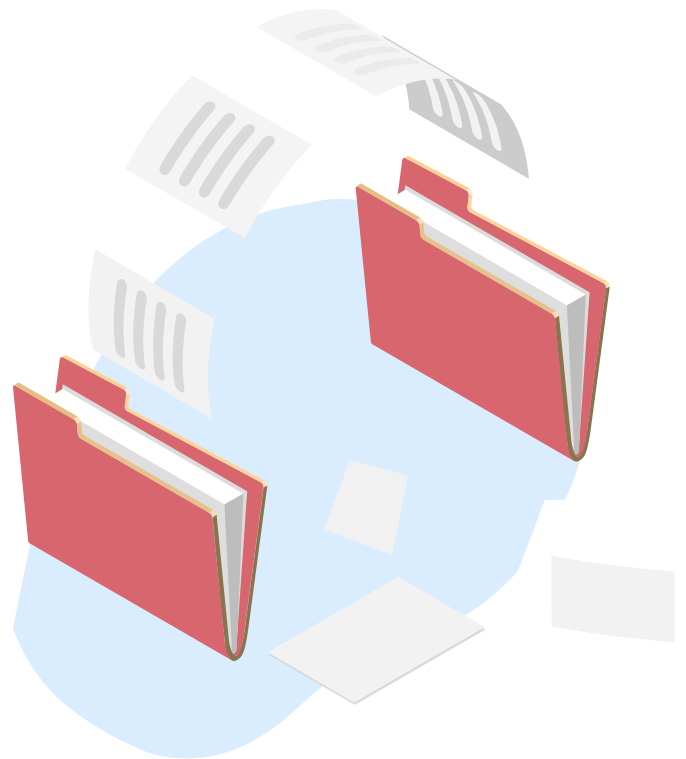# OnTask for HR Departments

What's Your HR Department's Red Folder?

Every HR department has at least one. Think about the manual paperwork processes that bog down productivity and create time constraints that get in the way of strategic planning. New hire onboarding and checklists, vaccination tracking, employee reviews, offboarding, and company trainings are just a few that come to mind for most HR teams.

While all the paperwork for these may not be going into an actual red folder, keeping up with all the moving pieces that go along with them can have you feeling like you're endlessly chasing after one. What if there was a way to streamline these processes? With an intuitive, scalable solution, there is hope in getting back to the things that really matter to your HR department.

How We're Helping HR Teams

With OnTask, you can confidently take your HR processes digital without breaking the bank. Build customized workflows that address all of your red folders, complete with digital forms, signatures, and documents. Conditional logic allows you to control how data is collected, while automated reminders and follow-ups ensure everyone involved is staying on task. Stop chasing red folders and start focusing on strategic HR.

Benefits of OnTask for HR Teams:

Improved Efficiency
Automate and streamline time-consuming HR tasks to focus on enriching employee experience.

Hybrid Work Capabilities
Enable cross-team collaboration whether employees are working in or out of the office.

Ensured Compliance
HIPAA, FERPA, SOC2, & CCPA compliant with legally binding signatures and electronic audit trails.

Reduced Errors
Eliminate manual data collection from employees to avoid time-consuming mistakes and oversights.

Connected Systems
Share documents between systems to eliminate repeat work and time spent hunting down documents.

Simplified Tracking
View sent document progress and create automated notifications and escalations to avoid endless follow-ups.

Commonly Automated HR Processes from Real OnTask Customers:

- ✓ Employee onboarding
- ✓ Offer letters
- ✓ Employee & vendor contracts
- ✓ Vaccine tracking
- ✓ Employee evaluations
- ✓ Company training

SCHEDULE A DEMO

We Make Your Process Easier

Take manual, tedious HR processes digital to maximize HR time and employee satisfaction.
Let's chat about how we can solve your HR department's red folder dilemmas.