20 Most Promising HR Technology Solution Providers 2015

The key components to an effective Human Resource (HR) team consist of finding solutions that address their biggest challenges with respect to personnel and technology. The good news is: innovative HR practices, from talent and performance management to HR and paperless document management, have reengineered the legacy process. Organizations have overcome a myriad of human capital challenges from geographical limitations to mobilization. Ascendancy in HR technology such as open door policies and proactive measures to maintain employee relations have transformed various processes from recruit to retire functions and drastically changed the way employees and managers get access to the human resource data.

Technology has made it easier and faster to gather, collate, and deliver information to communicate with the employees. More importantly, it has the potential to reduce the HR department's administrative burden so as to better equip the team to focus on more meaningful HR activities, such as providing managers with the expertise they need to make effective HR related decisions. Companies are fast learning the significance of incorporating technology to serve a primary role in the human capital ecosystem.

In order to simplify and assist CIOs identify the right HR technology solutions, CIOReview presents "20 Most Promising HR Technology Solution Providers 2015."

A distinguished panel comprising CEOs, CIOs, VCs, analysts, and the CIOReview editorial board has selected the top HR Technology Solution Providers. In our selection process, we looked at the vendor's capability to fulfill the need for cost-effective and flexible solutions that add value to the HR technology landscape.

ColumbiaSoft

recognized by CIOReview magazine as

CIOReview
20 MOST PROMISING
HR TECHNOLOGY
SOLUTION PROVIDERS 2015

An annual listing of 20 companies that are in the forefront of tackling
HR Technology challenges and impacting the marketplace

Pradeep Shankar
Editor-in-Chief
CIOReview

Company:
Columbiasoft

Description:
A document management software company providing Documents Locator to assist HR departments in establishing electronic management of large volumes of records

Key Person:
Jim Kemp,
Marketing
Communications
Manager

Website:
www.documentlocator.com

ColumbiaSoft
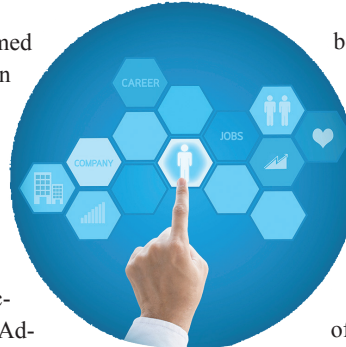
Revolutionizing HR with Paperless Document Management

Transforming HR operations with its paperless technology, Portland, OR based ColumbiaSoft—a document management software company—assists HR departments with electronic management of large volumes of workforce and company records. With an in-depth understanding of information management, ColumbiaSoft caters to its customers' challenges with a platform for structured management of HR files called Document Locator. The document management system enhances an organization's ability to store, search, and automate the immense amount of information in the HR department. "Our system manages electronic files, converts paper files and documents into digital format making the content full-text searchable and easy to locate, and replaces paper-based forms with electronic forms," says ColumbiaSoft Marketing Communications Manager JimKemp. In a nutshell, Document Locator increases productivity and reduces risks and expenses, while complying with HR regulations and policies.

Uniquely integrated with Microsoft Windows Explorer, Document Locator offers HR departments a user-friendly experience, while allowing them to take a paperless approach to improve business. Along these lines, Kemp highlights that, "allowing people to work in environments

Jim Kemp

they are already accustomed to helps ease the transition to paperless and lowers the training curve." Document Locator stores everything from application materials and resumes to employee forms and insurance forms—all in an electronic, searchable format. Addressing the growing concern for security and privacy, ColumbiaSoft's software secures access to files and records every action that occurs. File activity, approvals, views and even attempted views are all recorded in the system's audit logs.

> ## " Document Locator ends the chaos of paper, email, and shared network folders "

Enabling HR teams to make faster decisions, Document Locator automates workforce processes such as employee reviews, change of status requests, and expense reports. For example, workflow can automate procedures for on-boarding and separation so that all the necessary steps are taken when an employee arrives or leaves the company. Electronic forms convert paper-based forms into digital, for instance with status change requests. The system also allows for complex searches and cross-referencing of files; for example, when staff need files of employees who match certain criteria such as a particular language skill or certification. Kemp, who
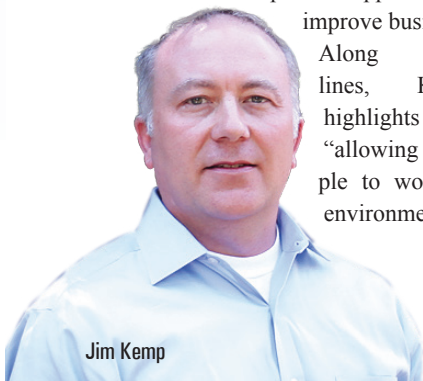
believes that efficient management of paper and electronic files plays a critical role in the speed and accuracy of decisions, underlines that, "Document Locator ends the chaos of paper, email, and shared network folders." It manages employee files in controlled, electronic folders with the added benefit of automated workflow.

Organization and filing is streamlined as well. Auto naming and auto filing eliminates all the time spent putting files away and makes them easier to find again later. Pre-defined rules automatically build folder structures and name files according to standards, eliminating ad-hoc filing methods that can cause mix ups with HR records keeping. Even the multi-part folders used in HR for employee files can be quickly scanned and categorized into the system.

Information managers use Document Locator software to control and share paper and electronic documents, e-mails, faxes and electronic forms. Further highlighting the product's efficacy, Kemp refers to a case study in which ColumbiaSoft deployed its Document Locator at West-Central Independent Living Solutions (WILS), where paper files were building so large that a mechanical filing system was considered before choosing to go paperless instead. In timesheet processing alone, up to five people were spending half their time at work processing paper. Now, with Document Locator, a job that ran into deadline every other Friday is done by Wednesday and dozens of hours of employee productivity are saved for other more valuable work. CR