docHarbor Cloud™

HR Solution for Trinity Industries

Trinity Industries is one of the largest manufacturing companies in the US, with over 13,000 employees who work in 300 facilities across the US and Mexico. The company was looking for a way to simplify access to paper-based employee information – to streamline the company's HR functions and better address injury litigation requests.

An Administrative Challenge

Trinity is a holding company with five business groups: Rail, Railcar Leasing and Management Services, Inland Barge, Construction Products and Energy Equipment. Each group has its own Human Resources (HR) department.

Many of the company's employees work in steel manufacturing jobs – such as building barges, rail cars and other heavy transportation equipment. Given the manual nature of the work, Trinity routinely faces workman's compensation claims and personal injury litigation from present and terminated employees.

To effectively address a workman's compensation claim or death benefit litigation request, Trinity needed to be able to quickly access employee records, and link those records to each other.

This was not a simple proposition, as the majority of employee documents were held in paper files. The HR groups were grappling with thousands of documents – such as job applications, medical records, incident reports, benefit plans, motor vehicle records and performance evaluations – going back several years.
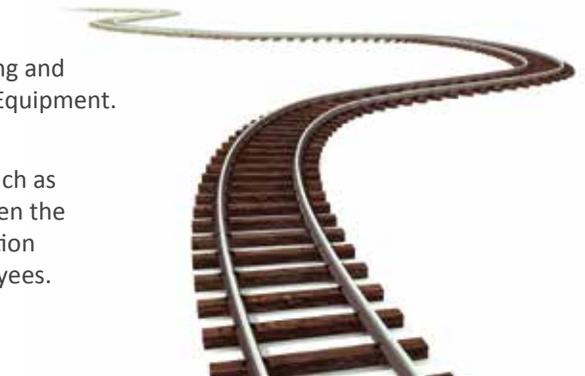
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Improving Access

The HR team was looking for a way to securely control, manage – and, most importantly – locate its complete records on present and past employees. Trinity envisioned an electronic solution that would make sensitive information easily accessible, secure and redundant.

Throughout Trinity, HR teams were using PeopleSoft as their HR management system. They wanted to create an electronic document archive that would be accessible from, and integrated with, PeopleSoft for ease of access, cost efficiency and to avoid data redundancies. From an enterprise perspective, Trinity's key strategic priority was to establish one document archive that could be accessed by all systems of record, across HR, Finance, Procurement and other departments.

Human Resources not only wanted to scan and archive existing documents, but also use the new system to onboard new hires. Trinity hoped to make all documents available via a secure web portal, with appropriate access controls, to make information available across the company's many plants and facilities.

Although the information would be stored in a secure, hosted "Cloud" location, Trinity wanted to own its data. Trinity sought to ensure it had an exit strategy, should the company decide to change its IT architecture in the future.
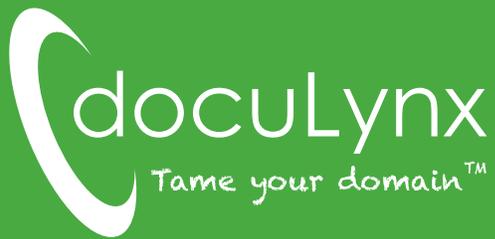
The DocuLynx Solution

Trinity engaged DocuLynx to create a system that would help Trinity's HR department capture all documents digitally, making them quickly accessible when needed, and easy to include in reports or legal presentations.

Employment records are now easily accessible for instant verification.

DocuLynx's Active Information Archive™ Solution addressed Trinity's needs not only by digitizing all of its existing documents, but also designing a work process where local HR staff can scan and archive all new-hire documents, and tag the documents to the employee's PeopleSoft record. All that is needed is a multi-function printer, for scanning, and a computer with a web browser.

Employment records are now easily accessible for instant verification by the appropriate individuals throughout the company, eliminating the retrieval of forms and maintenance of stored hard copies.

HR personnel can access crucial information at any time – right from the PeopleSoft application.

Because every scanned document is electronically linked to its accompanying PeopleSoft record, HR personnel can access crucial information at any time – right from the PeopleSoft application. They can also create reports with live links to the relevant documentation.

The document management system makes use of PeopleSoft permissions and controls to ensure that only authorized users can access sensitive employee documents, creating a repository that is compliant with Federal retention guidelines. Integrity and security of the documents are protected by ensuring secure, controlled access from the PeopleSoft, which retrieves data/documents from the separate "archive of record". All information is held in DocuLynx's docHarbor™ Cloud archive, dubbed, Trin-Docs.

Should Trinity ever decide to change its HR system, Trinity can easily shift its DocuLynx Active Information Archive™ to the new system of record. DocuLynx is application independent, making use of system APIs to connect seamlessly with all major HR systems.

A Cost-Effective Strategy

The Active Information Archive™ Solution has been a highly cost-effective solution for Trinity. There are no licensing fees or up-front software costs: DocuLynx simply charges by the page and megabyte. Redundancy/backup is included, and Trinity owns its own data.

The archive has made dealing with litigation requests simple and straightforward.

For Trinity's HR and Legal departments, the archive has made dealing with litigation requests simple and straightforward – saving the company significant amounts of money on settlements for groundless injury claims, as well as on legal fees.

Trinity has saved valuable space in its facilities by converting paper documents into streamlined electronic content, drastically reducing the amount of floor space required for cabinets and storage. Trinity states they are achieving significant savings due a reduced need to handle, transport and store physical documents.

Partnering with DocuLynx

When you use DocuLynx for information archiving, you are gaining not only efficient new business processes, but also a committed partner that is dedicated to helping your organization succeed.