The Web Forms Solution to HR Processes
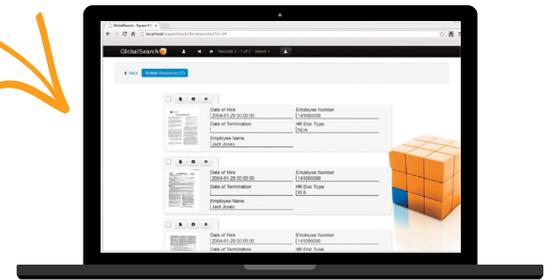
Transform your paper-based application to an efficient and secure web form.

PLEASE SIGN   X

X   Maggie May

CLEAR   CANCEL   DONE

EMPLOYMENT APPLICATION

EMPLOYMENT APPLICATION

Feed hiring information directly into Globalsearch or SmartSearch to initiate workflows.

GlobalSearch

Accept digital signatures right from the browser on your computer or touch-enabled device.

What is Maine Tecnology Group's Hire to Retire?

MTG's Hire to Retire is an innovative solution to eliminate paper intensive Human Resources productivities through a digitized workflow. Hire to Retire is designed as a single web forms solution to streamline the process of employee onboarding plus management of employee requests and personal documentation.

Hire to Retire provides advanced features to:

- Reduce document build up
- Eliminate data entry repetition
- Prepopulate submitted data to additional forms
- Create a workflow of HR departmental tasks
- Accept application of digital signatures

Hire to Retire delivers full workflow capabilities of the employee onboarding process. As an employee demographic web form is captured, Hire to Retire drives the prepopulating of data into other hiring documents including I-9 and W-4 forms. By eliminating data entry repetition, the HR department can advance efforts in document creation, storage and retrieval, and retention policies.

Furthermore, the flexible solution creates an active internal process, providing managers with notification of post-hire activities including periodic reviews, benefits activation, and credentialing. The result is an efficient digital flow of information, while reducing

processing costs of HR management. As the web forms are finalized, Hire to Retire automatically creates and files a PDF version including any digital signatures in adherence to government required compliance regulations.

Once the process is complete, all records are archived and securely stored within SmartSearch for future reference. When an action is required, notifications will automatically be sent out to the appropriate staff member as simple reminders. Users can also create an interoffice portal, for current employees to access and digitally submit expense reports, purchase requests, time off requests and time sheets.

Hire to Retire has a distinct purpose as an end-to-end ECM solution specifically designed to enhance human resource management from the initial onboarding phase and throughout the employee's career. Increase productivity through an automated document workflow by implementing MTG's Hire to Retire Human Resources solution today.

HOW IT WORKS

1 Online application submission
Bring your application paperless though a convenient online webform.

2 Application is automatically created and imported into SmartSearch
Eliminate repetitive data entry with advanced capture capabilities

3 Move employees through the hiring process
Applications flow through approval processes to final decision action.

4 One time employee information entry
Information from a single demographic form will automatically populate onto all hiring documents.

5 Documents are signed digitally
Eliminate the need to print, sign and rescan while adhering to government compliancy regulations through the advantage of digitally signed hiring forms.

6 HR is automatically notified for future required actions
Enforce defined hirer processes as SmartSearch automatically informs HR for any company required follow up activities.

7 Completed documents are secured within SmartSearch
Documentation is securely stored and available to those with appropriate permissions.

8 Automatically assign benefits, enrollment, 401K, and evaluation reminders
Notifications are automatically sent to appropriate manager for any required future action.

9 Give employees convenient web access to all forms
Including but not limited to expense reports, direct deposit forms, time off requests and benefit change requests. Once completed, HR documentation routes automatically to appropriate manager for follow up.

Employees can complete their entire onboarding packet directly on an iPad including their digital signature.

For more information, visit www.mainetechgroup.com or call (207) 692-0955.