



## Case Study

### Accusoft Implements OnTask for HR Paperwork

Accusoft is a software development company specializing in content processing, conversion, and automation. Their wide range of products are designed to make the lives of developers easier, by offering pre-built and customizable solutions for applications.

#### Overview

As a software company, staying in compliance and ensuring employees are up to date on all of the latest security measures is an important task for the HR team at Accusoft, but the admin paperwork associated with it was taking up valuable time. All new hires joining the Accusoft team must complete these trainings, as well as various company policy trainings, and certify they have done them to ensure compliance. Additionally, the onset of the pandemic created a need to track employee vaccinations.

#### Challenges

A challenge for Accusoft and many other companies using HRIS' (human resource information systems), are the holes that exist in these systems. Add-ons like training certifications tend to be a costly upcharge that do not come included

with most HRIS', and the HR team at Accusoft needed a solution to fill these gaps that wouldn't break the bank.

Further, this need became more prominent once the COVID-19 pandemic hit, and employees were sent home to work. In addition to training certifications, the HR team was tasked with finding ways to collect the paperwork they once did in-person, virtually. They needed a fix for tuition reimbursement forms, expense reports, bereavement leave forms, employee handbook

acknowledgments and more.

OnTask helped them fill the gaps created by their HRIS and keep the paperwork they needed moving, even through the hurdles the global pandemic created.

"OnTask provided us with compliance, consistency, quickness to execute, and the ability to adapt and change"

- Christine Hairelson, VP of Employee Experience at Accusoft



## Results

Implementing OnTask at Accusoft has helped the HR team in a big way, saving them time on admin paperwork, but also helping them stay within compliance. No longer did the team have to rely on printing and scanning, and it made multi-department approvals simpler than ever before.

“Those on basic payroll plans can absolutely benefit from OnTask. Especially for things like acknowledging annual handbook updates,” states Christine Hairelson, VP of Employee Experience at Accusoft.

OnTask allowed Accusoft’s HR team to upload documents and presentations on HIPAA, SOC2 regulations, employee handbook updates and more for employees to review and sign. “The biggest advantages are that we’ve been saving time by sending workflows, gained the ability to easily see who has completed them and who hasn’t, have a storage space to retrieve this info, and that the process is easier for the employees signing. It’s also very easily replicable,” states Hairelson.

Taking these trainings digital has saved Christine’s team a great deal of admin time, and has helped them continue to nurture employees during the pandemic and a transition to a remote work environment. As Accusoft started welcoming employees back into the office and encouraging employees to get vaccinated, OnTask came in handy then too.

“We’ve done a lot with the form feature, but one of the big things we used OnTask for was to create a PTO policy for vaccinations, and that was our method of collecting that information,” states Hairelson. OnTask allowed them to collect COVID vaccination cards in order to track which employees received additional PTO.

The ability to use conditional logic to account for employee exemptions helped Accusoft meet their legal requirements without a heavy lift from the HR team during a time when fast action was needed.

Accusoft’s HR team plans to eventually implement OnTask for their employee onboarding, offer letters, promotions letters and requisition requests.

## About Accusoft

Accusoft is a software development company specializing in content processing, conversion, and automation. For over 25 years, they have worked to create tools that enable users to solve their digital content challenges. Accusoft prides itself on staying agile to the ever-changing needs of customers and works to roll out new products to meet these challenges.

## About OnTask

OnTask is a workflow automation tool that makes it easy for users to create digital documents and forms for routing, review, approval, and signature. Whether internal or external, participants can work on documents and forms with ease, while giving administrators the ability to track files as they travel through review, and gain acceptance through verified digital signatures. For more information, visit [ontask.io](https://ontask.io).