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| **Summary** |
| **About the project**P-File Imaging using ImageNow technology provides a process and framework for electronic storage, access, and security of new and existing personnel files across campus divisional human resources offices.**Benefits of Imaging P-Files*** Increased efficiencies for document accessibility
* Improved security of sensitive information
* Ability to manage retention and reduce storage costs
* Consistent approach for employee types across campus
* Standard naming conventions for document types
* Ability to sort by all document types, and overall ease of use
* Opting-in divisions will have access to P-files of other opting-in divisions across campus
* Divisional HR offices are responsible for the retention of the P-file electronically
* Employee P-file will not need to move with employee, or start over in a new department, when the employee moves across campus or into a different position as the P-file documents will be accessible in ImageNow

**Types of Documents and employees in P-File imaging*** Documents
* Required documents (mandated by policy or other legal requirements)
* Optional documents (closely related to p-file documentation and not restricted to retain)
* Employee types
* Required at opt-in: University Staff, Academic Staff and Faculty
* Optional at opt-in: Post Degree Trainee, Student Hourly, Temporary Employees, Student Assistants

**Onboarding considerations for interested divisions*** Campus currently has the capacity to onboard two divisions each onboarding period for a total of four divisions per calendar year (note that individual departments are not eligible to onboard – onboarding occurs only at the division level)
* Readiness for onboarding considerations
	+ Current process for receiving p-file documents
	+ HR staff/students have ability learn the system and process, and have time to scan documents
	+ Workstation availability
	+ Ability to manage process centrally at the division level
	+ Leadership and IT support within the school/college/division
* Expectation is that it will take four months to onboard. Onboarding periods are:
	+ March through June
	+ September through December
	+ Back-scanning (optional) may require a longer timeframe

**Training and support available for onboarding divisions*** Official training materials
* Online training and readiness assessment modules
* Knowledge base (KB) documents
* Consultation with a pilot division that is currently using the system
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| **More information** |
| Please contact Office of Human Resources: Workforce Relations with questions and to request onboarding consideration.wr@ohr.wisc.edu |