

STREAMLINING HR IN HIGHER EDUCATION

*And Saving **50** Years
of History*

Grooper®

12,201

**EMPLOYEE'S DATA
PRESERVED**

206

**BOXES OF
DOCUMENTS**

13

**DIFFERENT
DOCUMENT TYPES**

543,757

**PAGES DIGITIZED IN
JUST OVER
3 MONTHS**

A TIME *for* INNOVATION IN HIGHER ED

The mission of universities and colleges is to change lives by helping students earn a degree or certification. In particular, a community college in the Southwestern U.S. has been serving their area with this mission for more than 50 years.

To help them with this mission for their enrollment of over 11,000 students, the college developed a new strategic plan for 2019-2023.

The plan was focused on "Renewal, Change, and Innovation". In fact, in regards to innovation, their plan was: "Conducting business in new and innovative ways will assist our institution in continuing our role as a creative and progressive institution."

One of the places they targeted for new innovation was their Human Resources Department.

Why? Since 1972, the college has had 12,201 different staff and faculty members. Yet none of those personnel records were available electronically; they were all only in paper format.

A SCARY BEGINNING

Any time a record was requested, an HR staff member had to visit a place nicknamed 'the scary room', which was the room containing 206 boxes of files and 50 years of personnel information.

"We used to have to dig around among all of those boxes in the scary room to find the right document," said a Program Manager in the HR Department.

"Also, when you've got 10 different people who are filing documents through the decades and writing on boxes, we ended up with different organizing systems for the documents," she said. "There were six different boxes for last names beginning with L-M. It was a nightmare, and really tough to find the right document."

The information on the records was also at risk. As it was only available in paper format, a fire, flood or other disaster would mean that information was lost forever.

However, manually converting the documents was out of the question.

"I've got a little scanner on my desk, so I can scan stacks of paper all day long. But digitizing those 206 boxes would have taken two years and a lot more people than just me," she said.

“There were six different boxes for last names beginning with L-M. It was a nightmare, and really tough to find the right document.”

DIGITAZING 50 YEARS of HISTORY

They chose BIS to handle the massive undertaking. BIS has decades of experience in converting paper, microfilm, or many other legacy formats into data formats that today's government agencies and higher education institutions can easily use.

After picking up the 206 boxes, BIS used Grooper document processing software to scan, intelligently recognize data, and convert scanned documents into electronic form. Though Grooper can find and convert any data, the HR Department needed only four fields from each document: first name, last name, social security number, and / or employee ID.

The college's IT department then injected the data and PDFs into their Hyland OnBase content management system for fast and easy record searching. BIS also ensured that the records did not fall under the state's General Records Disposition Schedule designation, and then destroyed those records per the institution's request.

The project was targeted to last four months, but that goal was met early. All 543,757 pages of data were digitized in just over three months.

THE PERSONNEL FILES INCLUDED:

- Performance appraisal documents
- Employment history documents
- Personnel action forms
- New hire employee checklists
- Automatic deposit documents
- Loyalty oath documents
- State Tax Commission withholding certificates
- Temporary employment waivers
- Benefit waivers
- Teachers retirement information
- Policies and procedures documents
- Various legacy HR documents
- W-4s

THE MANY BENEFITS OF INNOVATION *for* HIGHER EDUCATION

Today, a core tenet in the institution's strategic plan – innovation – has reaped many benefits for the HR Department. Through BIS' innovative solutions like Grooper, one of those benefits is easy and immediate access to thousands of staff records.

"Now we can type in that name or ID in OnBase and the document is found as fast as you can imagine. And all of those documents are right there where they can find them," she said.



"It's exponentially better than what it was before. There is no more manual search in papers."

But there are many more benefits, such as gaining a new conference room.

Formerly, the 'scary room' was always occupied with hundreds of boxes and could never be best used. But today, the space has been converted into a conference room that directly benefits on-campus staff.

For new hires, the HR onboarding process is now mostly paper-free. With the threat of losing important data and many manual processes now over, the future of the HR Department is innovative, streamlined, and vastly improved.



"It really did go very well with BIS, and I was really impressed because I knew how many pieces of paper that was," she said. "I was impressed with how fast you guys were able to get it done. It was fantastic."

“It's exponentially better than what it was before. There is no more manual search in papers.”



For more information on how Grooper is improving high education, go to **Edu.Grooper.com**. Or please reach out to us at **info@bisok.com**, and we will respond quickly to your inquiries!