

Employee Records

STREAMLINE ONBOARDING AND RECORDS MANAGEMENT



Building an empowered, engaged, and competent workforce starts long before a new hire walks through your institution's door. Make a great first impression with a comprehensive onboarding process that welcomes new hires seamlessly. Cross-campus coordination, from HR to IT to facilities, ensures nothing slips through the tracks.

Plus, self-service digital forms mean PeopleAdmin's Employee Records helps your institution stay compliant without the added stress of paper processes, freeing your team to focus on personalized communications and meaningful, development-driven activities.



User-Friendly Portal

Increase new hire engagement and **create a lasting, positive impression with an easy-to-use online portal**. New hires can complete important activities, like signing W-4s and I-9s, all in one place. Checklists and alerts mean users can easily see what's completed and check on next steps.



Digital Forms

All faculty and staff have self-service, mobile-friendly access to HR forms without requesting them in person or via email. Save time by filling out everything from a change-of-address form to an FMLA document all in one portal. HR has visibility into missing and incomplete forms.



Compliance and Security

Administrative oversight makes it easy to **ensure new hire compliance and reduce bottlenecks** by monitoring completion. All documents completed, submitted, and stored in one portal means increased security for sensitive information, and less paper means reduced costs.



Reduce Time-to-Contribution

New employees are up to speed and prepared to further your institution's mission sooner with a streamlined, seamless onboarding process. **Personalized communications and meaningful development activities** create better-prepared new hires.

“Employee Records offers us a repeatable, consistent process for onboarding and record keeping. **New faculty hires always receive the crucial information they need**, and we no longer worry about new hires missing documents.”

JANICE WARD

Director of Faculty Affairs, University of Alabama Birmingham

PeopleAdmin's HigherEd Platform

A single system of intelligence connecting your entire campus with innovative solutions, the HigherEd Platform is built to help your institution succeed.

- Robust SaaS platform with out-of-box integrations that connect with systems already in use on your campus.
- Meaningful insights from powerful data analytics tools with visual dashboards.
- Automate and optimize complex, HigherEd specific tasks from hiring and onboarding to growth, retention, and faculty development.
- Power your institution's mission of impacting student outcomes.
- Flexible and customizable modules mean you can digitize every corner of campus.

Marketplace of Connectors

PeopleAdmin's Marketplace of Connectors integrate with the best talent recruitment and management systems serving the HigherEd community.

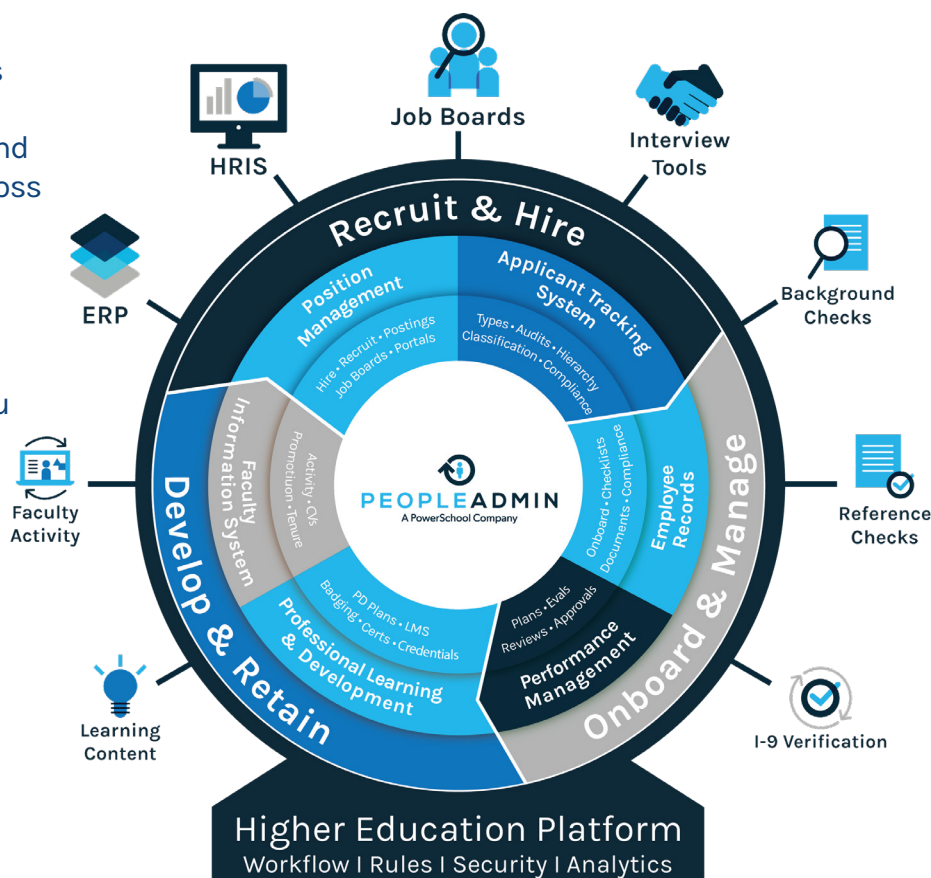
PeopleAdmin connects seamlessly with these partners so information flows between systems, **reducing manual re-entry, shoring up inconsistencies**, and providing a holistic view of analytics across the complete talent ecosystem.

Unified Insights

PeopleAdmin's Unified Insights arms you with the information you need to make better, data-driven decisions.

Interactive, visual dashboards provide near real-time visibility to help navigate EEO compliance, balanced hiring, budget planning, diversity initiatives, faculty and staff retention, and more.

Predictive analytics learn from past trends to help you anticipate and proactively plan for future outcomes to make smarter decisions, faster.



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Visit www.PeopleAdmin.com or call 916-936-0735 to learn more.