

Case study: electronic personnel file in SAP

TÜV NORD GROUP relies on the electronic personnel file by inPuncto and IT2 Solutions



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TÜV NORD GROUP relies on the electronic personnel file

Project „implementation of an electronic personnel file“: TÜV NORD Service GmbH & Co KG (TN Service) supervises the central administration services and develops guidelines and concepts for the trading services within the consortium. They relieve operative companies in personnel management, accounting, in property management as well as in data processing. The challenge was to overcome the discrepancy of editing paper files and digital documents. inPuncto and IT2Solutions have a convincing custom-made solution of an electronic personnel file for the existing SAP system. Besides choosing the right software those responsible had to internally promote the needed acceptance of the users.

„It was possible, because known processes were being obtained. The electronic personnel file submits a modern and more efficient procedure.“

Niclas Bamberg from TÜV NORD explains.

TÜV NORD uses the module SAP HCM for personnel management. With the additional solution for the electronic personnel file by inPuncto and IT2 Solutions the employees can now start the eFile within SAP GUI. „SAP is always the leading system“, Dr. Frank Marcial from inPuncto explains.

Data privacy and protection is always guaranteed

„All of our add-on-products are developed for SAP systems. We use the logic of the existing SAP system for all administration functions, so we don't have to build our own administration function. That way we can provide an easy but comfortable and save solution for our customers.“

With the comprehensive implementation of the electronic personnel file data privacy and protection are always guaranteed, and the usage is always comprehensible. Audit-proof archiving, save authentication, detailed data access, access log and encrypted transfer of information are always in the center of attention.

The rollout of the electronic personnel file happened in two essential steps: In the first step (introduction of the electronic file management) an overview over the existing data files and their structure was necessary – as a model for the future deposition system. Before the fertile production all existing electronic documents e.g. emails have been adopted in the system automatically.

Since implementing the integrated business processes (second step of the rollout) all relevant intern editing steps can take place in the digital personnel file.

Old files as well as new incoming documents are automatically adopted in the system

Also complex reconciliation processes are now being shown completely via the software. The personnel processes can be improved a lot thanks to efficient disclosure possibilities, quick researches as well as the direct adoption of printed and electronic documents, the automatic illustration and control over the legal requirements.

With the implementation, existing instruction for the realization of intern guidelines and data privacy have been adjusted to provide the needed action safety to the employees. Also the adjustment of task profiles and user activity are based on it. A central contact in the company undertakes the coordination of the intern coordination processes and the cooperation with the project team for the eFile or the extern advice team.

In the next step an extern mobile access to the electronic personnel files, the integration of extern partners, the comparison between process handling and other existing systems with sequence control, and the introduction of electronic archiving is planned.

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