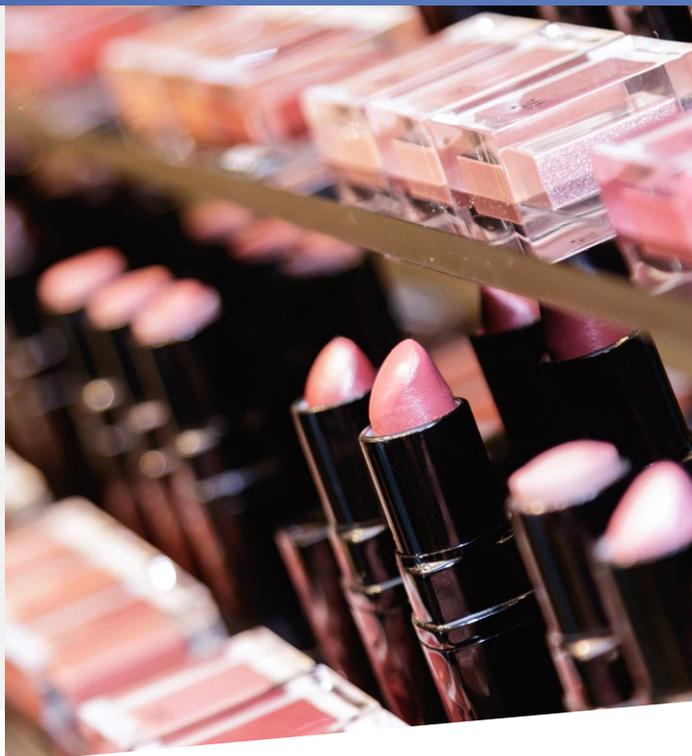


## CASE STUDY

# Digitizing Employee Documents to Free Up Real Estate and HR Time



## The Challenge

With over 4,000 locations and more than 24,000 employees in the U.S. alone, this retailer of professional beauty supplies experiences a significant volume of HR document and compliance requirements for its rapidly changing workforce.



**Industry**  
Retail



**Location**  
5000 in the U.S.



**Employees**  
27,000+



**Solution**  
CartaHR

The retailer maintains an enormous volume of employee files for both departed and active employees to meet compliance laws. Over time, these records became increasingly burdensome due to storage requirements locally and at headquarters. Finding and retrieving documents when needed became a real challenge.

## Sheer number of physical employee HR files becomes impossible to manage

The nature of this high volume retail business means natural seasonal and cyclical high turnover which leads to a larger number of employee files to manage, store and track for compliance and retention.

## Need to address legacy employee files as well as active employees' HR files

In planning for digital transformation, HR leadership sought a streamlined solution to converting paper employee files to a digital document management platform both retroactively, and a go-forward process.

## Space constraints and the high cost of real estate lead to digital transformation strategy

The company needed to free up space for newly-hired employees at corporate headquarters, and the desire to save on costs vs. continuing to store paper documents on-site led to a digital transformation strategy.

“We’ve enjoyed working with Access throughout our transition to digital employee HR documentation. The CartaHR team has acted as a true partner to our organization, helping us to drive new initiatives and delivering a product that is easy to use while saving us time and money.”

– DIRECTOR OF HR OPERATIONS



## The Solution: An Efficient Transition From Paper to Digital Employee Records

### Real estate was freed up for new employee workspace at company headquarters

The rapidly-growing company was able to use the valuable space at headquarters that had been occupied by documents for a much more important goal: adding new employees without paying for additional space.

### Need for efficiency and security led to a single physical-to-digital transformation partner

CartaHR provided an ideal, secure platform for managing and archiving employee files, while Access' physical document-handling capabilities made the transition to cloud-based documents quick and painless. The retail managers simply boxed all their HR files and shipped them to Access, where the CartaHR team scanned and indexed each of the approximately 60,000 employee files that were stored on-site before handling secure destruction of the original files.

### CartaHR helped HR do more better in less time

Regional and corporate HR saved time and reduced the administrative work associated with finding, retrieving and accessing employee documents for audits and other needs.



To find out how Access and CartaHR can help your business, contact our team today at **1.877.345.3546** or visit us online at [accesscorp.com/contact-us](https://accesscorp.com/contact-us).



1.877.345.3546

AccessCorp.com



#### About Access

Access is the largest privately-held records and information services provider in the world, with more than 110 operations across the United States, Canada, Central and South America. Access enables clients to better manage their information, control their risks and transform their businesses. Access' solutions include records storage and information management, document scanning and digital transformation, cloud-based document management software including CartaHR, and secure destruction services.