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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 |