

SAP Solution Brief

SAP ERP Human Capital Management and
SuccessFactors Talent Management Suite
SAP Employee File Management by OpenText

Objectives

Solution

Benefits

Quick Facts

Streamline HR Tasks with Centralized Document Access



The Best-Run Businesses Run SAP®

A complete digital record for every employee

A complete digital record for every employee

What if you could easily create a complete digital record of all worker-related documents and organize them for instant accessibility and searching? How would your HR staff members like it if they could access all printed and electronic documents related to employees, retirees, contractors, and job applicants from digital files? Imagine how this would [streamline administrative processes](#).

The SAP® Employee File Management application by OpenText simplifies the management of all personnel documents – both print and electronic, whether on premise or in the cloud. And, with this solution, master data in the SAP ERP Human Capital Management (SAP ERP HCM) solution as well as in solutions from SuccessFactors, an SAP company, is immediately available from digital files. This helps your HR staff overcome the pressure to process high volumes of transactions accurately

and comply with complex requirements for data retention and security. You can better manage the wide variety of HR and related forms to fill out employee records over the lifecycle of a worker's engagement with the company. Whether you are dealing with contractors or full-time staff, your HR department can maintain and produce this documentation at a moment's notice – whether as electronic or paper records.



Instantly find documents with intuitive search functionality

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Maximize efficiency through direct links to HCM transactions

Enable self-service and shared-services models

Optimize storage, archiving, and data protection

Enable secure content archiving and retention management

SAP Employee File Management is designed to meet the requirements of modern HR management. With search, full text search, and hierarchical folder structure, the software enables your HR staff members to quickly gain a clear overview of each worker's records. Using the name or assigned number of an employee, contractor, or retiree, they can rapidly retrieve all of the relevant information and documents they need. Regardless of whether you are searching for master data, statement data, or original documents, it's simple to display and access all employee records in a single view.

In a global HR organization, it's important for local and corporate HR departments to have access to consistent personnel data

and documents. Too often, records are created and stored locally, leading to redundant or inconsistent data and risky, expensive, and time-consuming transfers of paper files from location to location. Frequently, records are missing.

SAP Employee File Management enables you to identify any missing documents and grant secure, parallel access to all worker files from anywhere in the world. Because authorized users can instantly access what they need, whenever and wherever they need it, the software eliminates the need for cumbersome transfers of paper files between office locations. Security is based on the authorizations of the users defined in your HCM software.



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To maximize operational efficiency in your HR department, each digital employee file is tightly linked to transactions managed by SAP ERP HCM. This enables you to manage and link data and documents at the same time – all within a single application.

SAP Employee File Management provides a direct link to related HCM information types. This allows HR users to jump directly to a corresponding transaction in SAP ERP HCM or solutions in the SuccessFactors Talent Management Suite bundle. There, they can view, change, or create data records associated with a person. Maintenance and updates of HR master data (for example, when an employee is promoted or transferred) can be completed quickly.

The browser-based interface of SAP Employee File Management enables you to intuitively search through employee documents. Thumbnails of the complete personnel file facilitate faster, simplified navigation, as they allow you to digitally “skim” through a scanned paper file without ever leaving your desk to look for the employee’s paper folder.



Search through documents quickly using thumbnails.



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You can use SAP Employee File Management in the familiar SAP GUI interface or the SAP Enterprise Portal component. At the same time, staff members can access files for which they are authorized through the employee self-service and manager self-service portals in the SAP ERP application.

Using a guest access feature, each employee can easily access his or her online file for a restricted time period through the Web, and managers can see their employees' files. Employees can see only the contents of their own files and have limited access based on their legal right to see the documents.

Using these functions, SAP Employee File Management is ideal for self-service processes, which free HR staff members from time-intensive, routine inquiries from both their colleagues and management. It's also integrated with HR shared-services frameworks, where compliance with service-level agreements (SLAs) is critical. The software makes it easier to comply with SLAs in shared-services environments by enabling HR staff members to find everything they need quickly and process service requests more quickly and efficiently.

With a complete digital record for every employee, you can access all documents in a single view.



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SAP Employee File Management offers different ways to store incoming documents as part of personnel records. And it's a proven solution for scanning and indexing low, medium, and high document volumes, scaling from hundreds to many thousands of documents per day. For example, paper-based documents can be scanned and linked manually to the right personnel file. In addition, employees and managers can scan and upload documents – and route them from the review and approval process as well. Users can also select a fax or an e-mail in Microsoft Outlook or Lotus Notes and link it as an attachment to a personnel file.

To support the digitization of large archives of paper personnel files, SAP Employee File

Management provides a mass import interface to which third-party scanning providers can connect. With the digitization of paper files, you can be confident that all content is automatically archived and attached to the employee master record in SAP ERP HCM under the correct context. All documents handled in the system are permanently stored in a secure, long-term archive.

Because sensitive personnel data must be treated with great discretion, the software also provides dependable data protection based on the authorization standard in SAP and SuccessFactors solutions, allowing only authorized staff access to employee files.



Enable secure content archiving and retention management

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SAP Employee File Management includes an archiving solution that supports the secure, long-term storage of all HR documents and data in a standard, widely used, and accepted format (such as TIFF or Adobe PDF). Storing files digitally eliminates the need for a physical storage place. Tight security controls enable you to comply with privacy regulations.

Now you can centrally define and manage the retention of archived documents according to corporate policies and retention laws. You can define retention periods for each type of document and proactively find and delete content

accordingly. You can override expiration dates for business-critical documents (such as those related to a legal case) to prevent deletion.

With SAP Employee File Management, you can completely restore access to archived documents in case your archive server hardware has a major breakdown or is destroyed. Your content is protected from natural disasters such as fire or flooding. In addition, HR documents can be archived at geographically dispersed storage locations to ensure that they remain available – even in the event that one archive is destroyed.

Manage document retention and support disaster recovery – just two more advantages of this sophisticated software.



Transform HR by focusing on strategic activities

Transform HR by focusing on strategic activities

With SAP Employee File Management, your HR master data and statements, as well as all original worker-related paper documents, are centralized and displayed in SAP and SuccessFactors solutions in a clearly organized folder structure.

Labor-intensive searching through electronic transaction histories or paper files is no longer necessary, because you can instantly search and access exactly what you need, when you need it. This enables HR staff to process personnel tasks more quickly with fewer errors.

SAP Employee File Management also helps shared-services organizations deliver high-quality HR services for large numbers of employees at reduced time and cost.

Because employee files are centralized for all workers, you can consolidate and centralize HR staff members and enable them to service all geographic locations, thereby reducing both HR headcount and other costs.

SAP Employee File Management can help you transform your HR department from one that is primarily administrative into one that is strategic. Instead of spending the majority of their time on labor-intensive administrative tasks, HR staff members can use the software to optimize and automate these activities. This frees them to focus more of their time and effort on recruitment, skills development, and serving as a more productive resource for the operational areas they support.



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Summary

HR organizations need to provide highly efficient, accurate service and maintain impeccable employee files for complex global workforces. The SAP® Employee File Management application by OpenText delivers high-quality HR services by supporting the integration, storage, retrieval, and archiving of all paper and electronic workforce documents. In addition, this application efficiently integrates with the solutions in the SuccessFactors® Talent Management Suite bundle from SuccessFactors, an SAP company.

Objectives

- Manage large volumes of paper and electronic records
- Comply with document retention and deletion regulations in global workforces
- Manage demand for the delivery of high-quality, accurate HR services at a low cost

Solution

- Paper and digital file consolidation
- Intuitive folder structures, search, and thumbnails to find documents quickly
- Employee self-service, manager self-service, and shared-services support
- Process automation with integrated workflow of review and approval processes
- Secure document archiving per legal regulations

Benefits

- Improved service-level-agreement compliance
- Reduced operational costs through automated administration and fewer paper archives
- Lower training costs and higher employee satisfaction
- Secure file management in hybrid landscapes

Learn more

For more information, contact your SAP sales representative or visit www.sap.com/solution/lob/hr/software/employee-file-management/index.html.



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