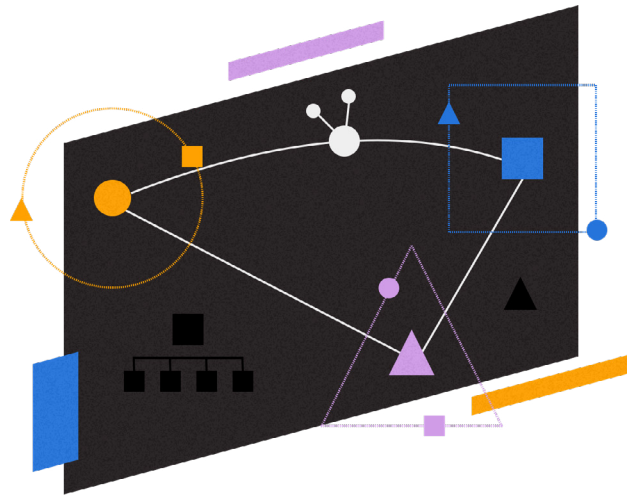


Optimize your employee lifecycle from end to end

From applications to onboarding, employee management, and separations, FileBound helps keep your HR processes running smoothly.



Get control of the endless document chaos.

Easily deliver documents to the right staff, gain approvals, and find content you need.

- Consolidate documents from any source—email, scanned documents, electronic forms, and more
- Grant access rights to specific users like HR staff, payroll, or management so they can only view and edit appropriate documents
- Quickly find information using search terms such as employee number, review date, department, and more
- Grant temporary access for actions such as annual compliance audits



Build a better experience for your employees.

Use automation to improve turnaround for new hires and streamline processes for permanent staff.

- Create electronic forms to easily capture information and automatically add it to the correct employee file
- Easily gather e-Signatures from new hires, current employees, and management
- Set up scheduled events and action alerts for items like PTO approvals, contract renewals, annual reviews, and more
- Customize your dashboard to monitor progress and uncover bottlenecks with analytics

Improve efficiency without losing the human touch.

Increase HR productivity by decreasing time spent on time-consuming tasks like record requests, employee time off requests, file audits, and document routing.

Automate processes

- Electronically send documents such as applications, PTO requests, and more to anyone who needs to approve them according to business rules
- Harness automation to work at peak efficiency, eliminate bottlenecks, and give HR staff time to focus on improving company culture instead of time-consuming menial tasks

Ensure efficiency

- Improve response times to recruit first-choice candidates, retain top-tier candidates, and keep employee morale high
- Batch send so requests can be approved one by one or simultaneously from any device

Eliminate tedium

- FileBound takes care of the details—no more checklists, searching for missing documents, or validating data
- Improve the employee experience by giving your staff the resources to complete important processes like annual reviews faster, with less effort



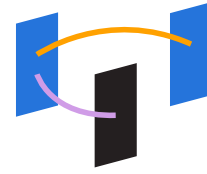
Enforce compliance

- Automate retention of documents and records according to internal policies and compliance requirements
- Reduce the risk of human error resulting in lost, misplaced, or stalled documents by eliminating the need to route paper files or track confusing email threads
- Create rules to immediately remove systems permissions and access to files for terminated staff or those with reduced privileges

Just get more done

- Integrate electronic employee records with existing HR software for a single view of all employee information—PTO accruals and requests, disciplinary records, annual review paperwork, and more
- Focus more on people by promoting employee engagement and cultural enhancement, and spend less time on tedious paperwork and processes





Complementary products

Pair Upland FileBound with other Document Workflow products for a secure, automated end-to-end solution.

-  Intelligent Capture
-  AccuRoute
-  InterFAX



Upland's expert team will help you define the right strategic approach for your digital transformation needs and ensure our technology aligns with your goals, resources, and processes.



Ready to get things done?

Let us show you what Upland FileBound can do.

[Request a Demo](#)

Upland FileBound delivers document and workflow automation applications that improve the operation of any organization by connecting users with the information they need to work more efficiently and effectively. With FileBound, customers can build automated workflow processes and centrally manage documents to improve compliance, collaboration, and access to information.

