Introducing DTI's
ACCESSPoint

NEEDED INFORMATION MADE ACCESSIBLE

DIGITAL TECHNOLOGY, INC., (DTI) offers document imaging and management solutions for human resource departments and staffing organizations worldwide.

Our products interface with your existing HR software applications to provide secure, digital images of paper and other electronic documents supporting your staff acquisition and maintenance activities.

RECRUITMENT
- Centralize Your Applicant eFolder—Create a secure and instantly accessible repository for incoming resumes, applications, letters of reference, drug screening results, and all other recruitment-related documents.
- Hire the Best Candidates—Electronically manage applicant material so your hiring team can quickly select the best candidate and extend an offer.
- Automatically Capture Inbound Faxes & E-mails—Automatically capture inbound applicant materials sent via fax and e-mail and link them to records in your hiring software.

TIME & EXPENSE MANAGEMENT
- Eliminate the Paper Chase—Bind receipts faxed and e-mailed by employees to their respective transactions in your AP software.
- Protect Corporate Records—Secure eFolders bind receipts directly to records in your software and minimize the potential for lost, misplaced, destroyed, or orphaned receipts.
- Improve Employee Accountability—Reallocate the expense/receipt matching responsibility to submitting employees.

- Speed Reimbursement Process—Supporting receipts can be reviewed in a timely fashion.
- Enhance Expense Control and Regulatory Compliance—Readily audit employee expenses against images of receipts and provide backup to auditors and regulatory bodies.

BENEFITS ADMINISTRATION
- Centralize All Benefits Paperwork—Single-click retrieval lets your staff instantly view images of Flex plan claims & associated receipts, W-4 forms, I-9s, 401(k) elections, vacation requests, insurance form updates, and new benefit elections.
- Speed Activation Process—Instantly reconcile benefit elections against employee eligibility.

EMPLOYEE RELATIONS
- Rapidly Resolve Employee Payroll Concerns—Instantly reconcile issued paychecks against records in your software to promptly resolve discrepancies.
- Improve Service—Single-click image retrieval lets your staff see where in workflow documents are and respond immediately to employee inquiries.
- Ensure Employee Privacy—Eliminate multiple paper copies of personnel records, ensuring that sensitive content remains private.

Our business philosophy is simple. Understand what the client needs. Match deliverables to the client's expectation. Give the customer consistent, honest and reliable service at a fair and reasonable price that always fits into our customer's business model.

dti
DIGITAL TECHNOLOGY INC