

# Human Resources



## Documents a Click Away

### Employee Recruitment

- resumes
- applications
- interview notes
- health histories
- drug screenings
- letters of reference
- job descriptions
- signed offer letters

### Time and Expense

- time sheets
- expense reports
- receipts
- vacation requests
- sick leave requests

### Benefits Management

- flex plan submissions
- investment forms
- insurance documentation

### Employee Relations

- peer reviews
- progress reports
- recommendations
- reprimands
- direct deposit forms
- paychecks

### Records Management

- pension applications
- employee photos
- employee IDs
- former employee records
- accident reports

## Improve office efficiency with instant access to Employee Information

**Samhita** provides comprehensive and user-friendly frameworks that can quickly and cost-effectively leverage your technology investments. Samhita captures, organizes and presents unstructured data linking with your enterprise-wide applications, regardless of vendor. You should apply Samhita to enhance work processes in Recruitment, Time and Expense, Benefits Administration, Employee Relations, Records Management and other areas.

### Samhita at your service

#### Recruitment

**Samhita** allows you to capture and maintain critical information in a centralized and secure location. With all relevant documents, such as resumes, references and referral letters just a click away, a strong workflow makes routing candidate information to the hiring team quick and easy. A streamlined hiring process lets you more quickly identify best-fit candidates and extend an offer.

#### Time and Expense Management

**Samhita** lets you ensure the integrity of your corporate records and minimizes the risk of lost or misplaced receipts. Samhita links receipts directly to expense transactions in your business application, accelerating the reimbursement process and improving employee accountability.

#### Benefits Administration

**Samhita** provides single-click retrieval, which allows authorized staff to instantly view any digitized employee benefits paperwork, including flex plan claims, and insurance updates to resolve inquiries. Accelerate the activation process and quickly administer employee benefits when life events occur.

#### Employee Relations

**Samhita** allows you to Create a secure electronic repository for all personnel records to ensure compliance with confidentiality requirements. Instantly reconcile issued paychecks against records in your software to promptly resolve discrepancies. Expedite the review process by electronically routing key documents to managers.

#### DBSentry Corporation:

We are an innovative group of professionals who believe in the electronic document management. We always strive to innovate solutions to problems related to document management technology. Our main goal is to improve our client's ability to better manage, create, search, and index their documents leveraging existing business applications.

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“Companies spend 6 – 15% of the annual revenue handling documents, and 85% of all archived documents never leave the filing cabinet.”

Cap Ventures



“Document mismanagement claims:

- ❖ 40% to 60% of office workers time
- ❖ 20% to 45% of labour cost
- ❖ 12% to 15% of corporate revenue”

Gartner