

Access Formatta: E-Forms Solutions for Human Resources

Eliminate paper forms. Refocus your energy. Improve the way you work.

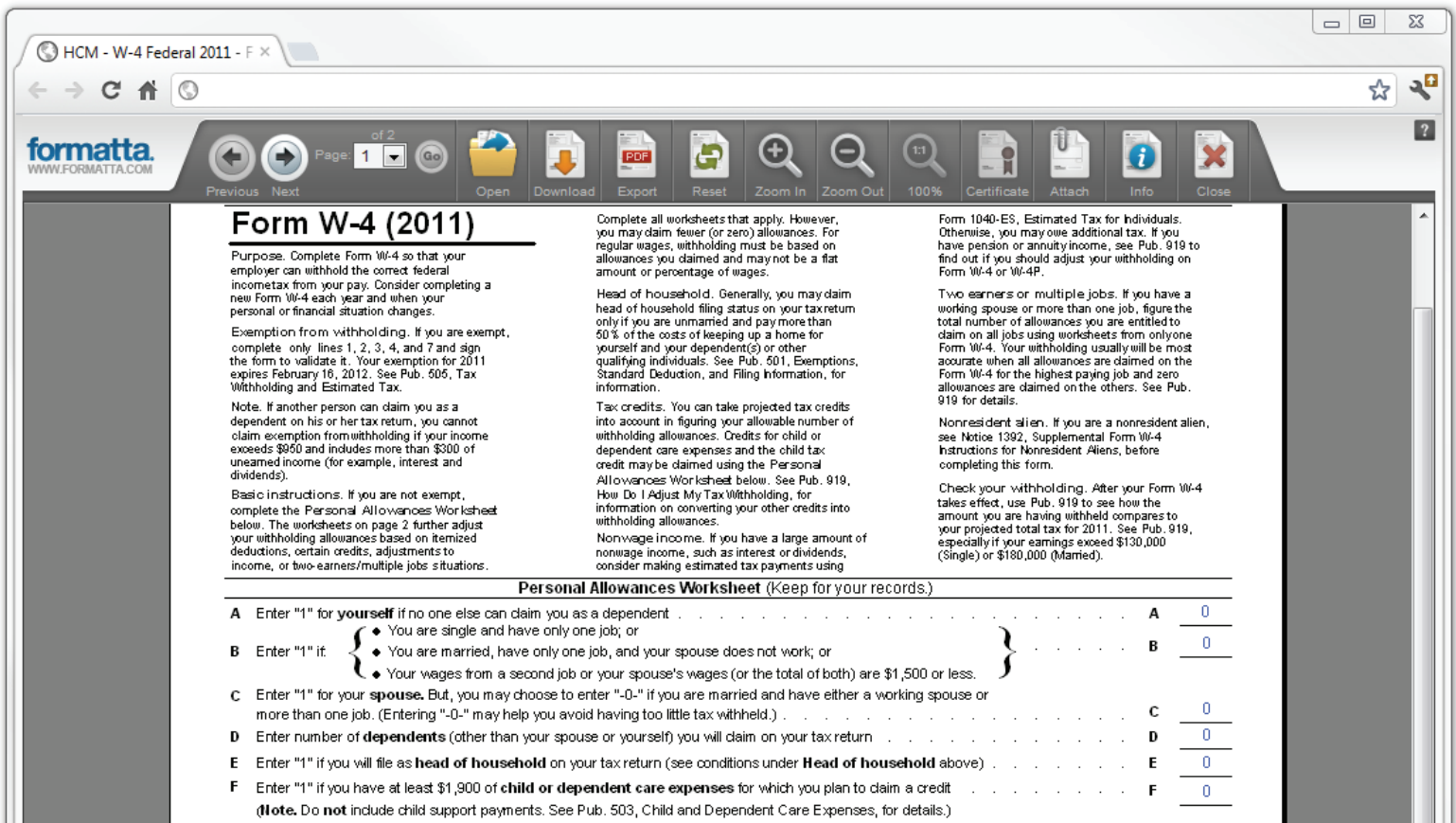
Nothing is more important to an organization than its people. And yet, human resources departments are often held up by slow, error-prone, inefficient paper forms processing. From cross-department tasks such as new employee onboarding and performance evaluations to simple actions such as updating a W-4, manually managing paperwork is a burden that drives up costs, reduces productivity and can even jeopardize regulatory compliance.

HR departments are eliminating these obstacles with Formatta electronic forms management solutions from Access, a leading provider of enterprise forms software. With Formatta, e-forms can be accessed quickly online and include pre-filled applicant and/or employee information automatically to save time. Once complete, the user applies a secure digital signature and Formatta sends the e-form and any attachments to the next step of your business process flow.

At the end of the process, the e-form is sent into your content and document management system and Formatta updates your human resources information system (HRIS) with the collected information — no paper or manual data entry is required. Each process can be standardized and easily tracked, which isn't possible with paper forms.

With Formatta, your HR team could:

- Reduce the time and cost associated with new employee onboarding, performance evaluations, termination and other key processes
- Enhance information sharing with other departments by removing the need to send interoffice envelopes back and forth
- Support compliance with HIPAA, e-Verify and other compliance mandates by preserving the structure of government-regulated forms such as W-4s and I-9s
- Empower employees by providing e-forms through a self-service portal, which are then completed online or offline
- Extend this benefit to applicants and other authorized external users
- Collect complete, accurate and verified personnel data the first time, every time
- Share data securely with your content/document management system and HRIS



HR Module: HCM – New Employee Onboarding

To help remove the paper, costs and hassle from the new employee onboarding process, we offer a tailored, out-of-the-box solution with e-forms you need to hire new employees quickly into your organization. With it, you can get up and running right away with the necessary onboarding e-forms and the required data integration you need to instantly share the information with your Enterprise Content/Document Management and HR business systems.

Below is a list of some of the HR forms that Formatta can help you better manage – without paper, redundant effort or manual data entry:

New Employee Onboarding

- Employee Coversheet
- Employment Application
- I-9 - Federal
- W-4 - Federal & State
- State Tax Withholding Form
- Direct Deposit Authorization
- Non-Compete Agreement
- Benefits Enrollment
- 401k Enrollment
- Onboarding Forms Status

Employee Handbook

- IP Agreement
- Employee Agreement
- Electronic Data Policy Agreement

Self-Service

- Employee Information Add/Change
- Emergency Contact Info
- Business Card Ordering
- Leave/Travel/PTO Request
- Purchase Request
- Performance Review

Travel & Expense

- Expense Report & Reimbursement
- Mileage Log Reimbursement

Administration

- Employee Onboarding Status
- Employee Administration
- W-9

The screenshot displays the Formatta E-Forms Manager interface. At the top, there are navigation tabs for 'BY CATEGORY', 'VIEW ALL E-FORMS', and 'SEARCH E-FORMS'. The main content area is titled 'Published E-Forms In Category' and shows a breadcrumb trail: 'All Categories > Human Capital Management Solutions - Onboarding'. Below this is a table listing various forms with columns for 'Form Title', 'Description', 'Download', and 'View'. The table contains 18 rows of data, including forms like 'HCM - 401k Enrollment Change Form', 'HCM - Benefits Enroll Change Form', 'HCM - Business Card Order Form', 'HCM - Direct Deposit Authorization', 'HCM - Electronic Data Policy', 'HCM - Emergency Contact Info', 'HCM - Employee Coversheet', 'HCM - Employee Onboarding Status', 'HCM - Employee Withholding CA DE-4', 'HCM - Employee Withholding KS K-4', 'HCM - I-9', 'HCM - Non-Compete', 'HCM - Proprietary Info Inventions', 'HCM - Receipt Employee Handbook', 'HCM - W-4 Federal 2011', and 'HCM - W-4 MO'. At the bottom of the page, there is a 'formatta FILLER FREE DOWNLOAD' logo and the website URL 'www.formatta.com'.

Form Title	Description	Download	View
HCM - 401k Enrollment Change Form	401(k) Enrollment/Change Form		
HCM - Benefits Enroll Change Form	Benefits Enrollment Form		
HCM - Business Card Order Form	Employee uses this form to order the business cards.		
HCM - Direct Deposit Authorization	Employee uses this form to authorize the employer to initiate automatic deposits to his/her financial institution account.		
HCM - Electronic Data Policy	Electronic Data Policy Agreement		
HCM - Emergency Contact Info	Employee uses this form to add/change his/her emergency contact information.		
HCM - Employee Coversheet	Use this form to gather personal information and create user account.		
HCM - Employee Onboarding Status	New Employee Onboarding Form Status		
HCM - Employee Withholding CA DE-4	CA Employee's Withholding Allowance Certificate		
HCM - Employee Withholding KS K-4	K-4: Kansas Employee's Withholding Allowance Certificate		
HCM - I-9	Use this form to determine employment eligibility according to DHS standards.		
HCM - Non-Compete	Non-Compete Agreement		
HCM - Proprietary Info Inventions	Proprietary Information and Inventions Agreements		
HCM - Receipt Employee Handbook	Proprietary Information and Inventions Agreements		
HCM - W-4 Federal 2011	W-4 (2011): Use this form to determine withholding.		
HCM - W-4 MO	HCM - MO W-4		