

**Forms OnDemand™***Eliminate Paper. Save a Tree.***BENEFITS:**

- Increase employee productivity through forms automation.
- Reduce operational costs by eliminating redundant administrative tasks and data entry errors.
- Eliminate data errors by incorporating database validations, calculations and other intelligent features.
- The Forms OnDemand architecture enables easy connectivity to any back-end databases or office application.

Forms OnDemand provides users with a single point of access to complete and process all corporate forms. Forms OnDemand allows users to create, process, route, track, manage, sign and approve all employment, corporate, state or federal forms, such as expense reports, performance plans, personal contact forms, W-4's and many others.

**Electronic Approval & Signature**

The Forms OnDemand routing technology synchronizes users and groups through a single login and access point. Our data entry wizard technology streamlines and improves user experience by collecting unique information and then disseminating across the entire form set. Once the data entry process is completed, notifications are automatically generated in accordance to the business rules that govern the approval and submission process for any form. Forms can also be electronically signed via Click signature technology at which point the forms are flattened, encrypted, time stamped and uploaded into DocumentCenter™ for archival and future retrieval.

*Eliminate Paper. Save a Tree.***The Costs Associated with Paper Forms**

Studies confirm that the average time wasted by employees completing, processing and managing paper-based forms consumes 30% of their work day. When these metrics are multiplied by the average industry labor rate, a clear indication of the projected cost and time savings becomes very apparent:

- Documents are copied on average 9 to 11 times at a total cost of approximately \$18.
- Filing costs per document average as much as \$20.
- Retrieving misfiled documents costs can be as much as \$120.
- The annual costs associated with processing paper forms (hard and soft costs) is conservatively estimated at more than \$11,000 per employee.

*human capital management*

*KMS Software Company is exclusively devoted to providing world class human capital management software that helps strengthen the relationship between employers and employees around the world.*

