

Document handling made easy

HR Documents Simplified

Eliminating manual tasks, ensuring compliance, embracing efficiency.

Compliance in HR document management poses a great challenge

As companies transform towards harmonized and supported global HR processes, document management and archiving remain to be digitized. Given the challenges of compliance and GDPR, users spend considerable amounts of time on manual document processes. Now is the perfect time to re-think your HR document handling and management.

Luckily, NTT DATA Business Solutions has developed a solution for automated and efficient HR document management, integrated in SAP Success Factors.

Compliant document handling made easy

HR Documents Simplified is our innovative solution for automated and efficient document management for HR. Seamlessly integrated, it delivers the essential components needed for your HR team to succeed: Eliminates manual tasks, ensures compliance, and embraces efficiency. HR Documents Simplified is a user-friendly and flexible SuccessFactors extension that is fully adaptable to your individual needs and is a perfect match for companies large and small.

100%
compatible with
Success Factors

FOR MANAGERS

- 1 Single Point of Information for all documents
- Easily access staff documents such as contracts, training certifications, etc.
- Powerful filter feature
- Works also for employees working internationally

FOR EMPLOYEES

- Quick upload, easy access to all documents in one place
- Powerful filter feature for document search
- Intuitive navigation with minimal clicks

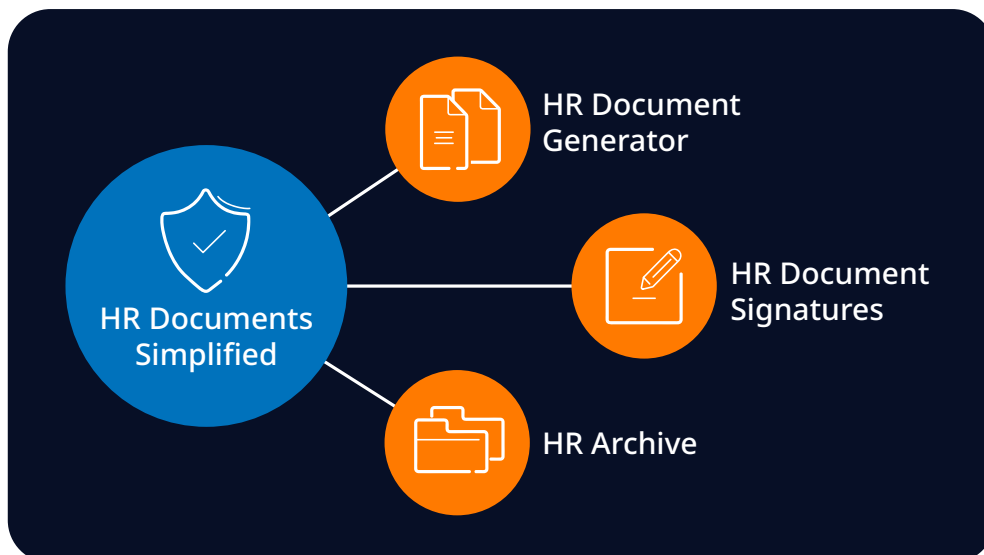
FOR HR USERS

- Employee Central Admins and HR Partners have direct access to documents within their scope of permission
- Superusers can run advanced searches and have full access
- Insights into documents' histories
- Notifications for documents due, to be purged, etc.

Three components. One document platform.

Our flexible solution provides all the essential components to meet the needs of your HR team: HR Document Generator, HR Document Signature and HR Document Files – covering every aspect of efficient document management.

Each component can be leveraged independently. Combined, they cover the needs of your HR department. This enables you to obtain a harmonized and supported HR process, ensuring compliance, and saving time spent on manual tasks. HR Documents Simplified is fully aligned with your existing SuccessFactors solution.



HR Document Generator

- Automated document generation
- Intelligent templates that handle logic and language
- Multiple options for flexibility and editable fields
- Generate documents for both employees and candidates

HR Document Signatures

- Automated process for obtaining electronic signatures on employment contracts and other documents
- Wide range of signing methods
- Follow-up on pending signatures
- Easy and flexible to use based on ready2run standards

HR Archive

- All documents gathered in one place
- Customizable best practice folder structure is provided
- Direct link to specific documents from the employee record in SuccessFactors, such as "Latest contract"

“ Our SuccessFactors customers have been asking for a solution to their need for better and more automated HR document management for many years. We are proud to offer this well-integrated solution at a very attractive price.

Mikael Gjesing, Product Owner HR Documents Simplified



One solution for revolutionizing your HR document processes

What makes HR Documents Simplified so special

- Automated and efficient HR document management
- Seamlessly integrated into SAP Success Factors
- User-friendly and flexible Success Factors extension
- Generates documents for both employees and candidates
- Automates the process for obtaining electronic signatures
- One Single Point of Truth for everyone and every document

Learn more about NTT DATA Business Solutions

www.nttdata-solutions.com

We Transform. SAP® Solutions into Value

We understand the business of our clients and know what it takes to transform it into the future. At NTT DATA Business Solutions, we drive innovation – from advisory and implementation, to managed services and beyond, we continuously improve SAP solutions and technology to make them work for companies – and for their people.

