offering from the industry's leader in records management, TAB FusionRMS Enterprise for Human Resources. The industry's premier records management solution, designed to help human resources professionals approach the life cycle management of their records more diligently than ever before.

TAB FusionRMS Enterprise for Human Resources offers an array of industry-leading functionality designed specifically for the HR professional:

- Helps maintain all HR records:  
Provides end-to-end document tracking solution for both paper records and electronic records mapped to the complete employee record life cycle.
- Helps companies and government agencies stay in compliance with ever tightening employment and regulatory environments
- Streamlines the workplace and makes Human Resources activities fully accountable and more efficient.
- Tracks required training and certification requirements and offers management capabilities.

**TAB FusionRMS Enterprise for Human Resources** is based on the industry's foremost unified physical and electronic records management system. Designed to organize and simplify the life cycle management of records in any form, regardless of the number of records you manage, TAB puts you in control.



With TAB FusionRMS Enterprise for Human Resources, adding new employees can be done quickly and easily in just a few mouse clicks.

# Key Benefits

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## **Physical or Electronic, TAB Tracks Records in any form**

TAB delivers efficiency and accuracy to managing records in all forms—paper, physical and electronic. TAB unifies the entire spectrum of today's records management requirements into one comprehensive and easy-to-use system.

## **Improves Compliance / Mitigates Risks**

Efficiently manages your regulatory compliance and virtually eliminates the risks inherent in today's record keeping world.

## **Supports Entire Record Life Cycle Managed By Human Resources:**

- Managing Job Postings and descriptions both Internal and External
- Application Process Management
- Interview Feedback tracking
- Testing Process and Procedure Management
- Hiring Process Management
- Offer Letter Tracking
- Employee provided Documentation tracking
- Benefits Documentation tracking
- Administrative Action Management
- Performance Review Management
- Training, Certification and Renewal Management
- Termination Management
- Resignations Management
- Contract Employee Reporting Management
- Government Regulation Paperwork Reporting
- Contract Employee Reporting Management
- Government Regulation Paperwork Reporting

## **Unlimited Flexibility for your Team**

No one knows your company's records better than you. The TAB FusionRMS Enterprise system is designed to help support your team in meeting your most complex record keeping objectives. We offer the power and functionality you'd expect from the industry's leading solution paired with the flexibility to map to your company's processes and procedures. We partner with you to maximize the innovation, efficiency and accuracy of your records management resulting in lower costs and better service to internal and external customers.

## **Configurable and Scalable**

From single departments to the entire enterprise, no matter the size or number of locations of your organization, regardless of the number of records you track, the TAB FusionRMS Enterprise can manage your system and grow with you.



With TAB's comprehensive and detailed reporting capabilities, you can quickly identify which employees are on vacation, on leave of absence or have retired in the last five years.

# Rich Functionality

TAB offers a spectrum of features designed to offer world-class performance for any business

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## **Consolidates all Records in a Single System**

Records need to be tracked whatever their form. TAB simultaneously manages physical and electronic records in a single easy, efficient and accurate system.

## **Powerful Database**

TAB's database can manage virtually any organization's physical and electronic records using the open industry standard types including MS SQL.

## **Simple to use**

TAB's User Interface complies with standard Microsoft Windows, the industry's most popular format. This ensures a comfortable look and feel designed to make the product approachable for all skill levels.

## **Configurable**

The system is configured to work the way your organization does rather than enforcing new processes within your environment. We offer automated document routing that's configurable to your requirements which provide greater efficiency. Also provides centralized tools for database and retention setup specific to active and inactive records with user settings and menu items based on security rights.

## **Bar Code Tracking**

Uses the latest bar code tracking technology to instantly locate any paper record and provide a complete audit trail of its usage.

## **Security Features:**

TAB offers a comprehensive and intuitive system designed to complement and respect the existing IT security conventions already in place.

## **Imaging**

TAB FusionRMS support most industry-standard scanners, from desktop to high-speed production scanners, and the full range of image indexing, image controls, viewing and access technologies, to immediately reduce your file room and storage costs and provide remote access to any number of users.

## **Search Functionality**

Full text search of electronic records designed to quickly take you to the documents you seek.

## **Modular**

Compatible with TAB's most popular and best-selling vertical applications.

## **Reporting**

The system offers various reporting options to provide overall feedback, compliance and audit information and granular views of your records management environment.

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Imaging enables users to access electronic records directly from their PCs, which provides immediate access to key documents and greatly reduces the time and cost associated with retrieving and refiling paper documents.

# The Industry's Leading Solution Combined With the Industry's Best Service.

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Our team of professional and accredited support and service personnel provide a complete suite of support services designed to help you implement at your pace. From accessible tech support, to developing completely customized solutions, the TAB team is ready to help you meet your goals.

## **Organize, Simplify**

Imagine finding the solution designed to help you quickly and easily meet your needs. Imagine a complete support and training infrastructure standing by to help you meet your needs. Call TAB today to explore the ways we can bring your records management vision to reality.



**CONTACT ONE OF OUR REPRESENTATIVES TODAY.**

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