

Access

How American Seafoods Group Reduced Its Administrative Burden by 2,000 Hours Annually



The Challenge

American Seafoods needed to expand the strategic contributions of the HR team and reduce the time spent on administrative functions such as employee paperwork, compliance, and crew orientation.

Each year, American Seafoods generated approximately 1,500 contracts, which needed to be signed by the crew. Each contract contained 20 pages, totaling 31,000 pages of paper. This paperwork then needed to be organized, filed, and stored, which took a significant amount of time to do. Additionally, responding to requests was slow and inefficient due to the difficulty of locating specific files in a paper-based system.

The Solution

After enlisting help from Access, American Seafoods Group fully transitioned from paper-based HR processes to a digital document management solution. More than 31,000 pages were digitized and securely stored in a centralized platform, giving the HR team fast, reliable access to employee records without the burden of managing physical files. With built-in search functionality, locating specific documents became a quick and efficient task, eliminating the delays once caused by manual retrieval.

Moving to a fully digital system also streamlined the onboarding process, improving the overall experience for new hires and the HR team. This improved process ensures American Seafoods Group can continue to retain employees, far longer than their competitors — a core ingredient to how they continue to excel in a competitive and challenging environment.

Client Profile

Industry Sector

Manufacturing/Agribusiness

Location

Washington and Alaska, United States

Company Size

Enterprise,
1,000+ employees

The Results

After the transition was complete, American Seafoods' Human Resources team was able to allocate more than 35% of its previous time spent on managing paperwork toward more strategically aligned projects. This equates to over 2,000 hours saved each year!

With the new system, HR now processes a wide range of documents, including 16 types of employee contracts—more quickly and efficiently than ever before. And with the security that Access' document management solution features, audits and compliance reviews run smoothly.



Moving to digital files and forms has allowed our HR Department to devote much more time and resources to becoming an impactful business partner rather than managing paperwork."

Jennifer Gladney, HR Manager

About the Company

Access is the largest privately held records and information management services provider worldwide, with operations across the United States, Canada, Central and South America. Access provides transformative services, expertise, and technologies to make organizations more efficient and more compliant. Access helps companies manage and activate their critical business information through offsite storage and information governance services, scanning and digital transformation solutions, document management software, and secure destruction services. Access has been named twelve times to the Inc. 5000, the ranking of fastest-growing private companies in the U.S. All trademarks, service marks and company names are the property of their respective owners.