

OpenText Employee File Management for SAP Solutions

Modern HR management demands both efficiency and high service quality. Expectations from executive managers are high, and developing strategies for talent acquisition, people development and retention are top priorities. A digital personnel file reduces administrative paperwork and gains valuable time to pursue strategic objectives.



Streamlines HR processes with quick and easy access to electronic files



Integrates with SAP ERP HCM to lower training costs



Enables global HR processes with parallel access in all locations



Eliminates paper file storage to reduce costs

Working with paper documents is a particularly cumbersome activity for HR. Extra time is needed to locate documents in folders and shelves, to sort and file incoming paperwork and cross-check printed data with electronic data in SAP® HR and SAP® HCM (Human Capital Management). This process becomes even more complicated when employee files are sent from one location to another, known as “paper tourism.”

OpenText™ Employee File Management for SAP® Solutions provides HR departments with a complete solution for employee documents. All printed and electronic documents related to employees and job applicants, as well as employee master data, are immediately available in the electronic personnel file. This ensures that all personnel activities and processes are performed quickly and easily.

With Employee File Management for SAP Solutions master data and statements, as well as the original documents, are displayed within SAP in a clearly organized folder structure. Laborious searching for documents in SAP transactions and file folders is now a thing of the past. HR staff can process personnel actions faster and reduce errors, allowing them to spend more time on value-added tasks.



Johnsonville cooks up digital transformation with OpenText and SAP®

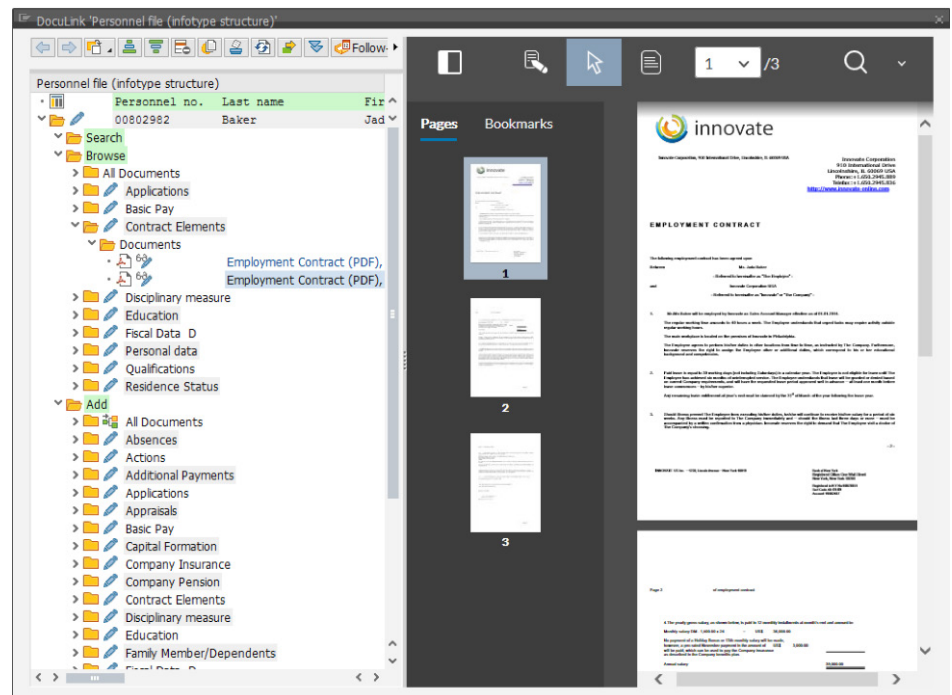
"Before we had OpenText Employee File Management for SAP Solutions, our HR employees spent too much of their time on administrative tasks. Digitizing all of our employee files and making them easily accessible has freed up their time to focus on other aspects of their job, like our open enrollment."

Glenn Dieball
System administrator
Johnsonville Sausage

[Read the full Success story](#)

Streamlines HR processes with quick and easy access to electronic files

Employee File Management for SAP Solutions optimizes and automates administrative tasks so that HR staff can focus on strategic activities, such as recruitment, skills development, support, compensation, reporting, etc. The hierarchical folder structure offers an adaptable, clear overview of, and access to, all HR data and documents. Using an employee's name or number, HR can retrieve the information they require without performing a time-consuming search. Thumbnails offer a glimpse of the complete personnel file and ensure easy and fast navigation, like skimming through a paper file.



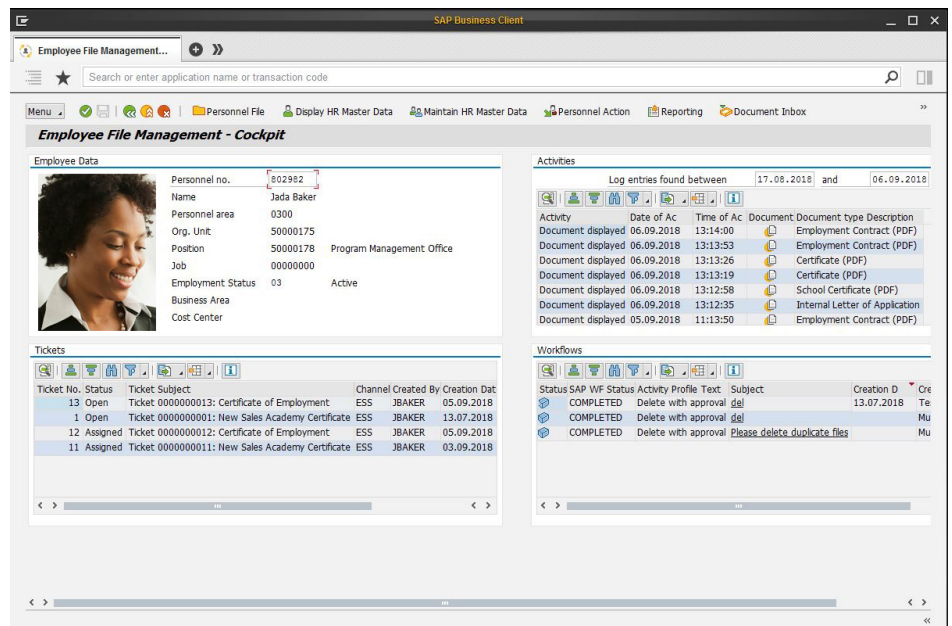
Arrange employee documents by type or folder structure.

Integrates with SAP ERP HCM to lower training costs

To achieve greater efficiency in HR departments, an electronic employee file should be tightly integrated into SAP HCM transactions and user interface to manage data and documents at the same time. The digital personnel file provides a direct link to related SAP ERP HCM objects. This allows HR employees to jump directly to the corresponding transaction, where they can view, change or create data records. Maintenance and updates of HR master data, for example, when an employee is promoted or transferred, is quickly completed. Its ease of use significantly reduces training costs.

Enables global HR processes with parallel access in all locations

Employee File Management for SAP Solutions grants parallel access to all personnel files from anywhere in the world, eliminating unsafe and time-consuming paper tourism. HR employees can use Employee File Management for SAP Solutions in the familiar SAP GUI, while employees in other departments can access files they are authorized to view in the SAP Employee Self-Service and SAP Manager Self-Service applications. Using the guest access feature, an employee can temporarily access their folder via the internet. The system ensures that only the relevant contents of an employee's folder are displayed, and that the employee has a legal right to view the documents. This self-service solution relieves HR employees of time-consuming, routine inquiries from both their colleagues and management.

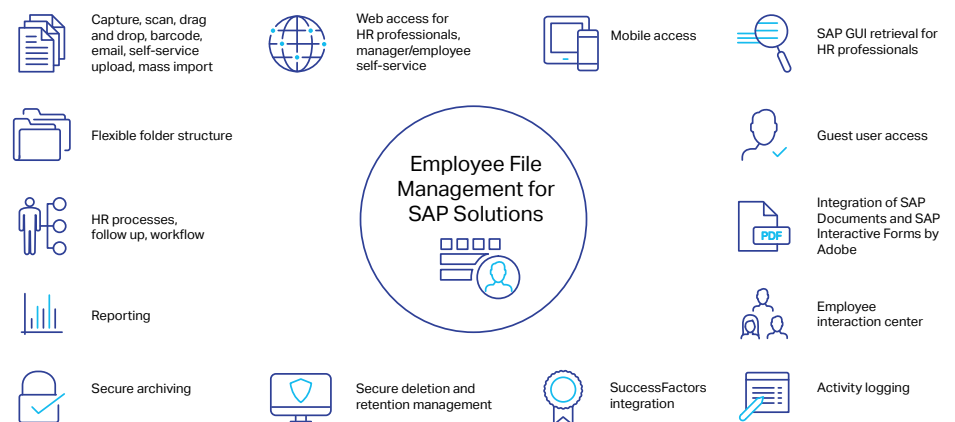


Access all relevant information in a single view.

Eliminates paper file storage to reduce costs

Employee File Management for SAP Solutions provides a batch input interface to digitize large paper archives of personnel files. All content is automatically archived and attached to the SAP employee master data, and documents are stored in an archive for secure, long-term retention. In addition, DoD certified records management configures retention schedules to manage the lifecycle of the document. When the retention period expires, defensible deletion ensures compliance with data protection regulations, such as GDPR.

Employee File Management for SAP Solutions provides a comprehensive digital personnel file solution that seamlessly integrates with SAP HCM. Integration extends not only to the SAP user interface, but also SAP HCM transactions and data, such as employee master data and HR information and sub-information types, up to user management and HR permissions. Employee File Management for SAP Solutions uses the proven OpenText™ Document Access for SAP® Solutions for secure and compliant storage of content and provides DoD certified records management for HR documents. Its deep integration with SAP and feature completeness ensures a fast deployment, with a return of investment typically in less than one year.



Key feature highlights

Digital employee file	Digital employee files are seamlessly integrated with SAP HCM, including HCM user interface, transactions, data object, user management and permissions
Flexible access	Browse a file by SAP HR information type, folder structure or a custom folder structure; visual browsing with thumbnail views; full text search
Reporting	Verify that specific document types are properly stored and valid in personnel files
HR workflows	HR workflows with four-eyes deletion and follow-ups; activity logging
HR cockpit	HR cockpit and document inbox for tickets and workflows
ESS and MSS	Supports employee self-service and manager self-service, including document upload
Shared services	Supports shared service center processes with parallel access from anywhere, anytime; Employee Interaction Center (EIC) integration
Guest account	Provisioning of temporary guest user access
Capturing	Scanning, mass import, scan provider interface, drag and drop, barcode, self-service upload, email upload
Archiving	Secure archiving of employee documents with encryption at rest
Records management	DoD certified records management for the document lifecycle; defensible deletion ensures compliance with data protection regulations, e.g., GDPR

 [Customer stories](#)

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About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit: opentext.com.

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