



# TalentEd Records

Simplify and eliminate the daily challenges HR and central office staff face in managing personnel records ... You know, the stacks of paper. The varied, multi-step processes and workflows. The manual, inefficient tracking through checklists and spreadsheets.





# Process management made easy

Records is more than a fancy digital file cabinet for all of your district’s personnel records. It’s a powerful, customizable process management solution for streamlining and automating the most complicated, frustrating and time-consuming tasks and workflows.

Records’ powerful process management features benefit all types of K-12 employees. Here’s how:

- Ensure your district is in compliance and audit-ready.
- Maximize district-level efficiencies.
- Eliminate storage, printing and paper costs while simplifying recordkeeping.

## HR and office personnel:

- Eliminate physical filing and document storage.
- Secure cloud storage, safe from fire or natural disaster.
- Organize, manage and find documents on demand.
- Streamline workflows.

## Teachers & staff:

- Paperless onboarding documents, contract renewals and other yearly forms.
- Avoid last-minute scrambling with automatic reminders.
- Personal dashboards allow access without waiting for requests to be fulfilled.

## Features & benefits

Onboarding process management

Standardize and simplify exit processing

Contract renewal management

Custom smart digital storage

Customizable e-forms

E-signatures, automatic workflows, reminder alerts

Document retention rules and policies

Quickly identify what’s missing

Scan and upload in bulk at your pace

Access on the go