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Electronic Document Management & Workflow System

Sample Solution Overview

Solution Type:

Human Resources Management

(Dexik Workflow Solution 3.0 RC1 or later.)

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1.0	7/15/2010	Initial solution overview for Human Resources Management.	Katya Budilova

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1. Introduction

1.1 Audience

This Solution Overview Document describes the process and requirements to implement paperless workflow and document management system (DexFLOW) for Human Resources Management department(s). This document is intended for System Integrators, System Analysts, Software Consultants, Business Analysts and Management Groups in the decision process.

1.2 Purpose

This document reviews typical Data Structures and Workflow Processes implemented for the Human Resources Management department. The scope of this document is limited to several projects. The document serves multiple purposes, based on the audience:

- System Integrators, System Analysts, Software Consultants will find this document helpful when designing and implementing HRM projects per customer-defined requirements;
- Customer Business Analysis teams will be able to use this document to better understand business unit requirements and improve the process of gathering these requirements;
- Management Decision Groups will be able to review industry tendencies in implementing certain types of HRM solutions, review associated costs and evaluate the implementation strategies provided.

Dexik Workflow Solution provides wide range of customization capabilities. All Data Structures and Workflow described in this document should be treated as sample solutions that can be easily altered to satisfy any of the customer's requirements.

If the organization is seeking a possibility to integrate Dexik Workflow Solution with other software modules, this integration may be achieved through broad customization capabilities. Some of the integration points are already built-in, like integration with Microsoft SharePoint.

If you feel that your requirements do not fit any of the sample solutions, want the solutions to be modified per your requirements or would like us to assemble a presentation based on your specific requirements – please contact Dexik at sales@dexik.com. Please include "*Demo Request*" or "*Showcase Request*" as part of your message subject.

You can also reach Dexik representative at: (+1) 310-776-9303.

2. Hardware Requirements

Dexik Workflow Solution is a three-tier processing system with two standard types of interface available for the end-user: Microsoft Silverlight based rich web-application and Windows Forms based smart-client. Both client applications are functionally identical and the decision is only driven by the customer's internal guidelines.

Dexik Solution installation requires Database Server, Application Server, Content Management Server and web-based client also requires IIS Server. All the servers can reside on a single physical or virtual server-class machine. Dexik Workflow Solution is a modular processing system and adding additional servers when required will accommodate the demand increase from the business units. Multiple business units can share same server(s) with through the shared project-based access in Dexik Workflow Environment.

2.1 Sample Environment Servers and Workstations

Database Requirements:

- SQL Server 2000 / 2005 / 2008;
- Oracle *9i, 10g, 11g or newer*.

One or more server(s) with the following configuration:

- 2 Dual-Core or Quad-Core 2.0+ GHz processors (or greater)
- 4+ GB of system memory
- Windows Server 2003/2008 x86/x64 Operating System
- Internet Information Services (IIS) (Only necessary on the web server)
- Microsoft Office 2003/2007/2010
- VC++ 2005, 2008, 2010 Runtimes x86 and x64 bit versions
- Microsoft .NET 3.5 SP1 and .NET 4.0 or newer.
- Adobe Acrobat Reader Version 9 or greater
- Ability to SMTP
- Broadband connection to internal network.

Sample Workstation:

- 2.0+ GHz 32-bit (x86) or 64-bit (x64) processors (or greater)
- 4+ GB of system memory
- Windows XP / Vista / 7 x86/x64 Operating System
- Microsoft Office 2003/2007/2010
- VC++ 2005, 2008, 2010 Runtimes x86 and x64 bit versions
- Microsoft .NET 3.5 SP1 and .NET 4.0 or newer.
- Adobe Acrobat Reader Version 9 or greater
- Broadband connection to internal network.

3. Understanding the Workflows

A description and requirements per department is scoped based on the department needs and requirements by the business unit liaisons and managers. In this section we will review most common issues, needs, functions requested by the Workflow and Document Management System users.

3.1 Designing a Workflow

3.1.1 Overview

There are many scenarios when user's tasks must be completed in a sequential order based on the completion of specific previous steps, or to satisfy a set of underlying business rules. Workflow components can be used to encapsulate the tasks and coordinate the steps required to complete these tasks. Workflow components can also support tasks that are dependent on the information being processed, such as the data entered by the user or by dynamic business rules that define a business process.

This section examines different scenarios and provides guidance on how to design workflow. We start with looking at how business requirements map to key workflow scenarios to help you in identifying the appropriate workflow style for your business needs. Later, we will examine how requirements and rules affect the options you have for implementing workflow. The final step provides guidance on designing workflow that supports different options that are available.

3.1.2 Identify the Workflow Style Using Scenarios

There are three basic types of workflow style: sequential, state machine, and data driven. In sequential workflow, the task moves through a specific set of steps until it is completed. In a state machine workflow, activities are defined as a set of states and events that cause transitions from one state to another. In data driven workflow, activities are executed based on information associated with data. As a result, the first step in designing workflow is to understand the style of workflow that better fits your needs. The following list provides guidance on when to use each of the three basic workflow styles:

- **Sequential Workflow Style:** workflow designer determines the sequence of activities and the system decides which of the steps will execute next. Although a sequential workflow can include conditional branching and looping, the path the work item will follow is predictable. Consider sequential workflows if you must execute a series of predefined steps to accomplish a certain task; or for scenarios such as systems management, business to business orchestration and business rule processing.

- **State Machine Workflow Style:** the work item acquires a given state and waits for events to occur before moving into another state. Consider the state-machine style if you require workflows designed for event driven scenarios, user interface page flows such as a wizard interface, or order processing systems where the steps and processes applied depend on data within the order.

- **Data Driven Workflow Style:** the specific work item information determines which activities will be executed in workflow. It is appropriate for tasks such as a document approval process.

Dexik Workflow Solution allows building workflows utilizing one or several workflow styles within one project and thus providing customers with unmatched capabilities

3.1.3 Choose an Authoring Mode

You can use code, markup languages, or a combination of both code and markup to author workflows. The approach you take depends on the authoring mode requirements for your solution. The authoring mode you choose will also influence how you will package and distribute the application. The choices available are the following:

- **Code-only**. Choose this option if the workflow will not change much over time, if you have complex business rules that cannot be easily expressed using markup, if your development team is more familiar with authoring managed code rather than creating markup using a visual designer, or if you want to create new workflow types that are not possible using the markup option. Code-only workflows are also easy to integrate into your source code control system.
- **Code-separation**. Choose this option if you have complex business rules that are encapsulated by business components, or you want to provide users or administrators with the ability to modify some aspects of the workflows using workflow designers.
- **Markup**. Choose this option if the workflow will change more frequently over time, if your business rules associated with the workflow can be easily expressed using markup languages, you do not need to create new workflow types, and you need the flexibility to update the workflow model without rebuilding the workflow types referenced by the model.

3.1.4 Determining How Rules Will Be Handled

At this point, you should have identified the workflow style and determined an authoring mode for creating workflows. The next step is to determine how your workflow will handle the business rules. The option you choose is based on the complexity, durability, and management requirements associated with the business rules. Consider the following factors for handling business rules in workflow components:

- **If rules are complex**, you should consider a code-only or code-separation authoring mode. Business components can be used to implement and encapsulate the rules, allowing the workflow to coordinate their execution.
- **If rules are not durable,** you should consider a markup authoring mode for simple or data-driven rules. However, if the rules are managed by an external system such as a business rules engine, consider a code-only or code-separation authoring mode.

- **If business users, administrators, or analysts will manage rules**, you should consider a solution that uses a markup authoring mode that provides a visual designer or other rule editing facility, or supports a Domain Specific Language (DSL). However, if the rules are managed by an external system such as a business rules engine, consider a code-separation authoring mode.

3.2 Choose a Workflow Solution

Now that you have an understanding of the workflow style, authoring mode, and rule handling requirements for your workflow, the next step is to choose a workflow solution. The choice you make is based on capabilities that each solution provides.

Dexik Workflow Solution has been a clear choice for many organizations, because of three main factors:

- **Expandability:** DexFLOW Solution is easily expandable with no changes to product core, allowing customers to benefit from both wide range of built-in capabilities and customizable business logic.
- **Flexibility:** DexFLOW Solution design is very flexible and allows successful implementation in different business areas HR, Accounting, Insurance, Banking, Production, etc. Some of our customer has moved to Enterprise model over the time adding projects for different departments.
- **Cost and Value:** DexFLOW Solution cost is significantly lower than competitor's products cost. This is true for licensing, maintenance and professional services costs. The reason behind lower costs is highly effective management and R&D structure. At the same time, Dexik Workflow Solution provides customers with more capabilities than most similar software from our, bringing our customers more value at lower cost.

3.2.1 Check list for your Workflow Solution

- Provide enterprise – wide accessibility to data
- Provide a workflow infrastructure that can scale from the workgroup to the enterprise.
- Mail enabled applications should leverage the enterprise messaging infrastructure.
- Provide efficient means of paperless workgroup interaction.
- Mail enabled applications must be able to accomplish messaging transparent to the user.
- Provide data seamlessly across multiple and heterogeneous databases
- Provide for both centralized and distributed management of enterprise workflow.
- Provide auditing capabilities for the workflow.
- Provide an enterprise decision of storage types of documents.
- Provide a form for retention of documents.
- Provide flexibility of configurations for multiple workflows within an enterprise.

4. Workflows for a Human Resources Department

Let's review an example of creating a few workflows within a company's HR department. As our first step, we need to insure that you have gathered the requirements and reviewed the document types that are going to be used.

The workflows have been selected to review are:

- **HR EMPLOYEE MEDICAL HRM**
- **HR EMPLOYEE FILES HRF**
- **HR INVESTIGATIONS HRI**
- **HR LEGAL OPINION HRL**
- **HR REPORTS HRR**

Each one can be treated as a separate or be given to interact with each other.

HR EMPLOYEE MEDICAL will hold all the employee's medical files and can be separated from the employee's normal file due to restrictions and local laws.

HR EMPLOYEE FILES will hold all file like timesheets, performance review and other relevant document types.

HR INVESTIGATIONS will hold secured files that only HR manager or company management allowed to review because of the content and/or confidential information.

HR LEGAL OPINION will hold documents that contain legal information.

HR REPORTS will hold different kind of reports, including reports from other systems like an AS400 report.

Technically, some of these projects could be merged together, but it will be less convenient from the point of handling additional security and more sophisticated indexing structures.

In some cases, it is enough to keep Medical Records and Other Records related to employees in the same project, workflow and storage location, but under different security permissions. In other cases, the security should be stricter and that is why those projects are very often separated.

4.1 HR EMPLOYEE FILES / HR MEDICAL FILES

The structure and workflow diagram for these two projects are usually the same. We will review one of the projects considering that the other project is the same, but holds different Document Types.

4.1.1 Define Data Structures

Step # 1 in building any workflow is determining what Data Structure should be built. Dexik Workflow Solution is completely flexible in terms of building and defining structures, so you data schema can consist of as many levels as necessary. Usually it is enough to build two levels: **Employee** and **Document Type**.

Employee Table Structure

Field Name	Field Type	Show In Table View	Show In Query View
Employee ID	VARCHAR(15)	Y	Y
First Name	VARCHAR(50)	Y	Y
Last Name	VARCHAR(50)	Y	Y
SSN	VARCHAR(11)	Y	N
Address	VARCHAR(100)	N	N
Phone	VARCHAR(12)	N	N
Department	VARCHAR(10)	Y	Y
Manager ID	BIGINT	Y	N

This table will be a parent table for Document table. Manager ID field will contain the corresponding ID record for Manager's Employee Record.

Document Type Table Structure

Field Name	Field Type	Show In Table View	Show In Query View
Document Type	VARCHAR(30)	Y	Y
Document Description	VARCHAR(50)	Y	Y
Retention Period	INT	Y	N

This table will be a parent table for Document table. Retention period will be specified as Number of Days before document will get expunged.

Batch, Parcel and Document tables will be created automatically when new project is created. It is possible to add new fields to those tables as necessary, for example ***Document Filing Date***.

4.1.2 *Define Workflow Diagram*

In comparison to other business units, Workflow Diagrams for the HRM departments are usually very simple.

Basic setup includes **Scanning**, **Barcode** (**OCR**), **Indexing** or **Inspect** and **Commit** nodes. File is usually originated through scanning or filing an electronic document form and is routed to some sort of automatic node, like **Barcode** or **OCR**. These automatic processes are used for the main two reasons:

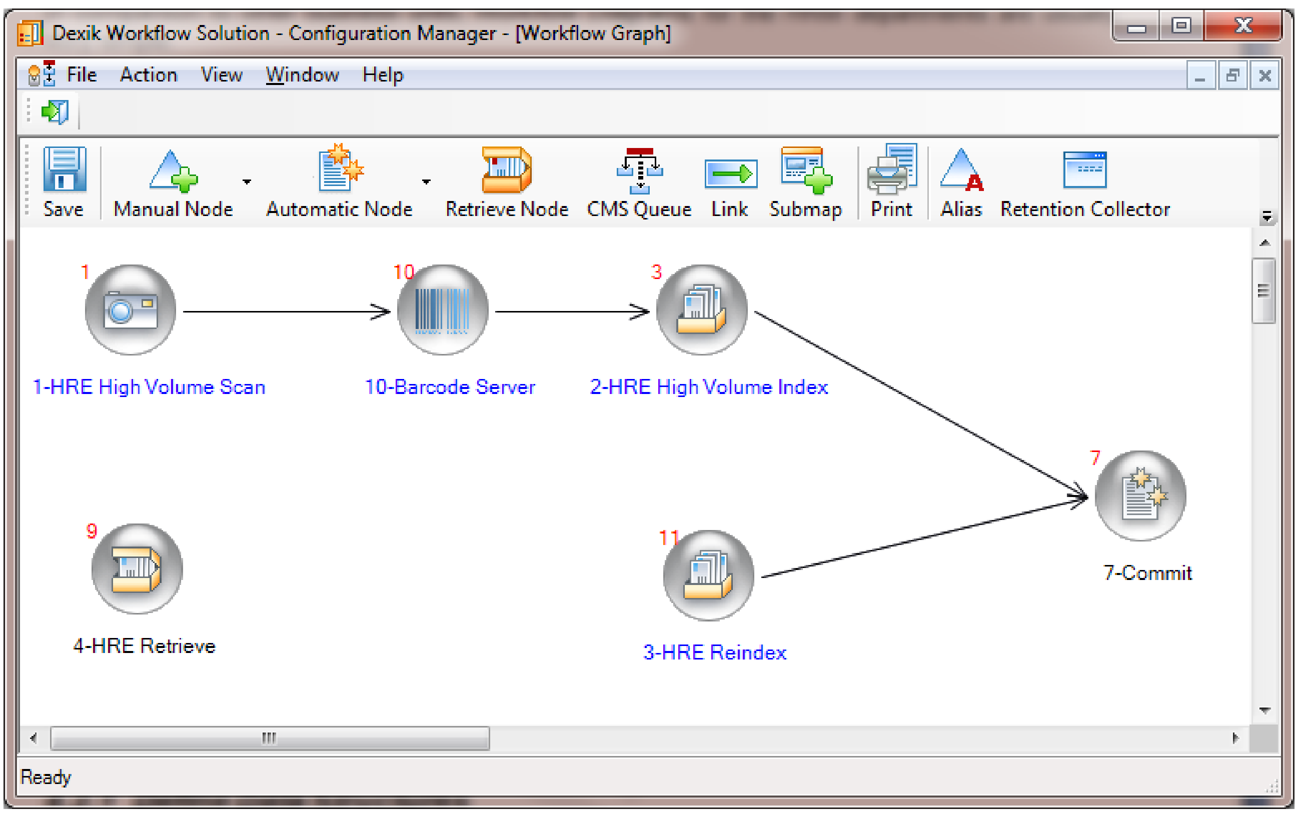
- To allow batch scanning and use barcode sheets or OCR signatures as separation marks.
- To automatically recognize and populate data for **Employee** and **Document Type** identification.

After automatic recognition, document goes to **Indexing Queue** in case if **Employee** or **Document Type** where not recognized or to the **Inspect Queue,** where user can verify the values assigned.

After document indexing and verification is completed, the document is sent to **Commit** node for archiving.

Retrieve node will be used to search for both documents in workflow and in archived folders.

Typical HR File workflow would look like below.



4.2 HR INVESTIGATIONS

The structure and workflow in the **INVESTIGATIONS** project is very similar to the **FILES** project with few exceptions:

- **Employee** table usually requires minimal personal information on employee.
- **Document Type** table contains separate set of records.

4.2.1 Define Data Structures

Here is the proposed setup for the **Employee** and **Document Type** tables.

Employee Table Structure

Field Name	Field Type	Show In Table View	Show In Query View
Employee ID	VARCHAR(15)	Y	Y
First Name	VARCHAR(50)	Y	Y
Last Name	VARCHAR(50)	Y	Y
Manager ID	BIGINT	Y	N

This table will be a parent table for Document table. Manager ID field will contain the corresponding ID record for Manager's Employee Record.

Document Type Table Structure

Field Name	Field Type	Show In Table View	Show In Query View
Document Type	VARCHAR(30)	Y	Y
Document Description	VARCHAR(50)	Y	Y
Retention Period	INT	Y	N

This table will be a parent table for Document table. Retention period will be specified as Number of Days before document will get expunged.

Batch, Parcel and Document tables will be created automatically when new project is created. It is possible to add new fields to those tables as necessary, for example ***Document Filing Date***.

4.2.2 Define Workflow Diagram

The setup is usually similar within the HRM projects with few modifications, when required by business rules.

Basic setup includes **Scanning**, **Barcode** (**OCR**), **Indexing** or **Inspect** and **Commit** nodes. File is usually originated through scanning or filing an electronic document form and is routed to some sort of automatic node, like **Barcode** or **OCR**. These automatic processes are used for the main two reasons:

- To allow batch scanning and use barcode sheets or OCR signatures as separation marks.
- To automatically recognize and populate data for **Employee** and **Document Type** identification.

After automatic recognition, document goes to **Indexing Queue** in case if **Employee** or **Document Type** where not recognized or to the **Inspect Queue,** where user can verify the values assigned.

After document indexing and verification is completed, the document is sent to **Commit** node for archiving.

Retrieve node will be used to search for both documents in workflow and in archived folders.

4.3 HR LEGAL OPINION

This project holds legal documents and it may be considered that **Employee** information is not as relevant in this case.

4.3.1 Define Data Structures

Here is the proposed setup for the **Folder** and **Document Type** tables.

Folder Table Structure

Field Name	Field Type	Show In Table View	Show In Query View
Subject	VARCHAR(50)	Y	Y
Notes	VARCHAR(250)	Y	Y

This table will be a parent table for Document table.

Document Type Table Structure

Field Name	Field Type	Show In Table View	Show In Query View
Document Type	VARCHAR(30)	Y	Y
Document Description	VARCHAR(50)	Y	Y
Retention Period	INT	Y	N

This table will be a parent table for Document table. Retention period will be specified as Number of Days before document will get expunged.

Batch, Parcel and Document tables will be created automatically when new project is created. For this particular project, **Document** table is usually complemented with these fields.

Document Table Structure (Additional Fields)

Field Name	Field Type	Show In Table View	Show In Query View
Date	DATE	Y	Y
State	VARCHAR(2)	Y	Y
Comment	VARCHAR(250)	Y	N

4.3.2 Define Workflow Diagram

The setup is usually similar within the HRM projects with few modifications, when required by business rules.

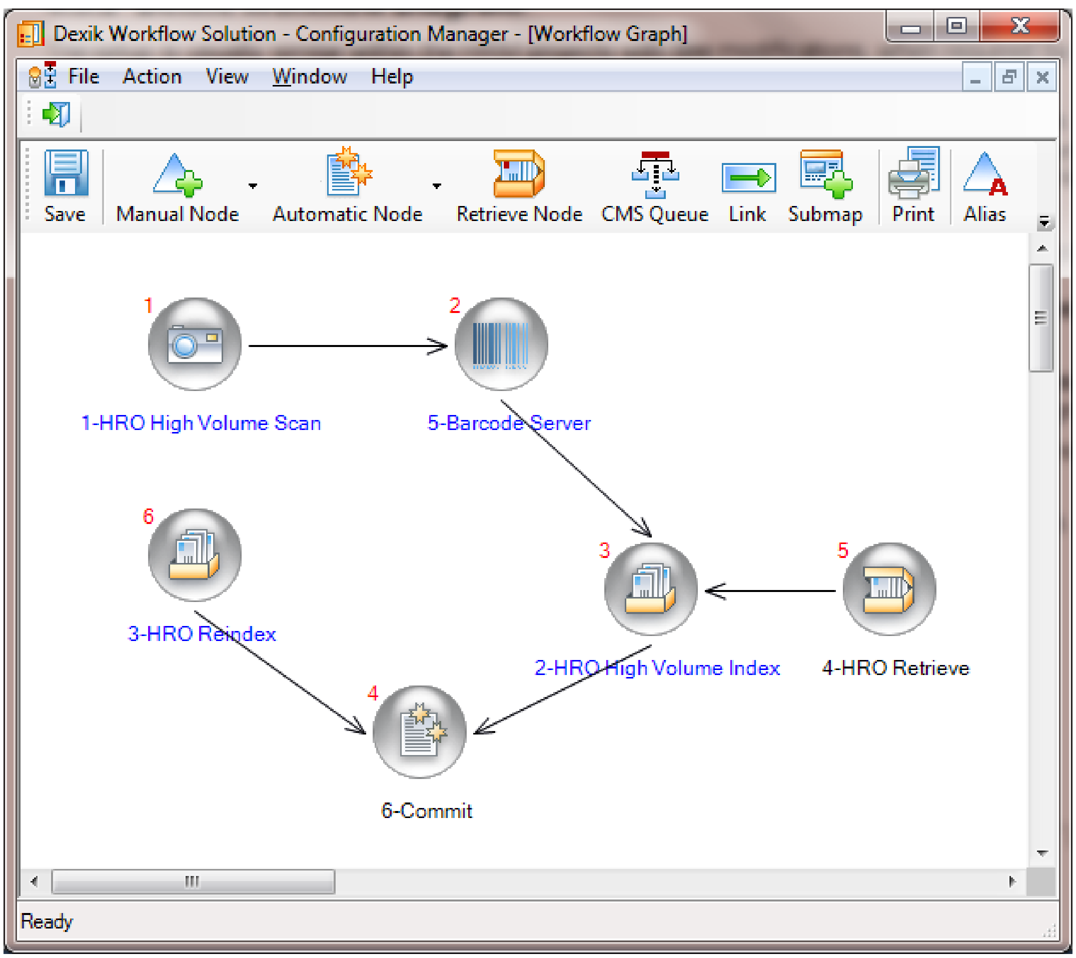
Basic setup includes **Scanning**, **Barcode** (**OCR**), **Indexing** or **Inspect** and **Commit** nodes. File is usually originated through scanning or filing an electronic document form and is routed to some sort of automatic node, like **Barcode** or **OCR**. These automatic processes are used for the main two reasons:

- To allow batch scanning and use barcode sheets or OCR signatures as separation marks.
- To automatically recognize and populate data for **Employee** and **Document Type** identification.

After automatic recognition, document goes to **Indexing Queue** in case if **Employee** or **Document Type** where not recognized or to the **Inspect Queue,** where user can verify the values assigned.

After document indexing and verification is completed, the document is sent to **Commit** node for archiving. In some cases, the **Re-Index** Node is added to workflow accommodating re-processing for the archived items that initially have been indexed incorrectly.

Retrieve node will be used to search for both documents in workflow and in archived folders.



4.4 HR REPORTS

This type of project usually holds different types of reports that can be generated, scanned or imported from the 3rd party system.

4.4.1 Define Data Structures

Here is the proposed setup for the **Report** and **Document Type** tables.

Report Table Structure

Field Name	Field Type	Show In Table View	Show In Query View
Report Type	VARCHAR(50)	Y	Y
Year	VARCHAR(4)	Y	Y

This table will be a parent table for Document table.

Document Type Table Structure

Field Name	Field Type	Show In Table View	Show In Query View
Document Type	VARCHAR(30)	Y	Y
Document Description	VARCHAR(50)	Y	Y
Retention Period	INT	Y	N

This table will be a parent table for Document table. Retention period will be specified as Number of Days before document will get expunged.

Batch, Parcel and Document tables will be created automatically when new project is created. For this particular project, **Document** table is usually complemented with these fields.

Document Table Structure (Additional Fields)

Field Name	Field Type	Show In Table View	Show In Query View
Check Date	DATE	Y	Y
From Date	DATE	Y	Y
To Date	DATE	Y	Y
State	VARCHAR(2)	Y	Y
Department	VARCHAR(10)	Y	Y
Employee #	VARCHAR(15)	Y	Y
Employee Name	VARCHAR(100)	Y	Y
SSN	VARCHAR(11)	Y	N

4.4.2 Define Workflow Diagram

Basic setup includes **Scanning**, **Barcode** (**OCR**), **Indexing** or **Inspect** and **Commit** nodes. File is usually originated through scanning or filing an electronic document form and is routed to some sort of automatic node, like **Barcode** or **OCR**. These automatic processes are used for the main two reasons:

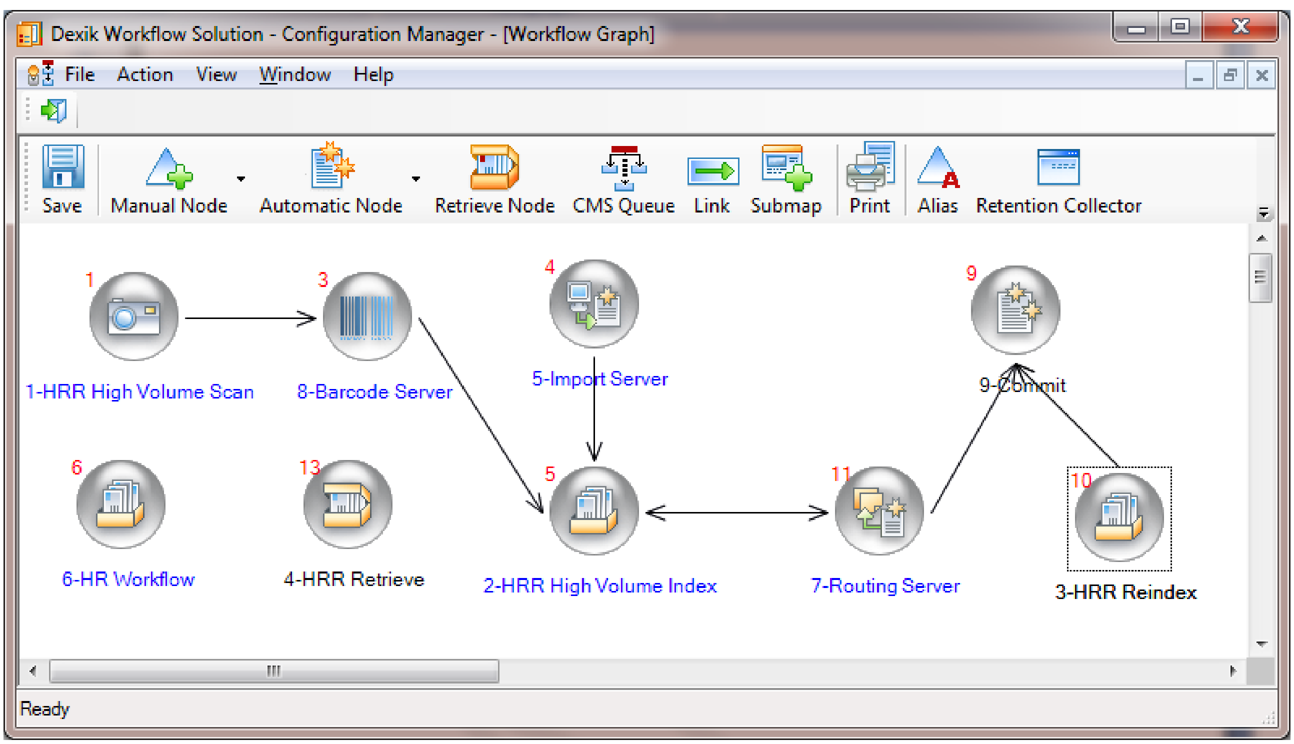
- To allow batch scanning and use barcode sheets or OCR signatures as separation marks.
- To automatically recognize and populate data for **Employee** and **Document Type** identification.

After automatic recognition, document goes to **Indexing Queue** in case if **Employee** or **Document Type** where not recognized or to the **Inspect Queue,** where user can verify the values assigned.

After document indexing and verification is completed, the document is sent to **Commit** node for archiving. In some cases, the **Re-Index** Node is added to workflow accommodating re-processing for the archived items that initially have been indexed incorrectly.

Retrieve node will be used to search for both documents in workflow and in archived folders.

In addition to basic setup, this workflow may contain **Import Server**, which is used to import different types of documents and indexing information directly into the workflow. The other additional node in this workflow is **Routing Server** that identifies whether or not the document is properly and fully indexed. If document is fully indexed, it goes to **Commit** and if not, it is sent to **Indexing/Common Queue.**



4.5 ADDITONAL INFORMATION

As we discussed, the Human Resources Management related workflows can be expanded based on customer's requirements. For example, some of our customers use separate Purchasing workflows for every department, including HRM.

Now let's review several points of interest that can be integrated into your workflow:

- **Filter of terminated or active employees:** used mainly for the HRM/HRF projects, this filtering will improve search and retrieval experience, especially in large companies.
- **Information Retention:** document retention is a very important step in any document management system. At first it may seem unnecessary, but electronic records also grow pretty fast and may need to be expunged based on certain schedule. When considering document retention, please take consideration the following information:
    - Define Rules for Document Retention: most common rules applied are based on Document Type and Creation Date. You can find sample Retention rules and Document types reviewed later in this document.
    - Define Rules for Folder Retention: decide on what should happen with empty "electronic" folders when all the documents are expunged from the system.
    - Confirmation Queue for Collection Retention: consider whether or not you need to assign a person that will review the document collection with the documents to be expunged and approve deletion of these documents. The system will automatically prepare this collection and the retention process will hold until the confirmation is obtained.
- **Email Capture:** consider using Automatic E-Mail capture for "required form of return" documents.
- **Hierarchical Access Security:** in case if you need managers to access employee files, please consider building a hierarchy that can be later applied to determine document security. This will allow managers to see only their subordinate's files.
- **Custom User Interface:** consider if your processing rules would require additional validation, approval, etc. when creating new employee records.
- **Stamps:** configuring stamps allows managers to annotate documents with personal stamp or signature as unique approval identification.
- **Electronic Forms:** electronic forms can be widely used within the organization to allow employees filing certain documents directly into the system. This eliminates scanning and recognition process as employees will have to identify themselves to access forms and form itself will identify the Document Type.
- **Full Text Search:** Some organizations may be interested in having full-text search capabilities either on all the documents in the system or just for certain document types. This capability allows retrieval by words or expressions recognized from the document.

5. Human Resources Department Document Types

This section lists most common Document Types for Human Resource Management documents and suggested retention schedules for those Document Types.

HR Employees & Medical Retention

Document Type	Document Type Description	Retention Period	
		Active files	Terminated files*
ACHIEVE	Achievements	Permanent	3 years
ADDRESSCHG	Address Change (DATE)	Permanent	3 years
APP	APPLICATION	Permanent	2 years
ASSESS	Personality Assessment	Permanent	2 years
ATTENDLTR	Attendance Disciplinary Letters (DATE)	Permanent	5 years
ATTND	Attendance Timesheets	Permanent	3 years
BACKGROUND	Background Results	Permanent	2 years
BENEFITFRM	Benefit Enrollment Form (YEAR)	Permanent	4 years
CAREERPROF	Career Profile	Permanent	2 years
COBRAFRMNH	Cobra Form (New Hire)	Permanent	4 years
COBRAFRMOE	Cobra Form Open Enrollment	Permanent	4 years
COBRAFRMTM	Cobra Form (Termination)	3 years	4 years
COBRALTRNH	Cobra Letter (New Hire)	Permanent	4 years
COBRALTROE	Cobra Letter Open Enrollment	Permanent	4 years
COBRALTRTM	Cobra Letter (Termination)	3 years	4 years
COMPLAINT	Complaint	Permanent	2 years
CONCERNS	Employee Concerns	Permanent	2 years
CONVERSION	Conversion Form	4 years	4 years
CREDITAUTH	Credit Report Authorizations	Permanent	2 years
DESIGNTNS	Designations	Permanent	2 years
DIRECTDEP	Direct Deposit (YEAR)	Permanent	4 years
DISCIPLTR	Disciplinary Letters (YEAR)	Permanent	5 years
DRUG	DRUG	Permanent	5 years
DRUGAUTH	Drug Screen Authorizations	Permanent	5 years
DRUGFREEWK	Drug-Free Workplace	Permanent	3 years
EDCERT	Education Certificates	Permanent	2 years
EEOINFO	EEO information	Permanent	3 years
EIC	Earned Income Credit(YEAR)	4 years	4 years
EMAILPOLCY	E-mail Policy	Permanent	3 years
EMERCONT	Emergency Contact	Permanent	1 year
EMPCONSULT	Employee Consultation	Permanent	3 years
EMPCONTRAC	Employment Contract	Permanent	5 years
EMPISSUES	Employee Issues	Permanent	3 years

EMPLOYVER	Employment Verifications (DATE)	Permanent	3 years
EOI	Statement of Health (YEAR)	Permanent	4 years
ESPP	Stock Purchase Plan	Permanent	4 years
EXITINTRVW	Exit Interview	Permanent	5 years
FITWAIVER	Fitness Center Waiver	Permanent	1 year
FLDOMLVPOL	Florida Domestic Violence Leave Policy	Permanent	3 years
FLEXSPEND	Flexible Spending	Permanent	4 years
FMLA	FMLA	Permanent	3 years
HAZCOM	Hazard Communication	Permanent	
HIPAA	HIPAA Certificate (YEAR)	Permanent	4 years
HOGAN	HOGAN TEST	Permanent	2 years
I-9	I-9	Permanent	1 year
INCREASE	Increase Sheets (Date)	Permanent	4 years
INTERCOTRN	Description Inter Company Transfer(DATE)	Permanent	3 years
INTERVIEW	Interview Notes	Permanent	2 years
ISSECURITY	IS Security Acknowledgement	Permanent	3 years
LEGLISS	Legal Issues (year)	Permanent	3 years
LICENSES	Licenses	Permanent	5 years
LIFEBENEF	Life Insurance Beneficiary Information (YEAR)	Permanent	4 years
LIFEINSFRM	Life Insurance (YEAR)	Permanent	4 years
LTDENRFRM	Long Term Disability Enrollment Form (YEAR)	Permanent	4 years
MEDICAL	Medical Information (Date)	Permanent	3 years
MILITARY	Military Leave	Permanent	7 years
MVR	MVR	Permanent	2 years
NAMECHANGE	Name Change (Year)	Permanent	3 years
NEWHRCKLST	New Hire Checklist	Permanent	3 years
NEWHRPRNTS	New Hire Print Screens	Permanent	3 years
OFFERLTR	Offer Letter	Permanent	5 years
OPENENROLL	Open Enrollment (YEAR)	Permanent	4 years
ORIENT	Orientation	Not applicable - need to delete	
PAYAGREE	Payroll Deduction Agreement	Permanent	4 years
PAYAUTH	Payroll Deduction Authorization	Not applicable - need to delete	
PAYMAINT	Payroll Maintenance	Not applicable - need to delete	
PAYTRAN	Payroll Transactions (DATE)	Permanent	4 years
PERFREVIEW	Performance Reviews (YEAR)	Permanent	3 years
PHONE#CHG	Phone Number Change	Permanent	3 years
PORTABFRM	Portability Form	3 years	3 years
PRAISELTRS	Praise Letters	Permanent	2 years
PREEMPLOY	Pre-Employment Agreement	Permanent	5 years
PROGREVIEW	Progress Reviews	Permanent	3 years
PROMAPP	Promotion Application	Permanent	1 year

PROTECTION	Protective Order (Date)	Permanent	3 years
PYLCHGFRM	Payroll Change Form (DATE)	Permanent	4 years
QWIZ	QWIZ	Permanent	2 years
RASPBENEF	Beneficiary Forms (RASP)	Permanent	4 years
REFAWARD	Referral Awards (DATE)	Permanent	4 years
REFCHECK	Reference Checks	Permanent	2 years
REHIREFRM	Rehire Form	Permanent	3 years
RESIGNLTR	Resignation Letter	Permanent	5 years
RESUME	RESUME	Permanent	3 years
RETBENF	Retiree Benefits	Permanent	Permanent
RETIREE	Retiree Packet (Date)	Permanent	Permanent
RULESREGS	Rules & Regulations Confirmation	Permanent	3 years
RULREAD	Rules & Regulations Read	Permanent	3 years
RULREV	Rules & Regulations Reviewed	Permanent	3 years
SCHEDCHG	Schedule Change (DATE)	Permanent	3 years
SKILLSEDUC	Skills/Education	Permanent	3 years
STATETAX	State Taxes	4 years	4 years
STD	STD	Permanent	4 years
TERMCKLST	Termination Checklist	Permanent	5 years
TERMNOTES	Termination Notes	Permanent	5 years
TERMPRNTS	Termination Print Screens	Permanent	5 years
THANKLTR	Thank you letter	Permanent	2 years
TIMESHEET	TIMESHEETS	Permanent	5 years
UHCFORM	UHC Enrollment Form (YEAR)	Permanent	4 years
UNITEDWAY	United Way (YEAR)	4 years	4 years
W4	W-4 (Year)	4 years	4 years

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