

How to improve HR content management

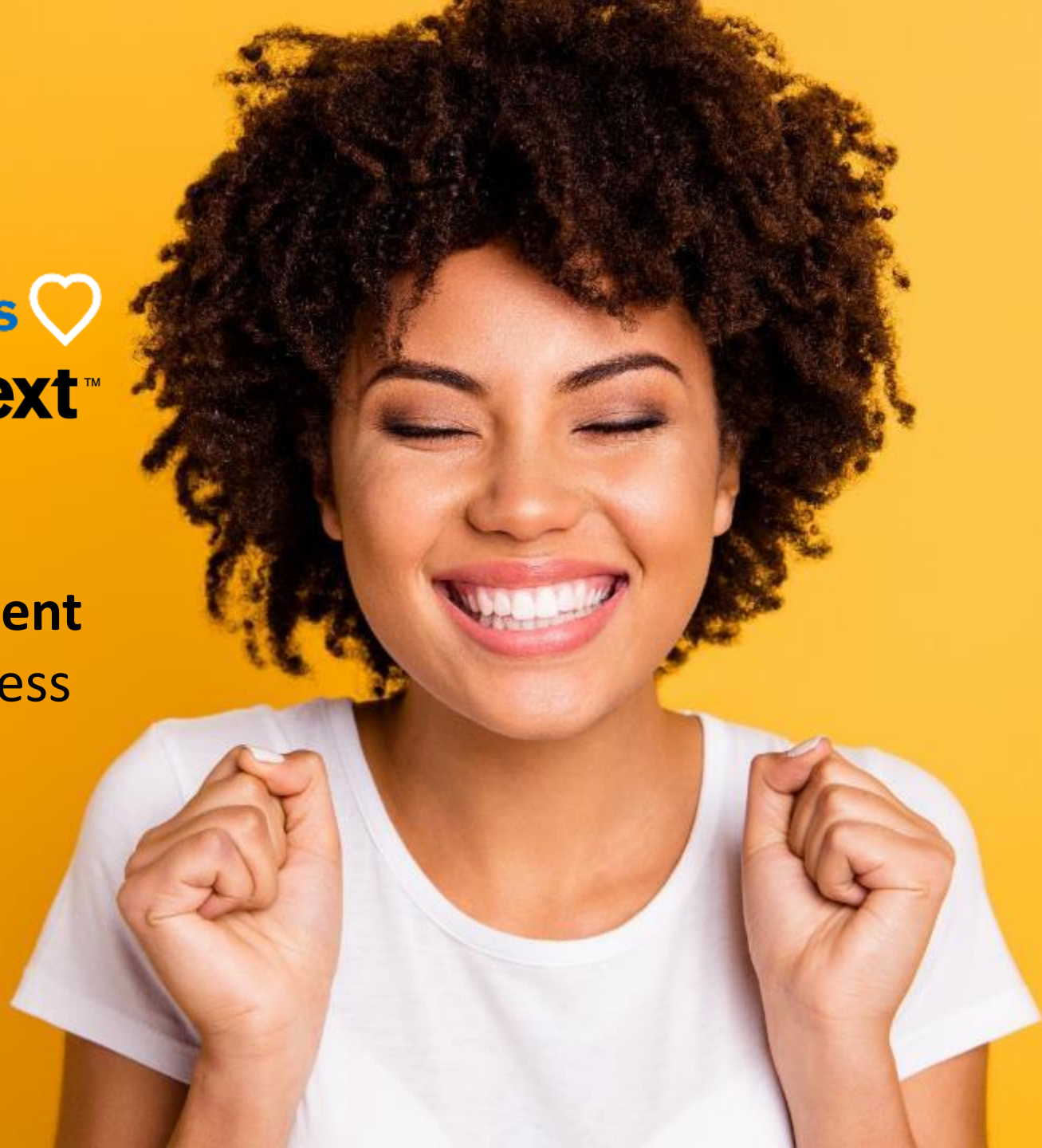
20 October 2022 | Adel Ahmed

SAP SuccessFactors 

opentext™

HXM

Putting **people + content**
at the center of business



Strategic Drivers

Why this journey?

HR document management challenges



Employee Expectations

drive the need for self-service
and accelerated HR
responsiveness



Regulatory Compliance

is increasingly complex with
global and regional requirements



Flexible Work Models

require agile processes to
improve productivity



Security and Privacy

of employee documents requires tight
access controls



Manual Paper-Based Processes

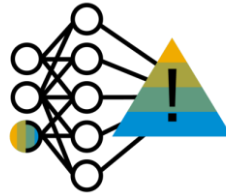
Inhibit HR efficiency and productivity

HR document management challenges



Paper-Based Storage

74% of organizations store employee documents as a mix of paper and digital formats¹



Siloed Systems

17% of organizations store their employee files in multiple locations / offices¹



Inefficient Processes

30-40% of HR Managers time spent looking for information kept in filing cabinets²

Source: ¹Access HR Survey, 2021, CartaHR. ²U.S. Environmental Protection Agency.

Affect your HR team's effectiveness

82%

say that **navigating through different systems / locations** to find the most current document versions has a negative impact on their productivity

73%

say that **lack of clear naming guidelines** for document naming or tagging makes it difficult to find documents

65%

experience **challenges in reviewing and approving** documents

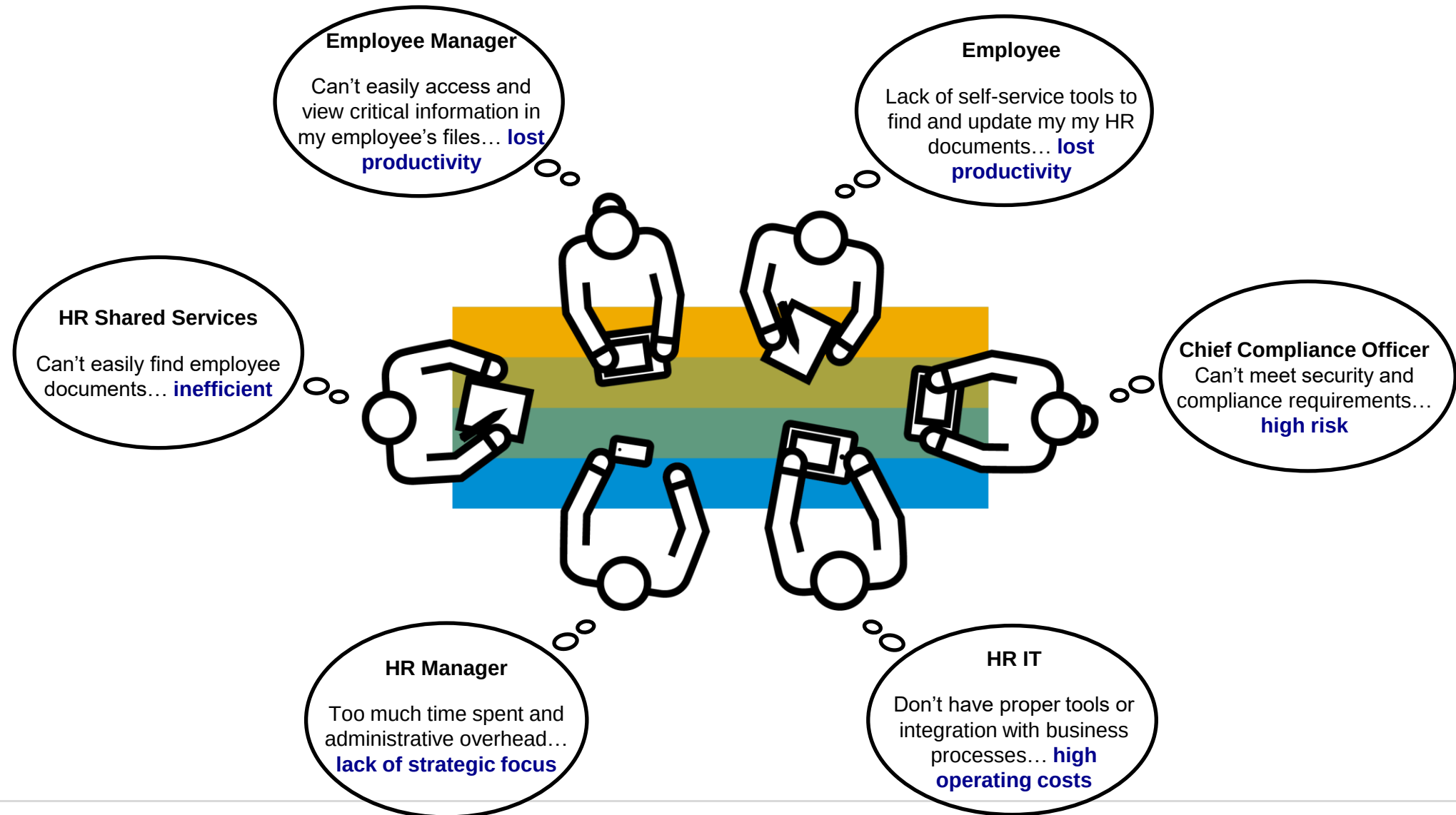
31%

have to approve documents with a **physical signature** (requiring print, sign, scan)

Source: The 2022 Intelligent Information Management Benchmark Report.



And impact stakeholders across your organization

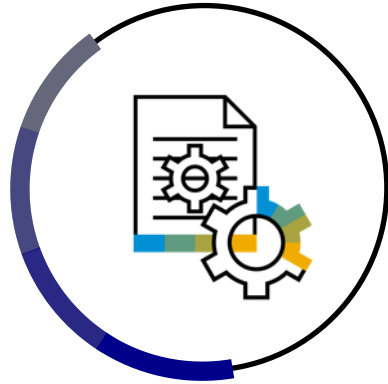


OpenText Solution for HR Content Management

What & How..

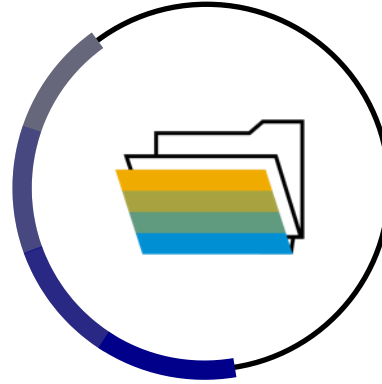
How we deliver HR document management

From creation to disposition, a comprehensive enterprise solution



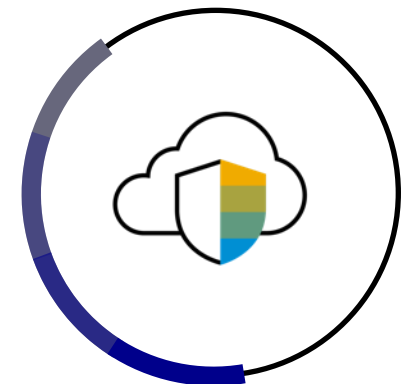
Engaging Communications (Document Generation)

- Event-based document generation
- Review and approval workflows
- Predefined templates with conditional formatting and editable fields
- Bulk document generation
- Employee self-service
- Integrated eSignature



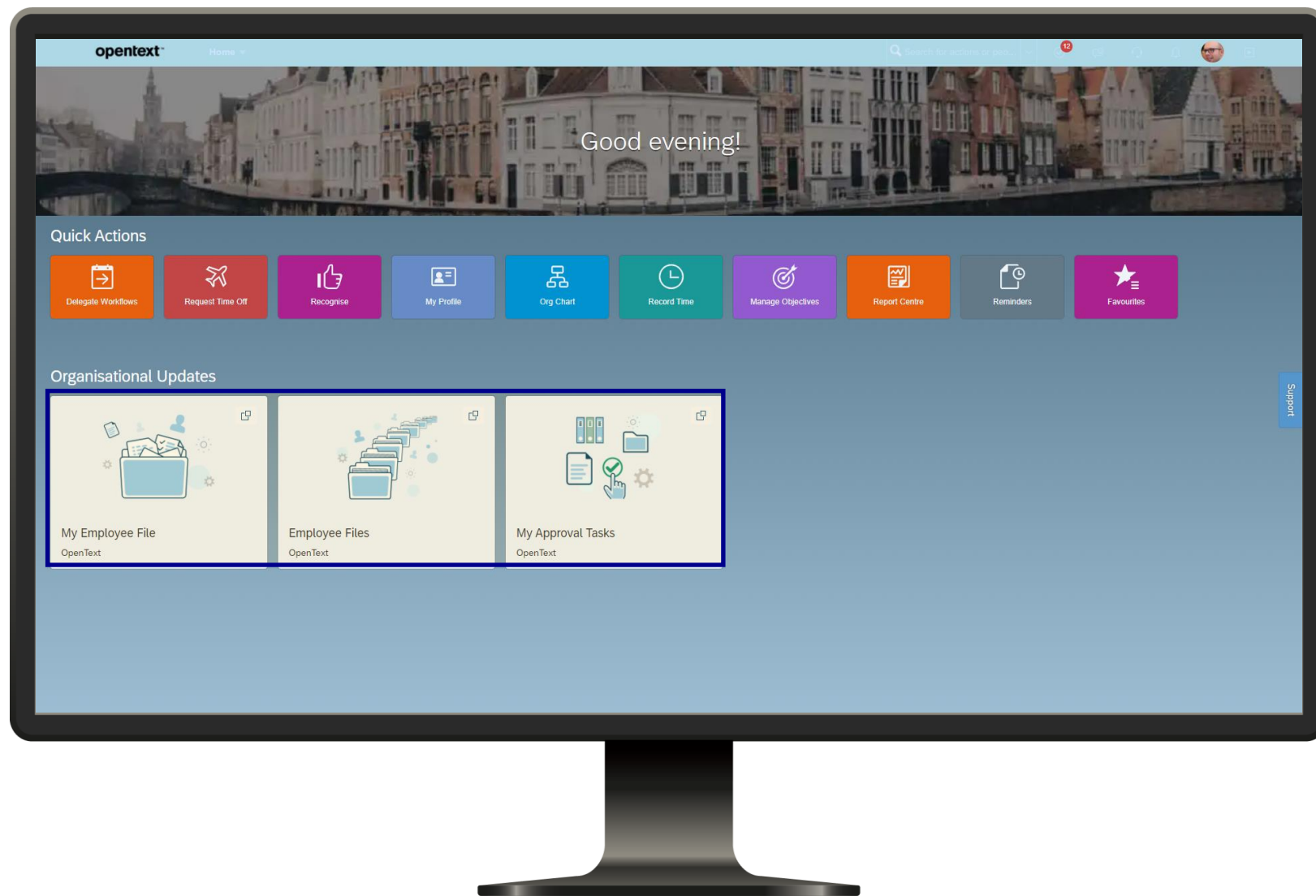
Increased Productivity (Document Management)

- Centralized document storage with metadata
- Folder structure and taxonomy
- HR processes and workflows
- Full-text search
- Role-based permissions for security and access control



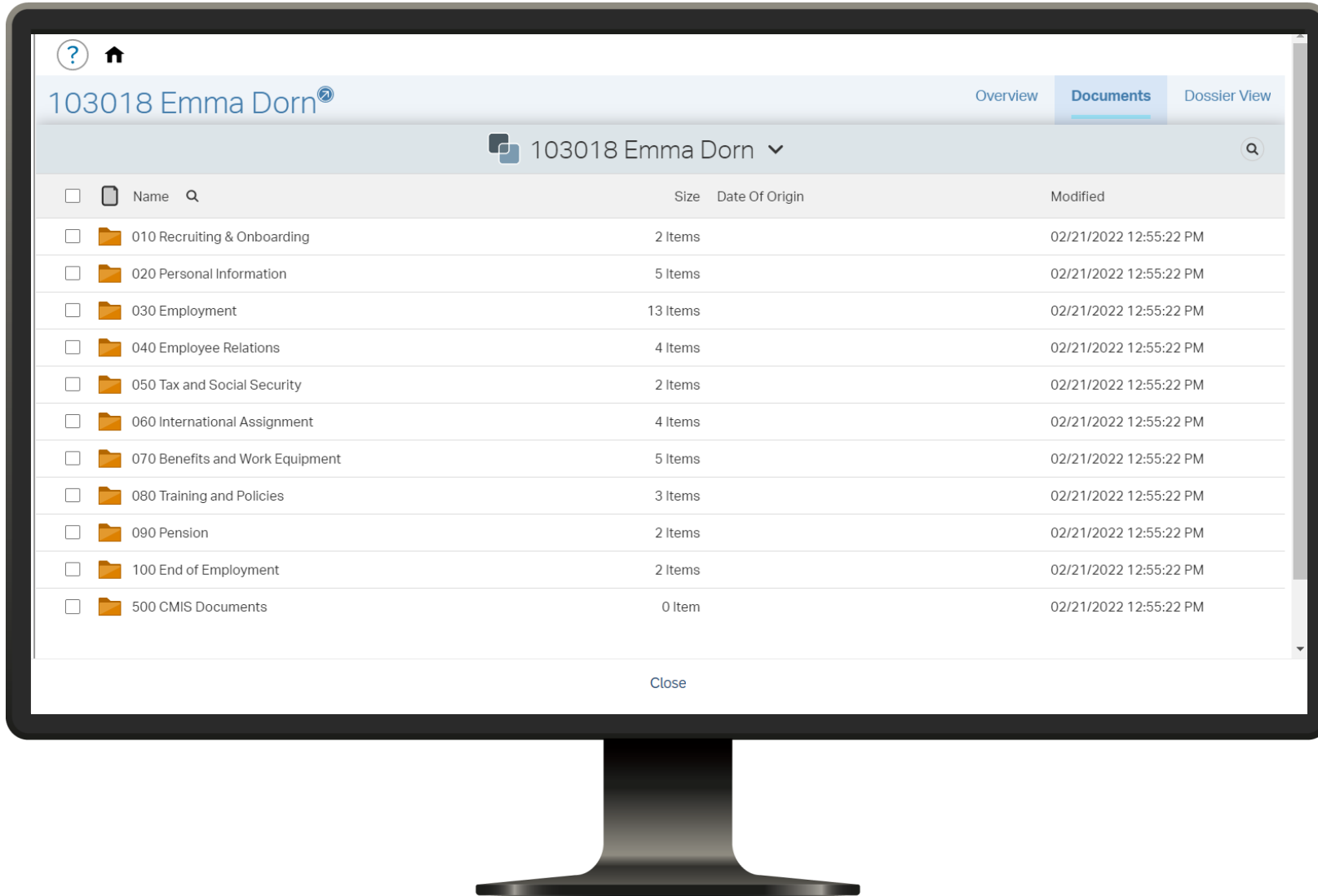
Enable Compliance (Records Management)

- Support regulatory requirements such as GDPR
- File completeness check
- Legal holds
- Audit trail
- Auto-disposition
- Predefined retention dates aligned with corporate / company policies of documents



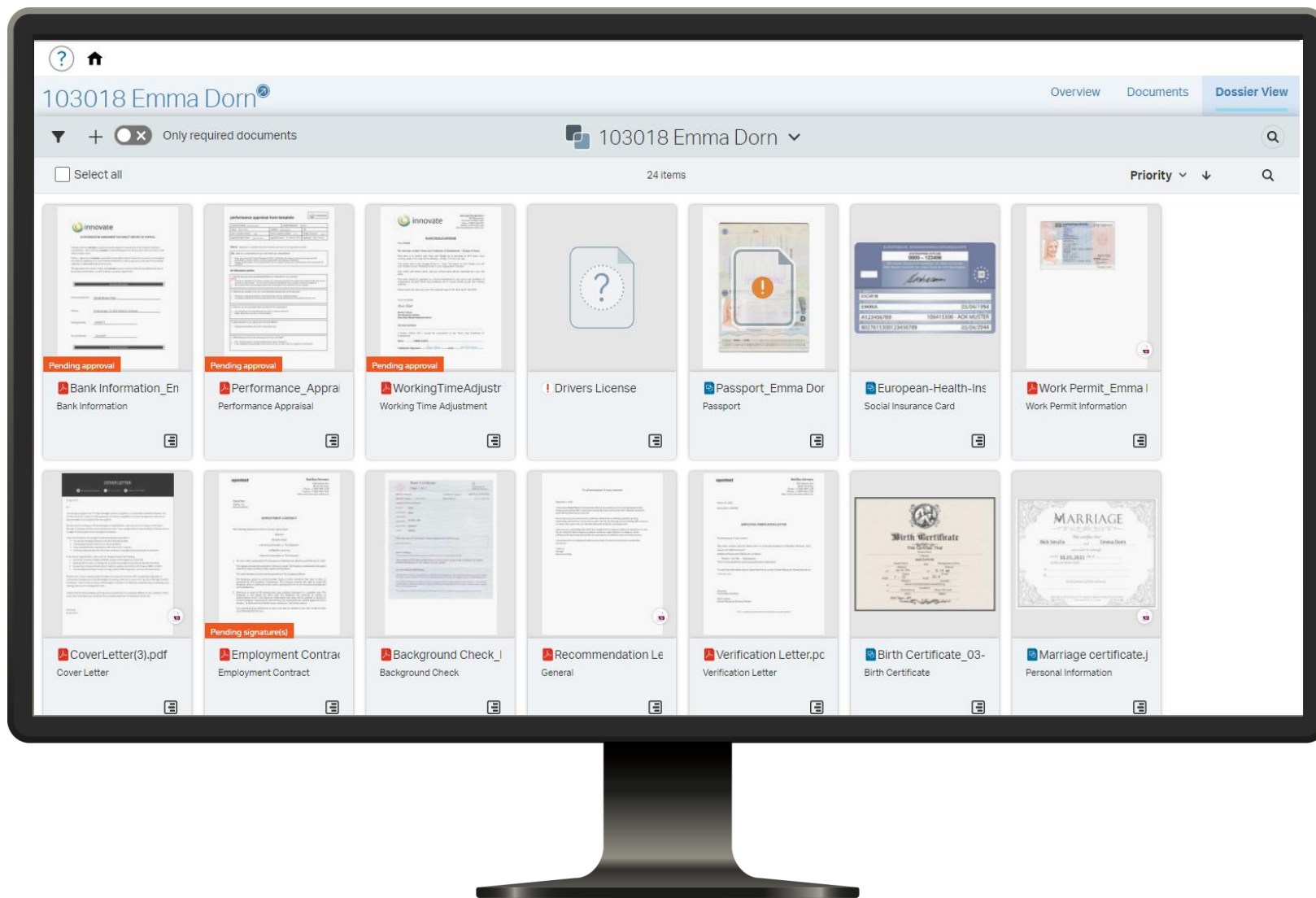
Secure access to **employee files** from within your HR solution, from anywhere



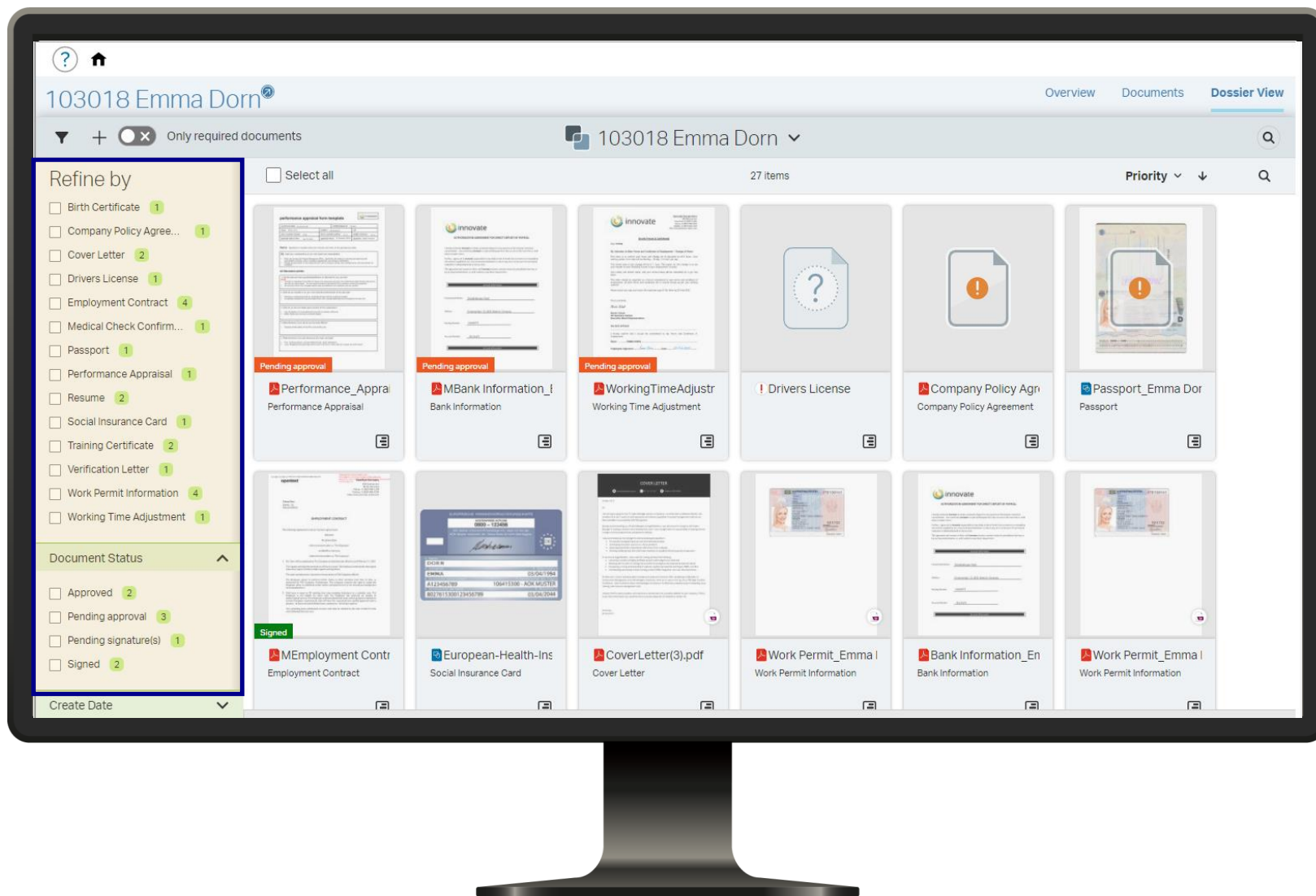


Centralize the storage of
employee documents



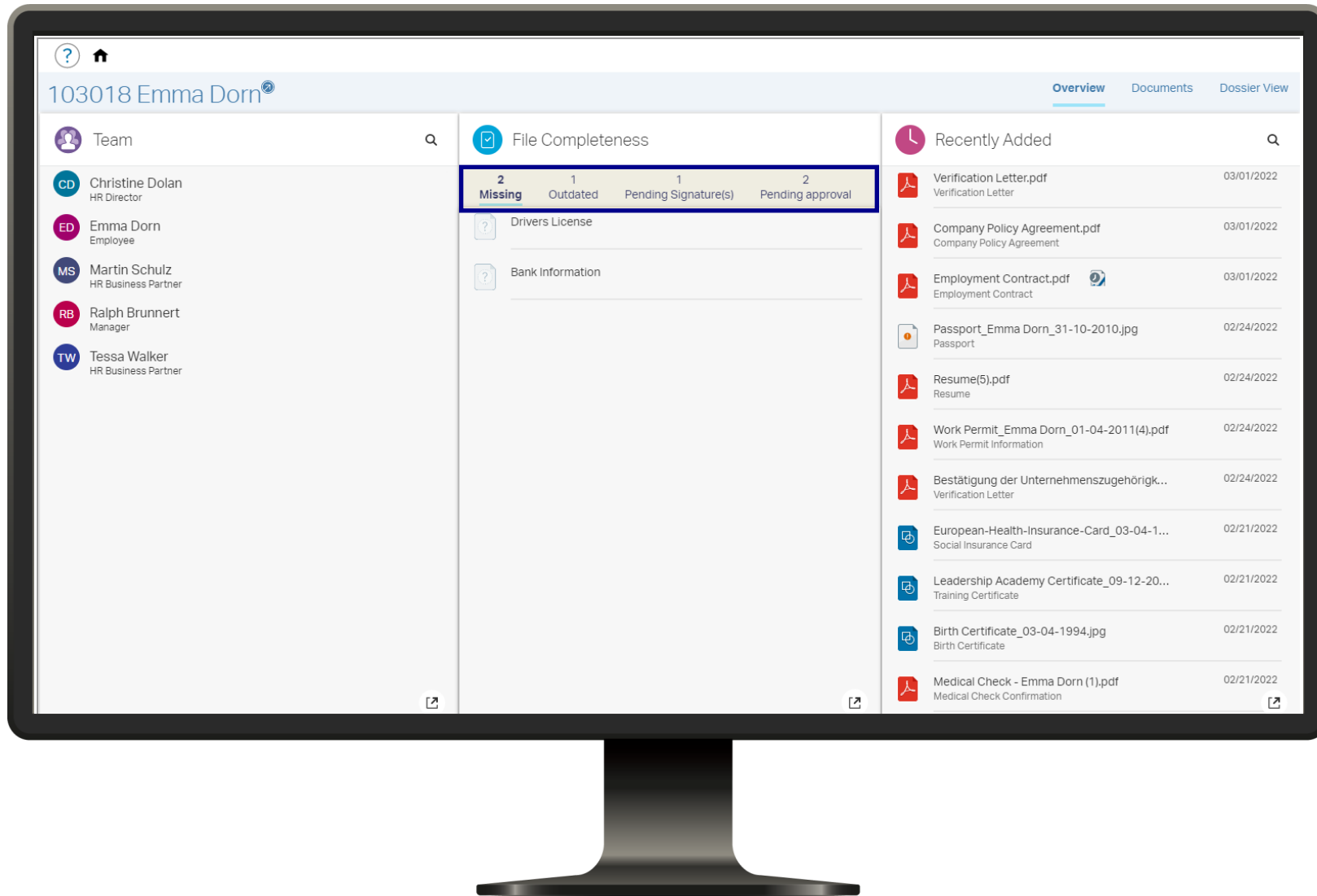


Get a single view of documents in an employee file



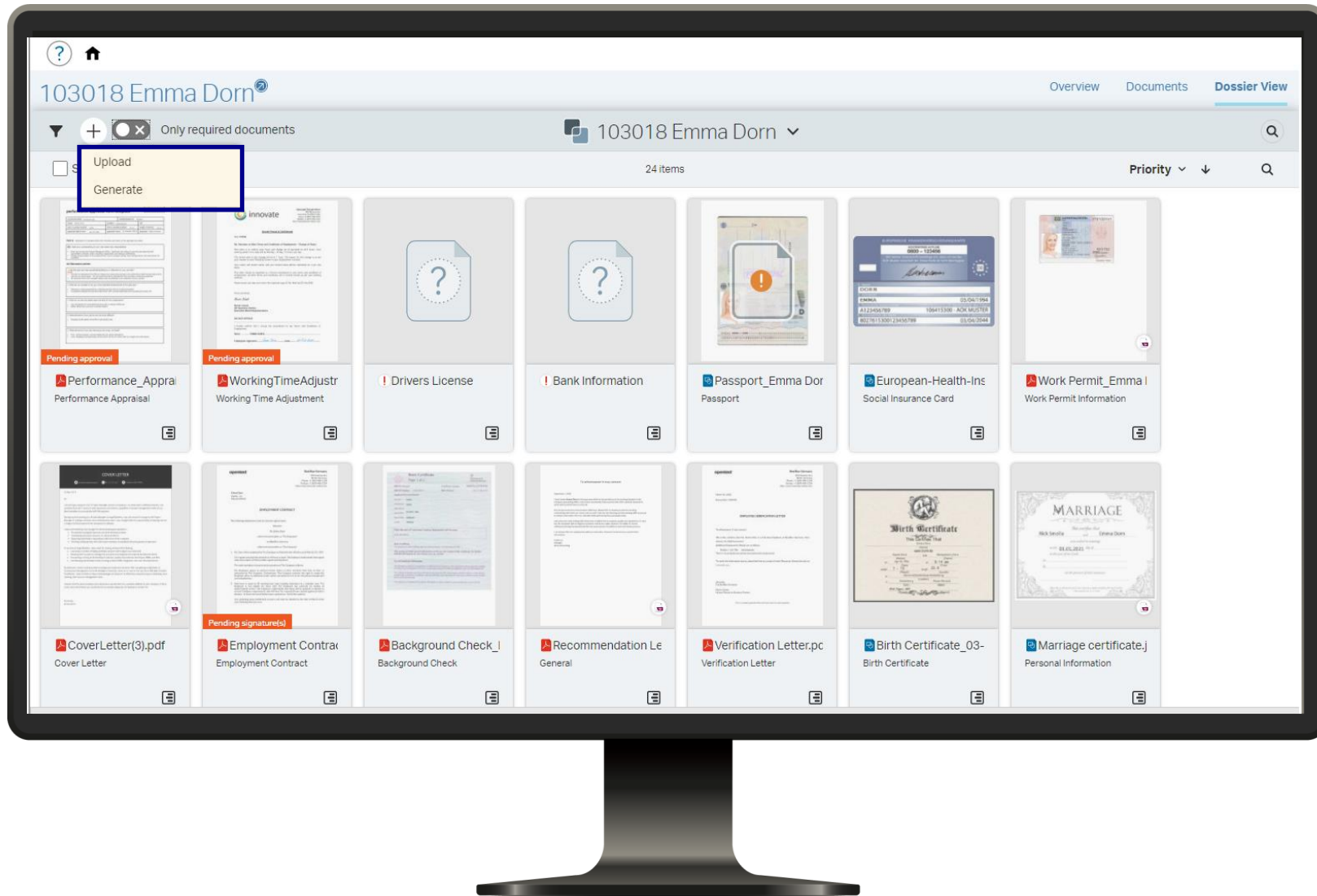
Quickly **locate** employee documents





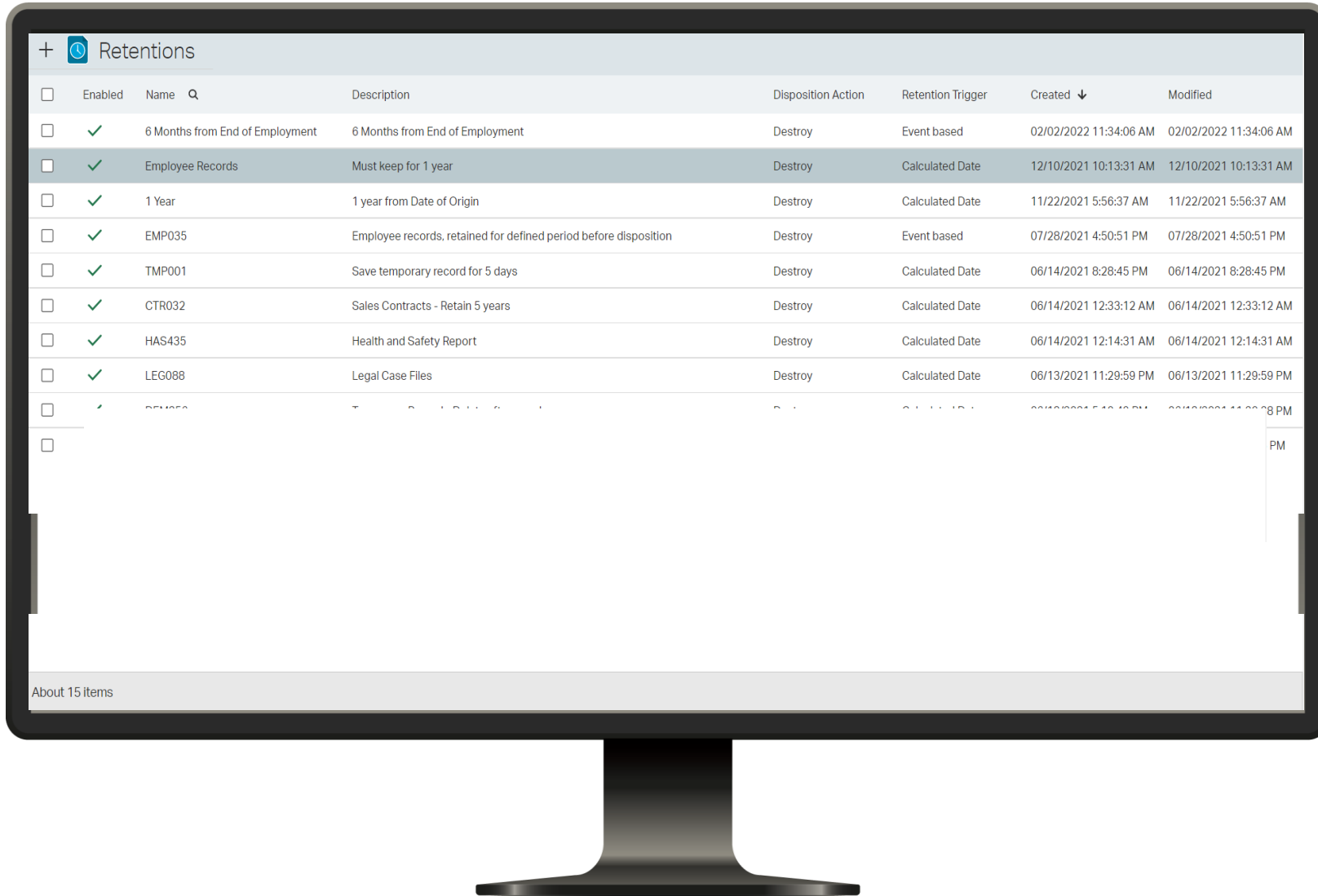
Ensure **complete and compliant** employee files





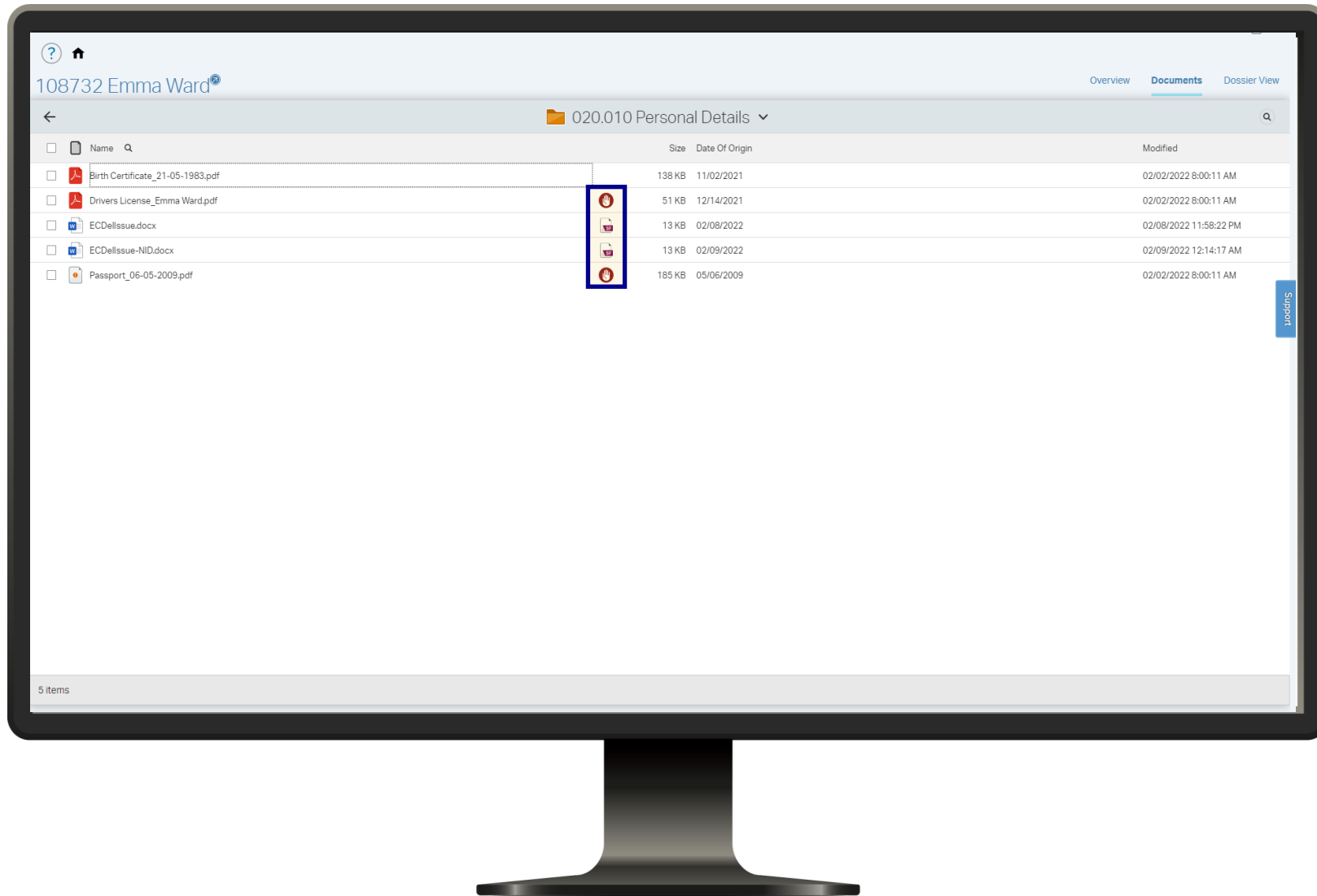
Elevate the employee experience with **self-service tools**



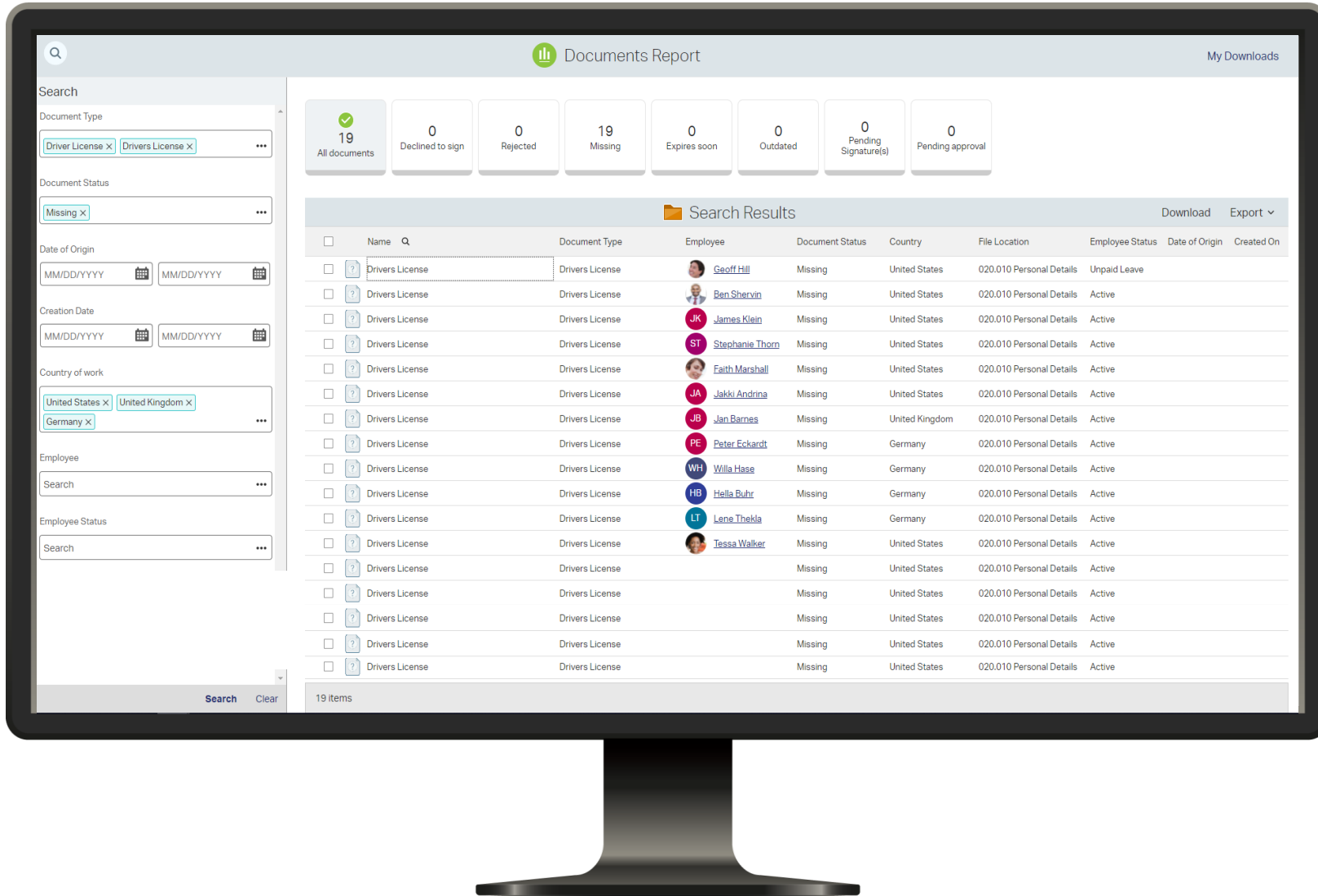


Easily manage HR compliance obligations with records management

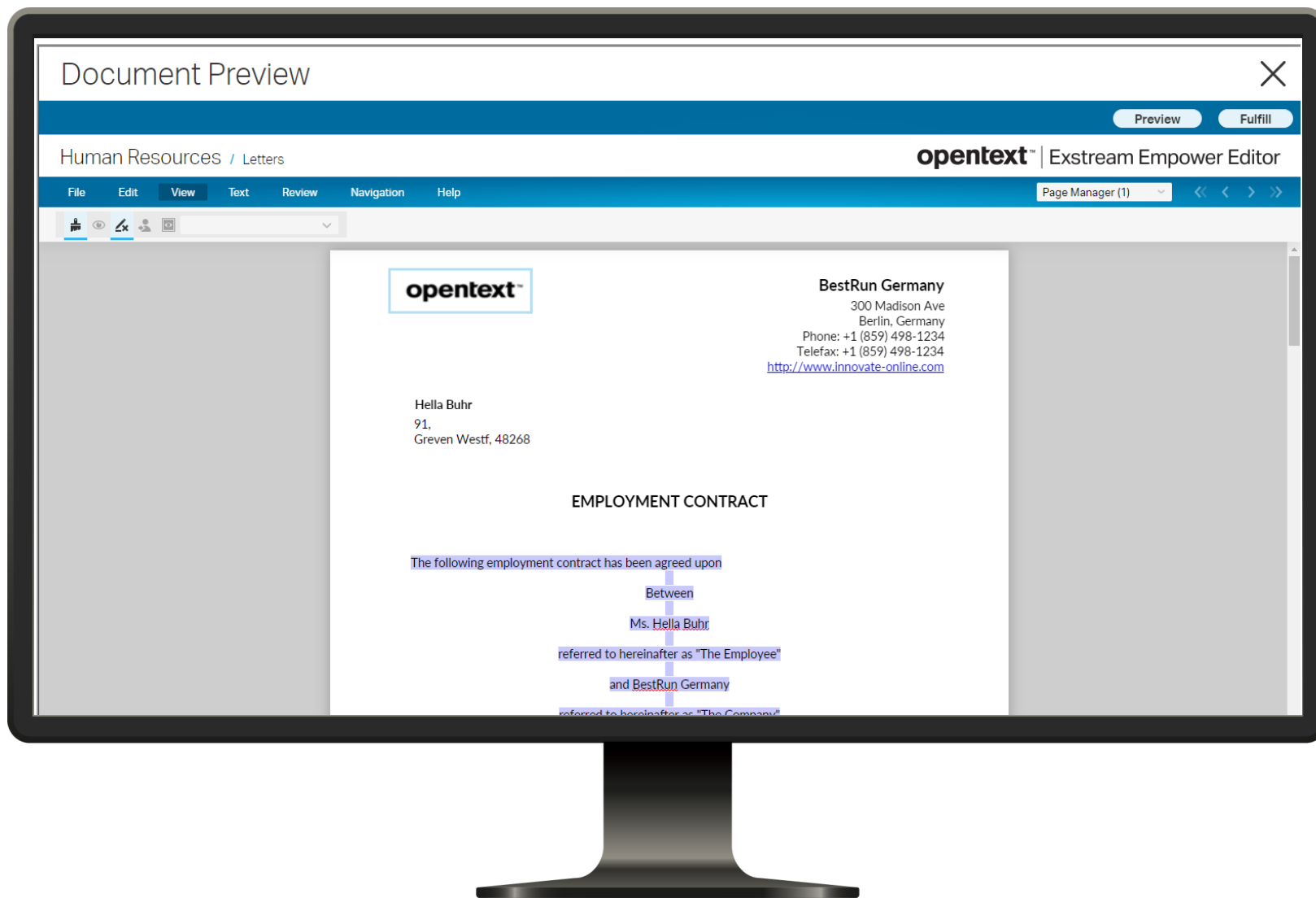




Mitigate risk and ensure compliance with legal holds



Quickly respond to HR audit requests with flexible reporting



**Streamline HR
communications** with
document generation



Customer Proof

RHI Magnesita: Centralizing Access to Employee Records to Mitigate Compliance and Security Risk

A global leader in refractories, RHI Magnesita GmbH supplies high-grade refractory products, systems, and solutions to industrial customers that operate high-temperature manufacturing processes involved in producing steel, cement, and glass. Serving customers around the world, the organization operates 28 main production sites and more than 70 sales offices.

RHI Magnesita was intent on making it easier to comply with employee data protection and privacy management best practices, so the company looked to modernize the storage of employee records that were filed as paper documents. Besides digitalizing paper-based records, it wanted to centralize the storage of this employee documentation and enable permission-based access for HR staff around the world. To get there, RHI Magnesita looked to adopt an **employee document management solution in the cloud** linked to its HR management solution.

THE BEST RUN



Simplifying Access to Employee Information with SAP® SuccessFactors® Extended ECM by OpenText



Before: Challenges and Opportunities

- Digitalize paper-based records and storage of employee documentation, modernizing employee content management
- Centralize employee data storage and access in line with employee data management best practices and stringent data privacy regulations around the world

Why SAP

- Alignment with its cloud-first strategy and existing investment in SAP solutions
- Robust document-management and document-generation capabilities integrated with its existing HR data using the SAP® SuccessFactors® Extended Enterprise Content Management (SAP SuccessFactors Extended ECM) application by OpenText
- Mass-scan capabilities, allowing unstructured HR documents to be scanned and linked to its HR systems

After: Value-Driven Results

- Centralized employee document management integrated with its human capital management solution, providing permission-based access to employee documents that were once stored as paper files in its offices around the world
- Digitalized employee records, mass-scanning original paper documents that were automatically saved to the content management solution, where they could be accessed and searched
- Established role-based permissions for access control in line with data protection and privacy management best practices and compliance

“We **digitalized years of paper-based employee records** using SAP SuccessFactors Extended ECM, mass-scanning original documents and automatically saving them to folders that are now searchable with other employee data captured in our HCM solution.”

Claudius Mitter, HR Process and Project Manager, RHI Magnesita GmbH

One

Centralized document management solution supporting 200 HR colleagues globally

3 months

To go live with the technical solution, completing the rollout to employees within six months

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Thank you



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