



xft personnel file Digital Personnel File and Workflow Manage- ment for SAP HCM

xft personnel file sets the standard for electronic personnel files in SAP: fully integrated, well-designed, and powerful. The personnel file gives a quick overview and enhances transparency of HR work. In addition, comprehensive workflow functions provide optimal support for managing personnel processes.



Integrating your
business processes

Highlights

Document management plus process management

xft personnel file doesn't just collect personnel documents, but makes them an integral part of HR process management. Preconfigured standard processes increase the transparency and efficiency of processes and ensure that nothing important is lost. And as every process and every change is documented, xft personnel file is the safe choice also from a legal perspective.

Optimum data and information protection

Use of the role-based authorization system of SAP HCM ensures that, despite all transparency, confidential information remains confidential. HCM users can access files according to their SAP HCM authorizations, while occasional users' access is based on their SAP user role. Time-controlled processes (e.g. for automatic deletion of warnings and reprimands) ensure that the personnel file meets the legal requirements, and predefined dual control workflows provide the required level of control.

Fully integrated with SAP

xft personnel file is based 100% on SAP, and it seamlessly integrates with SAP HCM. This means that you can use SAP authorizations as well as all SAP standard scenarios, from SAP transactions to portal applications such as MSS/ESS. xft personnel file also works directly with SAP data and not with data duplicates in a separate mirror system. Thus all information is easy to access and always up to date.

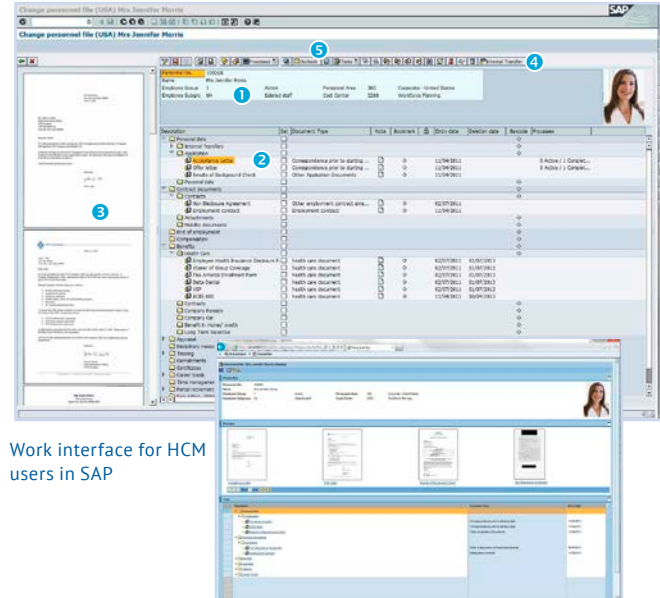
Lean and flexible

Programming of all xft products follows a consequently modular design, based on the principle of service-oriented architecture (SOA). Communication with the SAP HCM system takes place via clearly-defined interfaces (service providers). This makes possible to connect several separate SAP HCM systems to the digital personnel file, even if they are running with different releases or custom developments. xft personnel file can be used with all scanning and archiving solutions supporting the SAP Archive-Link interface, among them all market leaders.

xft personnel file: the Digital Personnel File

xft personnel file brings transparency and efficiency to HR management! No more paper piles, no more overfilled folders, no more “prospecting” for documents; but decluttered filing, quick retrieval, and audit-compliant data storage. In the personnel file, every document, from application letters to target agreements, finds its place and can be accessed at any time, from anywhere. Working with the digital personnel file is easy, thanks to the well-arranged folder structure, the integrated document preview, and comprehensive search and navigation functions.

1. Personnel master data at a glance
2. Clear folder structure for documents and information
3. Navigation via document previews
4. Direct access to SAP transactions
5. Integration with MS Office, e-mails, and file system



Work interface for HCM users in SAP

Web file in browser view for occasional users

HR Workflow Management with xft personnel file

The high-performance task and workflow management of xft personnel file turns the digital file into a process management hub for HR. At a click of the mouse, users can start workflows directly from the file – pre-configured standard processes as well as their own ad hoc workflows. Dual control workflows can be implemented, as can processes that start automatically (e.g. to delete documents from the file after a certain amount of time).

All active workflows are displayed in the user's SAP Business Workplace inbox, and optionally also sent to his e-mail inbox. The status display provides a quick overview of the status of all workflows and process steps; an integrated deadline monitoring makes sure that users are automatically reminded of due and overdue tasks. Thus xft personnel file provides transparency throughout all HR processes and ensures an efficient processing of tasks.

1. Structured display of process steps
2. Status display and deadline monitoring
3. User assignment

Description	Application status (description)	Data monitoring	Days (invariant min)	Agent
Interview	Finished	OK	13	SIS/Amanda Winters
Complete Medical Examination	Finished	OK	29	SIS/Amanda Winters
File Loan	In processing	OKS	-	SIS/Amanda Winters
Invite Council Clearance	In processing	OKS	-	SIS/Amanda Winters
Need of Department Clearance	In processing	OKS	22	SIS/Amanda Winters
Organizational Transfer - Go to PA-10	Ready			SIS/Amanda Winters

Checklist for the hiring process

Features

Everything in one place

- » Central, location-independent access
- » Fully integrates with the existing SAP HCM system
- » Working with original SAP data, thus always up-to-date, without data synchronization or replication
- » All relevant SAP transactions can be accessed directly from the electronic personnel file

A perfect view for everyone

- » Different interface views can be defined for different user groups (HR personnel, occasional users)
- » Interface view for HR personnel is controlled via HCM authorizations (infotypes, structural authorizations)
- » Interface view for occasional users is controlled via SAP user roles
- » Authorization-dependent and role-dependent access to files, file tabs/folders, documents and available functions
- » Temporary access with restricted rights possible (loan functionality)
- » Continuous logging of all file accesses and actions (configurable)

Access anywhere, any time

- » xft personnel file can be accessed directly from SAP HCM
- » Integration with SAP Portal and Employee/Manager Self Services (ESS/MSS)
- » Browser view for online access via link (e. g. intranet, e-mail)

Very user friendly

- » Clear, structured document storage
- » Easy navigation via document previews
- » Toolbar for file functions
- » Context menus for functions in file folders and documents
- » Note function for creating ongoing notes in files and documents
- » Bookmarking function
- » Integration of MS Office, MS Outlook, Lotus Notes, desktop and Windows file system (via xft document connector)
- » Documents can be checked in easily from MS Outlook and the file system via drag and drop Features

Features

Everything under control

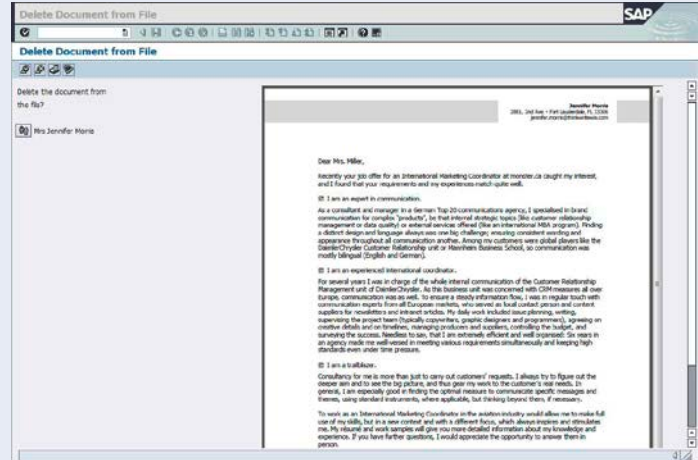
- » Resubmission of files and documents
- » Predefined approval and release scenarios for file lending, deletion and reassignment of documents (optionally with dual control workflow)
- » Checklists and standard workflows can be configured to match your own HR processes
- » Ad hoc workflows for individual, situational processes (e.g. release cycles)
- » Automatic starting of workflows under predefined conditions

Everything at a glance

- » Workflows can be accessed directly from the file
- » Assignment of tasks via SAP Workflow and e-mail
- » Deadline monitoring and status display for all tasks/work items
- » Final documents are automatically stored in the personnel file; earlier versions can be accessed via workflow/checklist

On the safe side

- » Full transparency and traceability of processes and results
- » Automatic monitoring of existing files
- » Automatic starting of processes for deleting temporary documents (e.g. warnings and reprimands)
- » Active and completed workflows are fully logged and traceable
- » High process security and compliance



Document Deletion (Dual Control Workflow)

xft GmbH

SAP Partner-Port
Altrottstr. 31
69190 Walldorf
GERMANY

Tel. +49 6227 54 555 0
Fax +49 6227 54 555 44

info@xft.com
www.xft.com



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SAP® Certified
Integration with Applications on SAP HANA®

About xft

Who we are

xft is a growing SAP partner company specializing in the integration and optimization of business processes in SAP. We create our own software products based on SAP NetWeaver and complement them with individual, customer-specific solutions. Our SAP expertise and our solid technical and industry knowledge attract a range of customers from medium-sized companies to international publicly traded companies in almost every industry sector.

What we do

We provide a central access point to all relevant business and process information (documents, e-mails, or electronic records), fully integrated within the process context. Our products include all types of record management solutions, from digital personnel files, invoice management and contract management to project and change management in production. In the background, xft basic components manage business processes and maintain connections with other systems.

What makes us special

xft distinguishes itself through its close relationship with SAP, in terms of expertise, location, and professional ties. The founders of xft worked in the major development departments of the Walldorf-based software giant for many years. As an official SAP partner, we offer solutions directly within the SAP context. Many well-known sales and implementation partners include xft products in their solution portfolios.

