



Employee Folder Imaging Solutions

Using SAP Content Server to Store Employee Records

Audience

For those companies that are thinking about imaging their personnel folders.

The Situation

Your HR Department is using SAP R/3 to manage and track employees. However, your HR Department still maintains a paper based employee file on all it's past and present employees and it continues to add to these files on a daily bases.

Challenges

This creates a filing and retrieval challenge as the employee folders are not tied in anyway to the corresponding employee Master Record or the proper employee Info-Type or Sub-Info Type. Managing paper storage is cost, time and resource intensive. Such costs include physical storage equipment, storage space and resource costs to file and retrieve the documents. There is no way to determine if an employee folder is missing or if an employee folder is incomplete without time consuming but very necessary audits.

Time to find and retrieve important documents can become a huge liability, especially in today's strict regulatory and compliance oriented environment. Misfiled or lost documents are no longer just an inconvenience.

The Solution

Using ArchiveLink™ in SAP R/3 allows linking of an electronic document or image **directly to the applicable employee, employee Info-Type, or Sub-Type**. With our expertise, your documents can be securely stored, retrieved and viewed directly from within the context of the Personnel Master Record. For example, clicking on the display facsimile button under extras in PA30 will display all the electronic documents and images linked to that employee. A simple click from there will display specific documents and allow you to view, print and/or email those documents.

Benefits of implementing SAP Imaging:

- Cost savings by reducing physical storage cabinets and the space they occupy.
- Cost savings and increased productivity by reducing the amount of labor required to file, maintain, retrieve copy or destroy paper documents
- Electronic copies can be emailed or used in SAP Workflows
- Regulatory and other compliance support by eliminating lost or misfiled documents.
- Ability to perform audits on employee folders instantly, because the documents are electronic
- Process improvements by enabling multiple people to view the same electronic document at the same time.

Implementing Imaging functionality in SAP R/3 can be a complex task. It requires specific technical and functional knowledge to perform an efficient and successful implementation.

Imaging project challenges:

- Which business objects will be implemented to achieve the technical goals for imaging? What Info-Types should I use?
- Which archiving Scenario? Simple Early Archiving or Late archiving with barcode
- Document Security- certain documents need to remain secured?
- What type of scanning hardware do I need?
- What is the best way to handle my back file conversion?

How can Verbella CMG help you?



HR Document Imaging – Employee Folder Imaging Solution

What we deliver?

Verbella CMG's HR imaging implementations are based on a **phased approach** that focuses on the individual features of each project such as:

- Technical specification document that details the entire project.
- Implementing the most efficient storage strategy for your specific needs
- Design Document types and retrieval strategies that adhere to your companies document management policies
- Sharing expert knowledge and experience
- Providing a strong focus on quality and support

We provide you with the right combination of technical expertise, functional knowledge and experience to ensure that your project is completed **on time and on budget**.

Based on our experience with more than 2 dozen HR imaging implementations in North America, Verbella CMG offers an HR imaging implementation package that includes:

- **Analysis of your employee folders and your HR processes within SAP R/3 and then propose recommended document types and their configurations.**
- **Configuration of SAP ArchiveLink™ - Installation of the Scanner and software**
- **Training of key personnel on scanning, storage and retrieval strategies**
- **Support for acceptance testing, using actual documents and Go-Live Support**

Turnkey Solution Examples

On Going Document Imaging

For HR Departments that have fairly light daily volume with intermittent peaks of heavy volume. Verbella CMG might suggest the following turnkey solution for imaging documents using Barcode:

- Fujitsu 5120C2 Scanner (25 PPM)*
- Kofax Capture and Kofax AR4ERP® Lite release Installation and Configuration
- Configuration of SAP ArchiveLink
- Configuration and Installation of the SAP Content Server

On Going Document Imaging including Back file Conversion

For higher volume HR Departments that also want to do a complete back file conversion of all their existing employee folders, without going to a Service Bureau to have the scanning out sourced. Verbella CMG might suggest the following turnkey solution that makes use of OCR that can Identify different forms, classify them and extract the required indexing information off of those HR Forms.

- Fujitsu fi-5057 or fi-5650 Scanner (57 PPM)
- Kofax Capture, and Kofax INDICIUS® Installation and Configuration
- Installation and Configuration of Kofax AR4ERP Full release
- Configuration of SAP ArchiveLink and the SAP Content Server

Verbella CMG has certified consultants and partnerships with leading solution providers for the SAP market, including out sourcing the back file scanning. Combining our expertise and "one stop" delivery capability with the SAP ArchiveLink functionality you already own, means we can quickly implement a "best of class" solution for your HR electronic documents.