

## Increase employee and customer service with HR solutions from Lexmark.



With a high turnover of part-time and full-time employees in retail, hiring store employees is a recurring process. Subsequently, completing and filing the paperwork required to meet internal guidelines, as well as state and federal mandates, can be a heavy burden on store managers and HR staff.

Lexmark's solutions for HR address the key issues of maintaining confidential HR information while making it accessible, retrievable and secure.

Although Lexmark is known for its award-winning printers, our kiosk solution goes far beyond printing. Deployed in company cafeterias, break rooms and building lobbies, Lexmark HR kiosks provide employees with a simple, confidential way to find, view and print personal information from the company HR web site.

These same self-service kiosks can pull double-duty on the retail sales floor by providing additional customer services, such as gift registry and product lookup. To help increase store sales and brand awareness, logos, special promotions and coupons can also be added.

**Lexmark's paper-to-digital solution** provides additional benefits to retail store managers and HR departments. Using our multifunction printers, employee records can be scanned in the store, routed electronically, and stored in the company headquarters' electronic document management system (EDMS). In addition, by including barcodes or OCR software, a single document or groups of documents can be scanned, automatically indexed, tracked, and easily retrieved.

These improvements to HR operations can speed processing time, reduce manual handling, improve security of confidential files and enhance overall employee relations. Employees will also benefit from having their confidential information easily accessible when and where they need it.

[www.lexmark.com](http://www.lexmark.com)

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### Let's compare:

A process that requires filing and retrieving paper document files that are often missing or incomplete?

Or one that stores data digitally, allowing easy access that saves time, money, and reduces risk?

It's time to let Lexmark uncomplicate the storage and retrieval of your HR documents.



RETAIL









# Digital Processing of HR Data: Increases Security and Saves Time

## EXISTING PROCESS

8 painful steps: 2+ days

## LEXMARK SOLUTION

4 easy steps: less than 1 hour

- 1   Employee completes paperwork  
10 min.
- 2   Create folder or access current folder  
20 min.
- 3   Add forms to file  
10 min.
- 4   Copy documents for storage  
10 min.
- 5   File documents in filing cabinet  
10 min.
- 6   Mail original documents to headquarters  
2 days
- 7   Retrieve folder upon request  
10 min.
- 8   Re-file folder  
10 min.

- 1   Employee completes paperwork  
10 min.
- 2   Create folder or access current folder  
20 min.
- 3   Scan HR documents  
20 min.
- 4   Retrieve and send data from desktop  
10 min.

## POSITIVE BUSINESS IMPACT

- Time saved
- Liability reduced
- Compliance requirements met
- Document loss eliminated
- Shipping/fax costs eliminated