



NEW

Human Resource Essentials

Redefining Human Resources -
Turning the Paper-Intensive Paperless

Put an end to slow, manual, repetitive tasks and free your Human Resources department to focus on big-picture projects with cloud-based document automation.

- ✓ **Streamline Onboarding:** Simplify complex forms like I-9s and W-4s with a guided experience that predicts and populates fields and routes forms for approval.
- ✓ **Access Information Quickly & Securely:** Find information fast using proven index fields and layered searching within a SOC 1, SOC 2, and HIPAA compliant repository.
- ✓ **Compliance with State and Federal Mandates:** Once completed, onboarding and other forms are immediately filed to the correct repository ensuring you stay compliant with local and federal mandates.
- ✓ **Offer Intuitive Self-Service:** With a workflow-guided experience, employees can submit forms with little to no assistance.
- ✓ **Obtain Key Operational Insights:** Find bottlenecks and other holdups in your workflow with an easily digestible dashboard.
- ✓ **Reduce Expenses:** In addition to savings on document storage and printing, HR automation can drastically increase productivity, saving you paid hours to put to better use.



In Human Resources, we are on the verge of completely eliminating the use of paper. Storage is key. For us, it's about saving time, so we can focus on our customers better, and our Human Resources employees can concentrate on their departmental duties rather than wasting time searching for documents.

Ben Simons, Information Technology
Manager at The Kenny Family of ShopRites

You Asked; We Listened!

Introducing the New and Improved GlobalSearch Human Resource Essentials

Designed to be MORE flexible, customizable, and affordable (cutting costs by over 50%), our included web forms package contains all the documents needed for your new hires to hit the ground running and see them through a lifetime of employment.

GlobalForms

W-4 Employee's Withholding Certificate

Step 1

First Name

Last Name

Middle Initial

Social Security Number *

Employee Performance Evaluation

Employee Performance

	Significantly Below Expectations	Below Expectations	Meets Expectations	Above Expectations	Significantly Above Expectations
Functional Expertise - Area and system expertise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Execution - Pursues all assignments and projects until completion. Follows through on assignments to ensure completion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Exit Interview Form

Use this form when documenting any employee's exit interview on their last day of employment.

Name

Job Title

Start Date

End Date

Reason For Separation

With Human Resource Essentials, you'll have ready to use web forms including Form W-4, Form I-9, Performance Evaluation, Background Check Authorization, and Exit Interview *(just to name a few)*.

Comprehensive Digital Transformation from a Leading Provider

GlobalSearch Human Resource Essentials gives HR departments all the digital tools they need in one solution, so they can easily and efficiently streamline tasks, manage their documents, capture key information, and take back their time!



Enterprise Content Management: From onboarding to performance evaluations, GlobalSearch Human Resource Essentials gives you complete control, allowing you to index, archive, and retrieve the files you need with ease.



Document Capture Automation: With Square 9's Cloud Transformation Services, you'll leverage actionable data from your paper and PDF documents and use that data to quickly index your records or send them to countless applications.



Web Forms: GlobalForms and access to the Square 9 Form Library allows you to download pre-built, ready-to-use forms for immediate use. Or you can create your own workflow-based forms.



Workflow Automation: GlobalAction adds structure and efficiency to many HR-related tasks by adding performance evaluation reminders, benefits enrollment deadlines, and much more.

For more information, contact EO Johnson at solutionsales@eojohnson.com