



CURTIS LUMBER

LEADING BUILDING MATERIALS RETAILER CONQUERS THE HR CHALLENGE

The Curtis Lumber Company is a rapidly growing, regional building materials supplier and retailer to residential customers, contractors, and commercial businesses. Headquartered in Ballston Spa, N.Y. with stores in 22 convenient locations in New York and Northern Vermont, Curtis Lumber is family owned since 1827 and in its 5th generation of leadership.

Curtis Lumber is also involved with many area organizations, including Rotary, local chambers of commerce, business associations and homebuilders organizations. The Ballston Spa location hosts a farmer's market every Friday, Lion's Club events, a yearly car show, and a Pet-A-Palooza pet adoption event.

THE CHALLENGE

Rapid business growth for an already large retailer calls for a robust HR document management solution

Curtis Lumber is one of the 100 largest building material retailers in the nation. Growing sales to over \$200 Million across 21 locations requires hundreds of employees and generates thousands of HR documents every year. The company's management wanted to keep Human Resources consolidated at its corporate facility while meeting the needs of a distributed team with a securely managed HR system featuring online documents.

THE SOLUTION

A holistic approach to managing files and processes

The long-term solution offered an efficient way of managing the entire HR process. After considering several options, the Kronos HR Technology solution was the best fit for managing employee applications, onboarding, reviews, termination, and other processes. The system also offered a document management repository for

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HR DIRECTOR, CURTIS LUMBER



VERTICALS: RETAIL, CONSTRUCTION



SERVICES: CONVERSION, CONSULTING

THE SOLUTION (CONTINUED)

managing electronic employee records. eBizDocs reviewed a sample set of documents to determine what information could be extracted and used for the Kronos import process. Curtis Lumber selected eBizDocs to perform the document conversion of all employee records. "We chose eBizDocs for its 20 years' experience, in-house expertise in document conversion, and ability to provide high quality searchable files that are ready for import into our system", said Mark Ward, Curtis Lumber HR Director. "Having eBizDocs scan all historical and active employee files saved us precious time and money." Once files were imported, the paper documents are no longer required and can be shredded.

THE RESULTS

Efficient and scalable long-term solution for managing HR documents

Today, viewing employee data and locating employee documents is quick and easy from a single interface. Managing employee HR files is distributed across the company where information is immediately available to authorized managers. The paperless system is very efficient, scales as the company grows, and helps Curtis Lumber maintain compliance with regulations. Successfully implementing a paperless path for HR means other areas of the business can become candidates for extending its digital transformation. "We appreciate the opportunity to help Curtis Lumber make its digital transformation in their HR department," said Howard Gross, CEO eBizDocs. "We look forward to exploring other business areas where eliminating paper brings additional benefits and savings."



eBizDocs is a premier digital transformation provider focused on helping you put *information at your fingertips*. Offerings include paper and microfilm conversion, content capture and document management solutions, scanner sales and service, and process consultation. eBizDocs is SOC2 Type II certified and serves private and public-sector organizations. The company has been in business for over 20 years and is a preferred source contractor for NYS entities. To learn how eBizDocs can help transform your operation, visit eBizDocs.com.

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