



1025 Old Country Road
Suite #310
Westbury, NY 11590
(516) 408 - 7800

DocuServ® Records Management Service

Paylogix® has focused on developing services, products and solutions to simplify the business of employee benefits and the management of related records.

Under the authority of state statutes and regulations, Employers are responsible for ensuring that certain transactional records exist and are available. Paylogix® can help keep records for mundane to complex transactions related to small and large scale employee benefit changes and payments.

This service supports all employers especially those who offer employee benefit programs and are experiencing benefit changes as a result of program transition or turnover. The DocuServ® Records Management Service further helps by reducing the administrative burdens on the Human Resources staff in day-to-day communication activities.

- Alleviates the administrative burden of distributing benefit notices and forms
- Enables HR and Benefit professionals to remain focused on other strategic matters
- Serves as an additional resource to the HR staff and benefits team
- Helps to ensure compliance and that all employees receive proper notification as well as an opportunity for assistance
- Disburses personalized communication and forms to participating employees accurately and timely

The DocuServ® Records Management Service will retain the necessary information to meet legal, financial, administrative, research, and historical needs as well as provide an efficient Forms Management program for the administration of employee benefits in the most cost-effective manner.

The DocuServ® Records Management Service accomplishes its mission by:

- Helping to create records that are necessary for the efficient and successful administration of employee benefits
- Saving records and information that are necessary for the continued support of benefits administration efforts
- Creating no more records than necessary
- Retaining no more records than necessary
- Providing convenient access to stored records when they are needed
- Establishing effective reporting systems
- Serving as an efficient and cost-effective employee benefits Records Center
- Serving as an efficient and cost-effective Forms Management Program
- Secure off-site data storage and redundancy of employee benefits records