PEOPLEADMIN
A PowerSchool Company

Fulfilling the Higher Education Mission

PeopleAdmin
Employee Records

Simplify Process Management, Expand Human Productivity

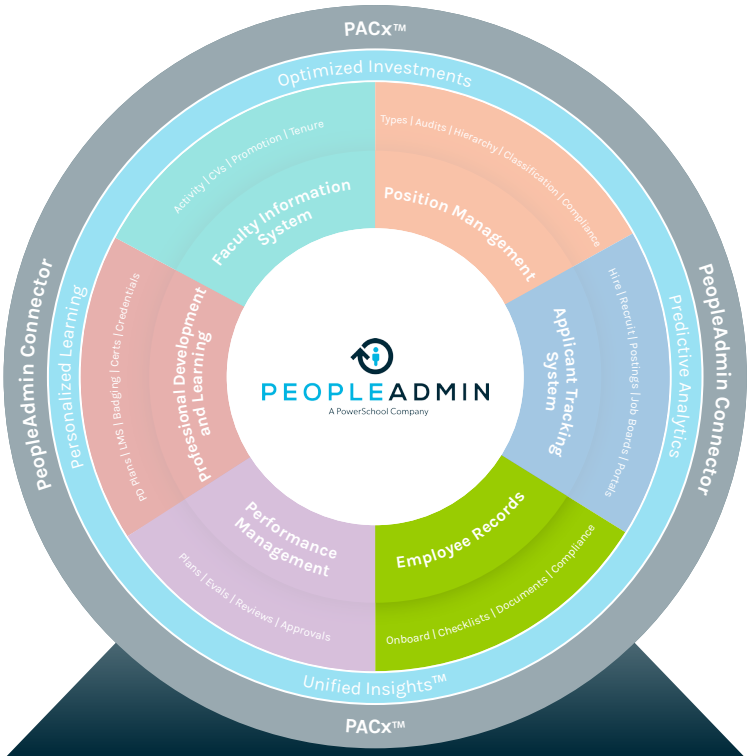
Building an empowered, engaged, and competent workforce starts long before a new hire walks through your institution's door. Make a great first impression with comprehensive onboarding processes designed to welcome new hires seamlessly.

PeopleAdmin's Employee Records (formerly Onboard and Records) enables higher education institutions to maintain compliance without the added stress of paper processes - freeing hiring managers and HR teams to focus on personalized communications and meaningful, development-driven activities.

Why Consider Employee Records?

With Employee Records, new employees are up to speed and ready to fill their roles quickly, so they can spend more time advancing the institution's mission.

- Increase new hire engagement and create a lasting, positive impression
- Reduce time-to-contribution
- Branded & efficient onboarding experience
- Ensure new hire compliance by monitoring completion
- Ongoing contract management



The HigherEd SaaS Platform

Workflow | Rules | Security | Analytics

Easy-to-Use Portal

User-friendly online portal where new hires can complete important activities, such as signing their W-4s and I-9s

Administrative Oversight

Proactively monitor onboarding processes and reduce bottlenecks

Configurations and Flexibility

Address complex needs of each department by defining unique activities and tasks

Focus on Quality in the Employee Lifecycle, Not Paperwork

Streamline HR workflows and give new hires a smooth onboarding experience with an intuitive process management product helping you be paper-free, productive, and audit-ready.

Eliminating printing and copying of employee relation documents cut costs by at least 50 percent.*

PeopleAdmin's Employee Records module enables institutions to maintain compliance without the added stress of paper processes, freeing hiring managers, and HR teams to focus on personalized communications and meaningful, development-driven activities.

Key Features

- **ENHANCED VISIBILITY** into the onboarding process
- **TIME-TO-CONTRIBUTION** reduced for new hires
- **POSITIVE EXPERIENCE** provided by a seamless and personalized portal
- **INCREASED RETENTION** and engagement of employees
- **BETTER COMPLIANCE** oversight
- **INCREASED SECURITY** for documentation
- **SIMPLE AND EASY** online document storage

"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, UAB

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For more information
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