

Employee file folders – the comfortable and favourable solution

Complete integration in SAP® HCM -

easy, affordable and safe

How do employee file folders work?



inPuncto®

- 1 The **employee file folders** is started inside the SAP GUI and consists of three areas:
 - Area A: a document tree that displays all documents in a registry structure. The document tree guarantees a safe orientation
 - Area B: this area encompasses all company-related data of a person, e.g.: personnel number, employee group, circle of employees
 - Area C: this area is the main window for the display of various contents. It consists of four main tabs – workforce data sheet, expediting, display of documents and open barcodes. Additional ones can be configured.
- 2 On the “file level” various functions like history, evaluations, comprehensive search, passing on of the files, etc. are available.
- 3 On the “document level” the documents are added, scanned, indexed with keywords, etc.
- 4 Authorized users can shift, display or delete documents. Other document-specific functionalities are available to the user (with a right-click on the document).
- 5 Via biz²Scanner the official in charge can scan and add documents directly into the file structure.
- 6 Mails and MS-Office documents can also be put into the eFile, thanks to the **biz²Office**. Here the status is also carried along for the further processing, versionizing and classification are also supported.
- 7 Incoming documents can be automated and accelerated by a barcode- and/or patch code scenario. In this case the automated processing and allocation of large volumes of different documents in SAP is carried out via **biz²ScanServer** (document processing server for incoming mail).
- 8 You can register the entire or only parts of the eFile as a PDF, send it via e-mail or print it. In this case a cover sheet and a table of contents are provided automatically.
- 9 And much more.



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Which modules / configuration?

The software solution for the **employee file folders** in SAP by inPuncto and the partner IT2 consists of:

- The eFile (IT2), this means complete visualization and handling of documents and processes of an electronic personnel file considering the authorizations in SAP. It displays the structure of the personnel file according to the definitions for info types and document types. All accesses to the eFile are controlled via the central authorization management of the SAP system and thus can be individually and centrally configured. The eFile is started inside the GUI and consists of a registry structure and several registry pages. The navigation inside the personnel file is carried out via the registry structure.
- Ready2Go (IT2) that offers the possibility of the file print. Via the document tree a complete file or only parts of it can be created in a complete PDF with cover sheet and table of contents.
- The automated acquisition of paper documents to biz²Scanner and biz²ScanServer (inPuncto).
- The transfer of electronic documents (e-mail, fax, EDI, etc.) into SAP via biz²ScanServer and biz²Office (inPuncto).
- The integration of living MS-Office documents (Word, PowerPoint, Excel) into the eFile by means of the biz²Office (inPuncto).
- The archiving of scanned documents into the SAP archive via SAP-standard-interface HTTP ContentServer with the filing and archiving system for SAP biz²Archiver (inPuncto).

Your benefits regarding employee file folders in SAP:

Faster:

- Less processing time due to 90% shorter access and archiving periods

Better:

- Higher security due to role-based accesses to the file/document
- Detailed logging of the file processing
- Directly in SAP without SAP Records/Folder Management
- Document transfer via SAP Standard (e.g. SAP HTTPS).
- A user-friendly and intuitive navigation.

Cheaper:

- Consideration of the existing infrastructure
- Saving potential direct and due to more effective processes
- Fast ROI (e.g. reduction cost of premises, search times, parallel accesses to eFiles by authorized users)