

EMPLOYEE CHANGE MONITOR

Reduce operational risk associated with employee status changes

Exterro Employee Change Monitor enables you to proactively and automatically take steps to mitigate risk associated with the change in any data field stored in your HR information system and shared with the Exterro Platform. For example, when an employee leaves your organization, a task can be issued to IT take a snapshot of her email box and backup her files, a system notification can be sent to alert Records Management of the change in employment status, and the employee can automatically be released from any active legal holds.



Exterro Employee Change Monitor's dashboard enables complete visibility into, and control over, your entire monitor portfolio

Monitors		Employee info change		
Show All ▼		SUMMARY ACTION TRIGGERS PROCESSED RECORDS		
Sort by ▼		Trigger id	Triggered date	Processed records
Employee data source crea...	Suspended	TID11	03-07-2016 16:10	1
Employee data source infor...	Suspended	TID10	03-07-2016 16:10	1
Release custodians from le...	Suspended	TID9	03-07-2016 16:09	1
Employee info change	Monitoring	TID8	03-07-2016 16:08	1
Initiate interview workflow	Monitoring	TID7	03-07-2016 16:08	1
Preservation workflow	Monitoring	TID6	03-07-2016 16:07	1
Initiate collection workflow	Monitoring	TID5	03-07-2016 16:07	1
Monitor custodians	Monitoring	TID4	03-07-2016 16:07	1
Employee created	Monitoring	TID3	03-07-2016 16:02	1
Employee departed	Monitoring	TID2	03-07-2016 15:41	1
Employee information chan...	Suspended	TID1	03-07-2016 12:56	1

Selected Features

Selected Employee Change Monitor Features Designed to add an additional layer of protection to legal holds and other compliance obligations, Exterro Employee Change Monitor offers the following:



Detects Changes

Employee status changes, such as the resignation, termination, or name change of an employee, automatically trigger an analysis to determine if an action, notification or task needs to occur.



Tracks All Activities

Employee Change Monitor creates an audit trail that tracks every actionable event and the actions taken in response to defensibly demonstrate compliance with e-discovery, information governance and compliance policies.



Asset Management Integration

Connects with asset management systems to obtain reference data on employee assets such as desktops and laptops. This information can be



synchronized on a nightly basis to ensure that information is up to date.

Automates Corrective Actions

After employee changes are detected, Employee Change Monitor executes corrective actions such as adding a newly hired data steward to an existing legal hold.



HR Integration

Connects with all leading HR systems to obtain relevant employee reference data such as current and previous job titles, department, employee ID, status, contact information, and supervisor information.



Approval Workflow

Proposed monitors can be made subject to approval by a supervisor or other responsible party