



Case Study

Transforming Workplace Efficiency: Fisher & Phillips's Journey to Paperless HR Filing Success with DynaFile

**Fisher
Phillips**

Client Name:
Fisher & Phillips

Industry:
Law

Company Size:
41 Offices

Location:
United States and Mexico

Integrations:
DocuSign



DynaFile is the industry-leading electronic employee filing system tailored for human resource departments. With robust cloud document management solutions, businesses can streamline processes through scanning automation, online file storage, cloud collaboration, a compliance toolkit, and automated onboarding integrations. Unique scanning automation tools allow you to take an entire department paperless fast. From there, powerful management features make it easy to organize information, retrieve files instantly, segment access and keep track of required and expiring documents.

With more than 500 attorneys in 41 offices across the United States and Mexico, Fisher Phillips is a national labor and employment firm providing practical business solutions for employers' workplace legal problems. They regularly advise and counsel clients on issues surrounding wage and hour, employment discrimination and harassment, litigation, workplace safety, immigration, trade secrets and non-competes, and more.

Challenge

One of the HR team's strategic objectives was to move away from paper-based manual processes and to become 100% paperless. Prior to implementing DynaFile, their team manually produced onboarding and offboarding paperwork, sending it to the local office for the employee to complete. After the paperwork had been completed, the paperwork was sent back to the Corporate office for the HR team to manually file the completed documents in the employee's file. After spending over a year researching options to securely digitize and store their employee files, they partnered with DynaFile.

Solution

DynaFile allowed HR to create a paperless workflow of onboarding and offboarding documents and to easily and efficiently update employee files with drag-and-drop functionality. With 38 offices across the country, being able to securely retrieve and share employee files at the click of a button has been invaluable to the team. On top of that, the integration with DocuSign made the onboarding experience seamless, removing the manual paper-based processes that the team previously completed. After the onboarding documents are signed, they are automatically sent to DynaFile, virtually eliminating the time that the team spends filing documents.

"Having our employee files stored securely and electronically was invaluable to our team during the pandemic. It allowed us to access our files at any time and from any place without having to travel to a physical location to retrieve them."

-Aimee Frey | Director of HR Technology & Analytics

Results

DynaFile has allowed the firm to digitize all of their employee files that they previously kept in paper format in their file room. The partnership has saved time, money, and space. Most importantly, it has made internal processes related to document and file management more efficient. DynaFile has eliminated manual paper-based processes, as well as created efficiencies with employee file audits and document retention. Prior to implementing DynaFile, the HR team spent approximately 5 - 7 hours per week producing, sending, and filing employee documentation for new hires and current employees. Additionally, they have been able to significantly reduce their physical storage needs.

"We began our DynaFile implementation a few weeks before COVID started. We wouldn't have been able to work as effectively as we did during the pandemic without having our employee files digitized. DynaFile allowed us to transform not only how we work, but where we work."

-Karen Hall | Director of Human Resources

**Saved
5-7 Hours
Weekly**

Significant Cut in HR Time
for Producing, Sending,
and Filing Employee
Documents.

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