

# New Employee Onboarding

## Electronic records expedite employee readiness

### Situation

An SMB firm is expanding and planning to hire a number of new employees. They are looking for a more efficient way to on-board the new employees and quickly set up individual records. Much of the new employee documentation is paper based and needs to be converted into an electronic format. The current new employee onboarding workflow delays start dates which is a problem for new projects.

### Solution

Convert new employee paper documents to electronic format for storage in each employee's record. HR personnel simply authenticate themselves at the **ConnectKey** MFP, enter a pin number, and scan the paper records into a designated employee folder. The solution is integrated into the firm's custom build HR database.

### Getting Started

Assess your customer situation. Do they have similar challenges?  
Understand their technology requirement and IT infrastructure to store and process HR documentation.  
Choose technology and implementation options from Technology Required  
Decide how you prefer to monetize the solution

### Technology Required

**ConnectKey** MFP

AAA SW (Authentication/ID card SW)

Integration with HR repository using PAB tools or authorized developer

Analyst support for set up and configuration

**Solution Links:** [Find Out More on ConnectKey](#)  
[Find Out More on Xerox All Apps](#)

