Case study: From the digital personnel file to the electronic recruiting in SAP

For our relief...

MANN+HUMMEL

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From the digital personnel file to the electronic recruiting in SAP

Process-oriented view means to test all economical processes for optimization potentials. What counts for the personnel management is also true at the recruitment: Companies that digitalize their personnel files can profit of an electronic distribution of the applicants input. The infrastructures are available.

The word-wide known producer of components for the car industry, engineering and synthetics processing initially had to do with a harmonization and simplification of the personnel files at the six German locations.

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Through the harmonization e.g. the number of personnel file types could be reduced from over 180 to fewer than 50 and the number of covering letters from 60 to 10. Inspired by the reached potentials and the results of an internal work group analyzing process optimization, the company quickly decided in favour of the introduction of an electronic human resource management in SAP HR. 10.000 German personnel files had to be scanned and processed for this purpose.

Harmonization at the human resource management

The newly created central personnel management at the traditional location in Ludwigsburg undertakes, in addition to the personnel management, also the fleet management and the account of travel costs in SAP HR. A scan solution for the mass-scanning of the personnel files, completely integrated in SAP and therefore certified, that supports the existing SAP standard workflow, was used. The installations, connection of hardware and the integration of the solution in SAP HR that happen directly in the productive system were performed in a feasibility analysis. As a result of the fact that the application was activated till the next release change, the current updates had influences on the solution.

Then, the process documents in batch:

To reach a secure allocation between captured multi-page documents and the personnel group, so-called patchcode sheets had been inserted between the individual documents for a separation. At these separation sheets one can find a barcode that encodes the individual document type. The allocation for the personnel group happens through standard barcode processes in SAP. On the basis of patchcode sheets, the applied biz²Scanner of the biz² ECM-Suite by the SAP specialist for SAP add-ons inPuncto GmbH identifies the appropriate documents per personnel group.

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The patchcode sheets at Mann+Hummel are created in a separate application. To reach a faultless imaging of the barcodes, the resolution was determined on 300 dots per inch. Furthermore, the solution allows a processing of additional data that are sent by the scanner, like user legitimacy or scan date.

Afterwards, the scanned documents are communicated to SAP HR according to the "business logic" defined in SAP and infotypes, subtypes and document types determined by Mann+Hummel. "The scan is automatically linked to the personnel group according to defined file structures, that means, infotypes, subtypes and document types", Christoph Wittwer, who accompanies the project as leader Central Services of the Mann+Hummel Group, explains. "Since the employees knew the SAP-GUI for years, the processes proceeded fast and without additional trainings."

The personnel files are archived at a separate archive system - in a separated and safe area. The visualization of the scanned documents happens directly from the SAP surface with the biz²Explorer by inPuncto considering the role-based rights that are determined in SAP. The documents are called through the SAP-internally defined file structure for infotypes, subtypes and document types. A preview with thumbnails significantly simplifies the selection of documents. Furthermore, by selecting a document, the format-specific viewer is automatically activated, at Mann+Hummel a PDF reader.

Electronic application documents

With the pushed process optimization the company did not stay with the personnel file. The recruitment should also profit of the efficient scan and automated SAP connection. Why not also apply the scan solution and SAP connection for the applicant management and therefore transfer it to an integrated workflow? Instead of effortful distributing the incoming application documents via post, they can be digitalized via scan-on-demand by the mail room and charged in the SAP applicant management. The available scan solution therefore amortizes faster.

For this purpose, the scan procedure of the personnel file was transferred to the receipt of application documents, so that the special departments are able to directly access the captured documents of applicants. After the capture of the application, the mail room informs - or in this case it is better to say scan position - the contact persons at the departments about receipt and availability in SAP. Via email or telephonic contact. The application documents are also visualized, just as the personnel files, through the biz²Explorer and identified through an applicant number that is allocated during the scan process. Here, it is also possible to print the documents true to scale. And also the archiving happens at the same archive system like at the personnel files.

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Since the employees at the special departments work completely with the SAP surface, they do not have to navigate through a range of menus to come to relevant information. Also here, the SAP integration and the automated allocation of applicant numbers exclude redundant data sets or wrong allocated documents.

"Furthermore, there happens a faster and controlled refund of documents to the sender in the applicant management. Work samples, personnel data sheets, attestations and certificates can immediately be resent after the scan", Christoph Wittwer explains. "With the documents, the applicant additionally gets an interim notice with that we inform him about the state of his procedure and the storage of his data."

After the successful introduction of the applicant process, a continuous scan of travel costs accounts with the usage of the SAP Travel Management with the inPuncto add-on products for SAP should be soon realized. But firstly, it is said about the established solution at the recruitment: "For our relief we send you your documents at the day of receipt..."

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