



The Hidden Challenges of Employee Document Management When Switching HCM Systems

You've finally decided to upgrade your Human Capital Management (HCM) system. Great move! But before you pop the champagne, there's something that might keep you up at night: what happens to all those employee records?

The Real Cost of "We'll Handle It Ourselves"

Picture this: Your HR coordinator is manually transferring employee files between systems. Let's break down what that actually looks like:

- ✓ Finding and downloading each document: 30 seconds
- ✓ Saving to a secure location: 15 seconds
- ✓ Uploading to the new system: 45 seconds

Those seconds can add up to *hundreds of hours* of manual work.

Don't Let Document Transfer Become Your HCM Project's Downfall

Your HCM system transition represents a significant investment in your company's future. Don't let something as manageable as document transfer derail your timeline, budget, or compliance standing. **With PuzzleHR's Document Transfer Service, you can:**

- ✓ Maintain strict compliance with all regulatory requirements
- ✓ Minimize disruption to your HR team's daily operations
- ✓ Ensure complete data integrity throughout the transition

Ready to make your HCM transition as smooth as your new system promises to be?

Contact PuzzleHR Today to learn how our Document Transfer Service can protect your business while saving your team countless hours.



How PuzzleHR Transforms Document Chaos into Seamless Transitions

At PuzzleHR, we've developed our Document Transfer Service specifically because we've seen this scenario play out too many times. Our approach eliminates the risks through:

- 1. Compliance-First Transfer Planning:** We map out every document type and its retention requirements before touching a single file.
- 2. Enterprise-Grade Security Protocols:** Your sensitive employee data never sits in unsecured environments.
- 3. Verification and Validation:** Every document is checked, verified, and properly linked to the correct employee profile.

As one client told us, "PuzzleHR turned what we expected to be a three-month headache into a two-week non-event."