

EMC Documentum for SAP HR Solution

Improve your SAP HR process with powerful and compliant content management

The Big Picture

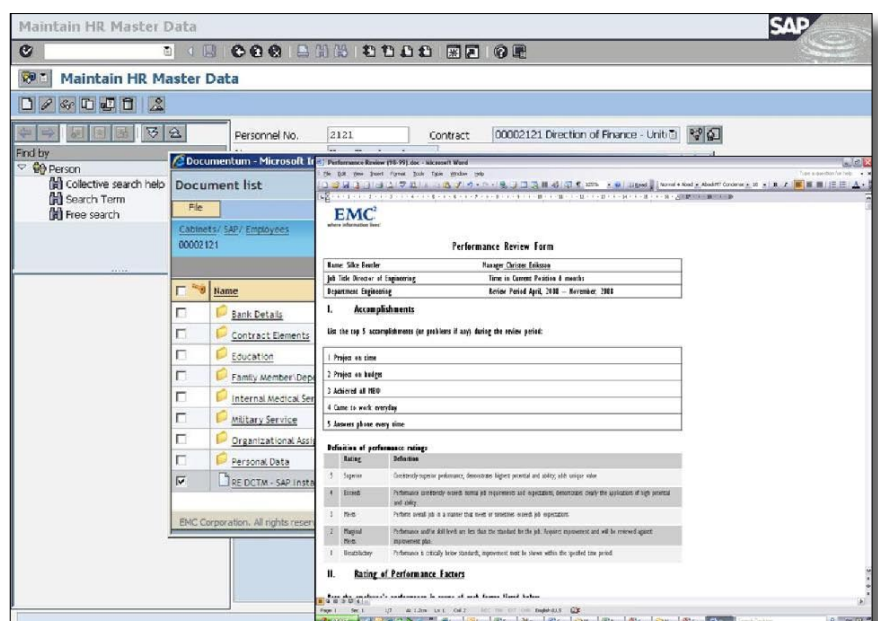
- Enables secure, controlled access to employee documents, protecting confidential and sensitive information
- Provides a consolidated view of all different types of human resources documents and correspondence, for example, payroll reports created by SAP, scanned signed employee contracts, and associated e-mails
- Enables access to employee records from a number of user interfaces, including from within SAP and non-SAP business processes
- Provides consistent and efficient management, retention, and disposition of all documents and related content

Business challenges

Many organizations utilize the SAP® Human Resources (HR) module to manage important information such as employee and candidate data. This information, however, is not the only material involved in the direct and indirect processes carried out by an HR department. A wide range of documentation—such as employee file documents, candidate CVs, education certificates, and evaluations—also accompanies these processes. Organizations need the ability to manage and dispose of this information in a compliant and consistent way, often many years after it was created.

Solution components

This SAP HR solution uses standards-based, SAP-certified products that are easily integrated with your existing SAP environment—accelerating time-to-production and reducing services costs. The industry leading EMC® Documentum® platform provides other related, valuable enterprise content management capabilities, such as high-volume image scanning of paper-based documents, document transformation services, retention policy enforcement, and personalized output document management for creation of documents such as correspondence.



Example of content-enabled SAP: The user has transparent access to any employee-related document from within SAP HR.

Solution benefits

Jointly developed and delivered by EMC and Ness Technologies, the EMC Documentum for SAP HR solution retrieves necessary content as needed, and provides essential content management functionality related to the HR process via the SAP user interface.

Employee document management

- Powerful and secure content management capabilities of SAP HR employee documents, seamlessly linked to the SAP HR objects
- Management of documents by SAP HR info types (for example, personal files, payroll, medical files, education files, CVs, and others)
- Access through either employee document listing or through an employee container for each SAP HR object
- Support for powerful features such as searching, manual and automated document creation, viewing, and editing
- Mechanisms for supporting structured employee/HR business processes; management of forms and processes (for example, vacation requests, study leaves, evaluation forms)
- Consistent and efficient management of employee files including employee-related and other documents (for example, contracts, personal data, bank details)

Form and template support

- Management of web form and document templates for use in SAP HR processes

Candidate document management

- Scalable automated capturing of incoming CVs
- Support of candidate review processes both within and outside the SAP system (for example, tests, evaluations, interview summaries)

About EMC

EMC Corporation (NYSE: EMC) is the world's leading developer and provider of information infrastructure technology and solutions that enable organizations of all sizes to transform the way they compete and create value from their information. Information about EMC's products and services can be found at www.EMC.com.

About Ness Technologies

Ness Technologies is an EMC Documentum global partner operating in many locations, including Israel, the United States, Switzerland, the Czech Republic, Romania, Slovakia, and Thailand. Ness dedicates its core business to Documentum services and is a full-service solutions provider with extensive large-scale content management project experience. Ness services include concept-to-deployment consulting, customization, development, integration, knowledge transfer, and support. Ness provides Documentum-based out-of-the box as well as custom-tailored solutions and services specific to your enterprise needs. Leveraging our deep technical and industry expertise, we ensure that we provide our customers low cost, good quality, robust, and scalable solutions.



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Take the next step

To learn about the EMC Documentum for SAP HR solution, visit www.EMC.com, contact your local EMC sales representative, or call **800.607.9546** (outside the U.S.: +1.925.600.5802).