

# Human Resources Onboarding Solution

Onboarding is the first interaction a prospective employee has with an organization's internal processes. Optima Global transcend HR is a highly effective employee/consultant on-boarding solution developed on Kofax TotalAgility Intelligent Automation platform. transcendHR dramatically reduces manual steps in the on-boarding process, adds momentum while reducing paperwork, and enables HR staff, line managers and others to make joining your company an efficient, productive, engaging, and positive experience.

transcendHR adds crucial speed and discipline to your on-boarding process. With the ability to integrate with leading HR and payroll systems the solution delivers complete end-to-end automation of onboarding new employee or consultant hires.



**Extracts employee profile data from any applicant database or data source**



**Maintains real time visibility for employees to assess onboarding progress**



**Adapts to organization's onboarding process and approval requirements**



**Implements analytics dashboards showing status of all candidates in process**



**Provides dynamic checklist and task-based queues for managing end to end processes**

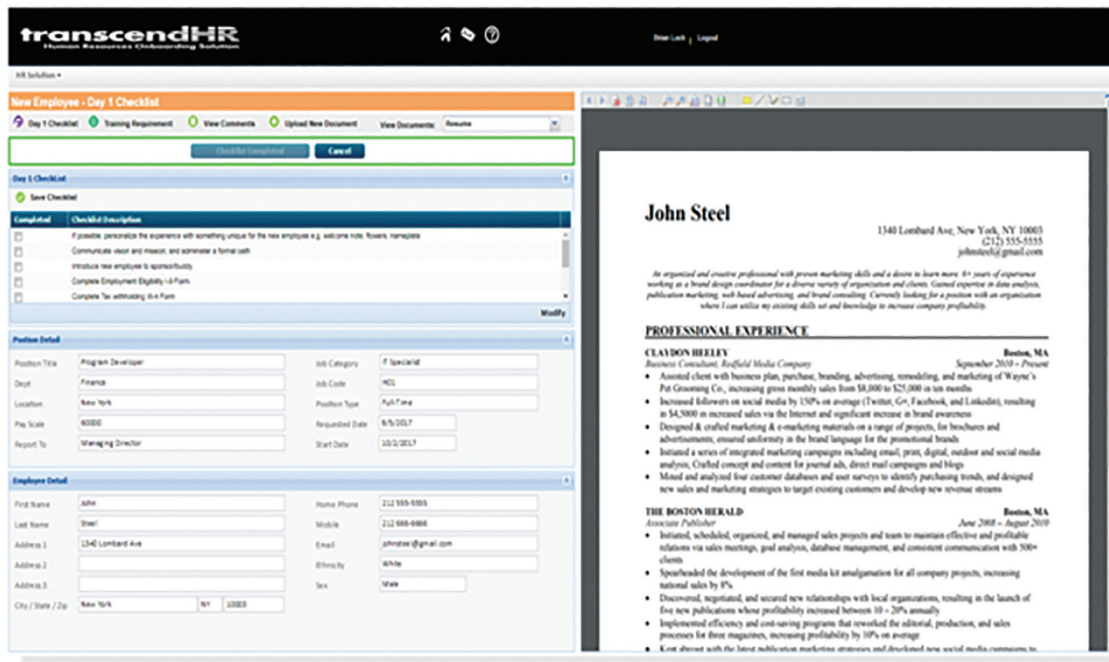


**Integrates with any HR or payroll application**

## INDUSTRY ACKNOWLEDGMENT

- ☆ 2016 Kofax Ignite Award - Partner Solution of the Year
- ☆ 2019 Kofax Partner Solution of the Year Award
- ☆ 2016 Kofax Inspire Award - Financial Process Automation Solution of the Year

- ☆ 2018/2015 NJBIZ - 50 Fastest Growing Companies in New Jersey
- ☆ 2015/2011 Inc. 5000 - Fastest Growing Private Company in America
- ☆ 2011 SI 100 - Top 20 IT Services Company



## PRODUCT FEATURES

- Dynamically manages work queues for all on-boarding participants
- Can be integrated to many enterprise systems
- Support for alerts, escalation, delegation and re-routing of work
- Distribution and tracking of key documents (e.g., policies & procedures)
- Secure completion and distribution of key forms (e.g., I-9, W-4, etc.)
- Out-of-the-box and customizable reports and dashboards for viewing and analyzing performance
- Easy to use web screens for HR, line manager and staff interaction
- Ability to change your on-boarding process without software changes
- Dynamically assigns tasks based on HR roles
- Task definition based on roles can be dynamically configured by the HR department
- On-boards and manages an Employee Life-Cycle all the way to their one year anniversary and more
- Allows automatic collaboration and notifications with any department during the on-boarding process

## PRODUCT BENEFITS

- Enhances employee overall onboarding experience
- Increases engagement between employee and company
- Facilitates trust and confidence in company early on
- Provides positive experience for employee to communicate to potential hires
- Increases productivity using consistent and compliant processes
- Provides employee with clear view of next steps and expectations
- Allows for task list customization based on roles
- Reduces overall cost of the onboarding process
- Enables user to leverage TotalAgility platform for extending solution or for implementing additional business processes