Intelligent Document Management

Avoiding a $100,000 Fine for Missing HR Records

A professional services company was rapidly expanding both their core operations and their national sales force. All of their existing HR records were being maintained in paper format by the Human Resources Director. Records were supposed to be filed in folders by Employee name, except I-9 forms which were supposed to be maintained together in a separate folder. As part of the growth strategy, the company had recently acquired a few other companies who each had their own manual process for maintaining HR records in paper format. Top this off with the fact that the company had moved several times in recent years and the HR manager position had turned over several times over the last few years.

As a result of the moves and acquisitions all of the company's HR records were in boxes stacked in the HR manager's office. After the current HR manager was hired she recognized the need to organize and audit all of their HR records. At the time the company had 90 employees, so the manager first set out to collect and verify they had complete I-9 forms for all of their employees. She was shocked when she could only find I-9 forms for 40 of their 90 employees, not to mention I-9 forms from former employees that they still had to maintain.

All existing I-9's were verified, scanned, and uploaded to InfoPreserve's Vault. For any employees missing I-9's, employees were required to complete and return new I-9's which were scanned and uploaded immediately upon receipt.

Within a few months after completing the process, the US Department of Labor (USDOL) showed up to conduct an audit of the company's I-9 forms. The HR manager was able to immediately produce I-9's requested by the USDOL auditor and they moved on to the next target. Had the USDOL come in a few months earlier, based on the number of I-9's that were missing, the company would have been subject to a fine in the neighborhood of $100,000!

After the USDOL auditors left, the HR manager proceeded to scan and upload all of the remaining HR records. The company now has a process in place where any new HR records that are generated are

immediately ingested into InfoPreserve's Vault. When employee records are needed they can now be securely accessed by the HR manager, executive management, and department managers from anywhere they have a secure Internet connection.

Even though the company has now doubled in size, which includes a dozen sales offices across the country, the HR manager is now able to spend half of her time working on other tasks for the company.

You might think "my company is too small to get audited" but you'd be mistaken. Ask yourself, if your company were to get audited and fined, could your company afford to pay a fine of $50,000 or $100,000 not to mention the disruptions it would cause to your business?

InfoPreserve's Vault, a private Cloud based platform that offers comprehensive capabilities to manage digital files, can quickly and easily solve the problems in maintaining and retrieving your important HR records. Our SaaS platform provides an almost immediate ROI from increased productivity and provides an easy to use framework for compliance with government mandated record-keeping, significantly reducing the risk of fines and penalties. The advantages of our platform are:

- No upfront capital costs – SaaS model grows at your pace.
- Simple implementation with quick ROI.
- Implement to your schedule, addressing your most critical needs first.
- Easy upload – designate any folder as a "watched folder" to automatically upload any files saved to that folder.
- Eliminates lengthy search – find information based on content, meta-data, and user-generated tags.
- Access anytime from anywhere via secure Internet connection
- Designed for business with full access controls and audit trails.
- We provide the highest level of security for your information.
- Comprehensive information lifecycle management – keep records for only as long as you need them.

We enable file sharing and collaboration with detail reporting tools for compliance and auditing requirements, all in a secure environment.

If you are ready to start managing your unstructured data using the InfoPreserve Vault, send an email to salessupport@infopreserve.com or call (585) 542-4183.