digital business solution

d.velop personnel file for SAP ERP

An overview of all personnel documents at all times

d.velop

Confidential personnel documents have to be stored especially safely and in accordance with the law – the solution d.velop personnel file for SAP ERP offers a transparent overview of the progress of your personnel processes. The electronic files are, thereby, compliant with the present basic principles of personnel file management: transparency, accuracy, appropriation and confidentiality.

With the solution d.velop personnel file for SAP ERP, all documents in a personnel file, from contract to doctor's notes, can be archived structurally and centrally in the SAP HCM system by using the SAP interface Archivelink and can be managed according to prescribed retention periods. These documents are then immediately available to all authorized staff. And even across different locations.

Transparent and secure

Whether you scan paper documents or save them directly from software applications or your SAP HCM system in the electronic personnel file:
The digital personnel file from d.velop reproduces the exact file structure that you are accustomed to with your classic file folders in the office. Thanks to the individual authorization structure and secure encryption, it is ensured that unauthorized persons cannot gain access to sensitive data.

From any location

Whether incoming documents are scanned directly at the workplace of a particular member of staff or are created across multiple locations and transferred to a central HR department – the digital personnel file from d.velop works equally well in either scenario.

Faster provision of information

The digital personal file speeds up the handling of HR processes. Your management costs are reduced and the ability to provide information is increased as all details of any file are available practically at the touch of a button – even years later.

Structure

The solution d.velop personnel file for SAP ERP is completely integrated with SAP ERP. To archive (store) documents, all you need is a standard Archivelink interface.
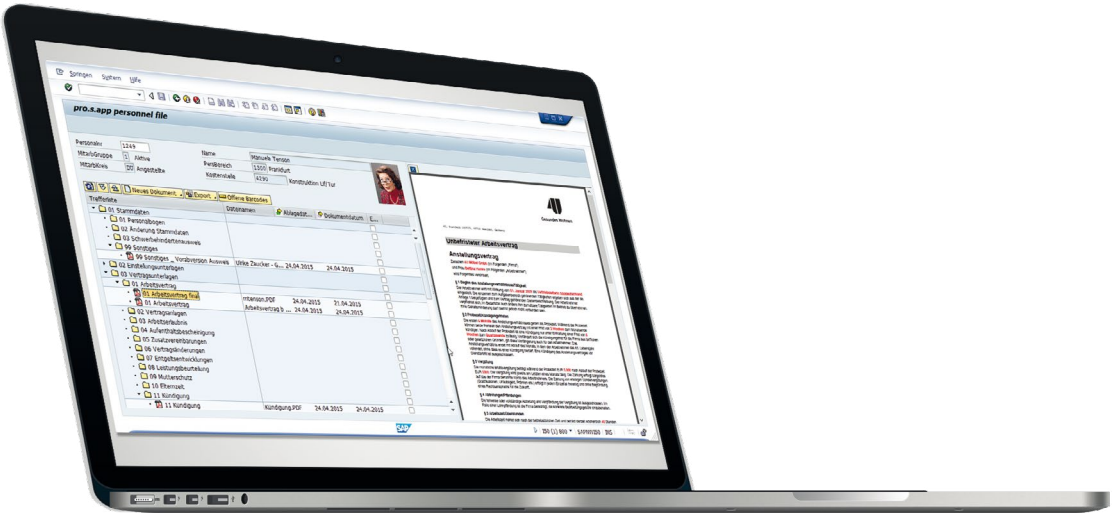
The personnel file has a very clear and simply-defined structure. The actual personnel files are subdivided into "Register" and "Sub-register", in which the documents are arranged.

All documents of the solution are stored by SAP Archivelink and assigned to the respective "Register", or "Sub-register". The assignment is normally carried out by the user using drag & drop, calling up the scan software or capturing a barcode for the standard scenario "late filing with barcode", for example.

The register structures can be adjusted or extended according to their requirements using "Customizing" in SAP ERP (own customizing guidelines are provided).

Special authorization is provided for revisionary actions, such as moving documents within the personnel file and also within the register structure, changing document names or changing document properties (for example, changing the date of a document). Actions of the user such as these are naturally listed in a logbook.

Corresponding reports are available for the removal of documents from the digital personnel file, if, if the retention period has run out, for example.

d.velop personnel file for SAP ERP in the SAP user interface
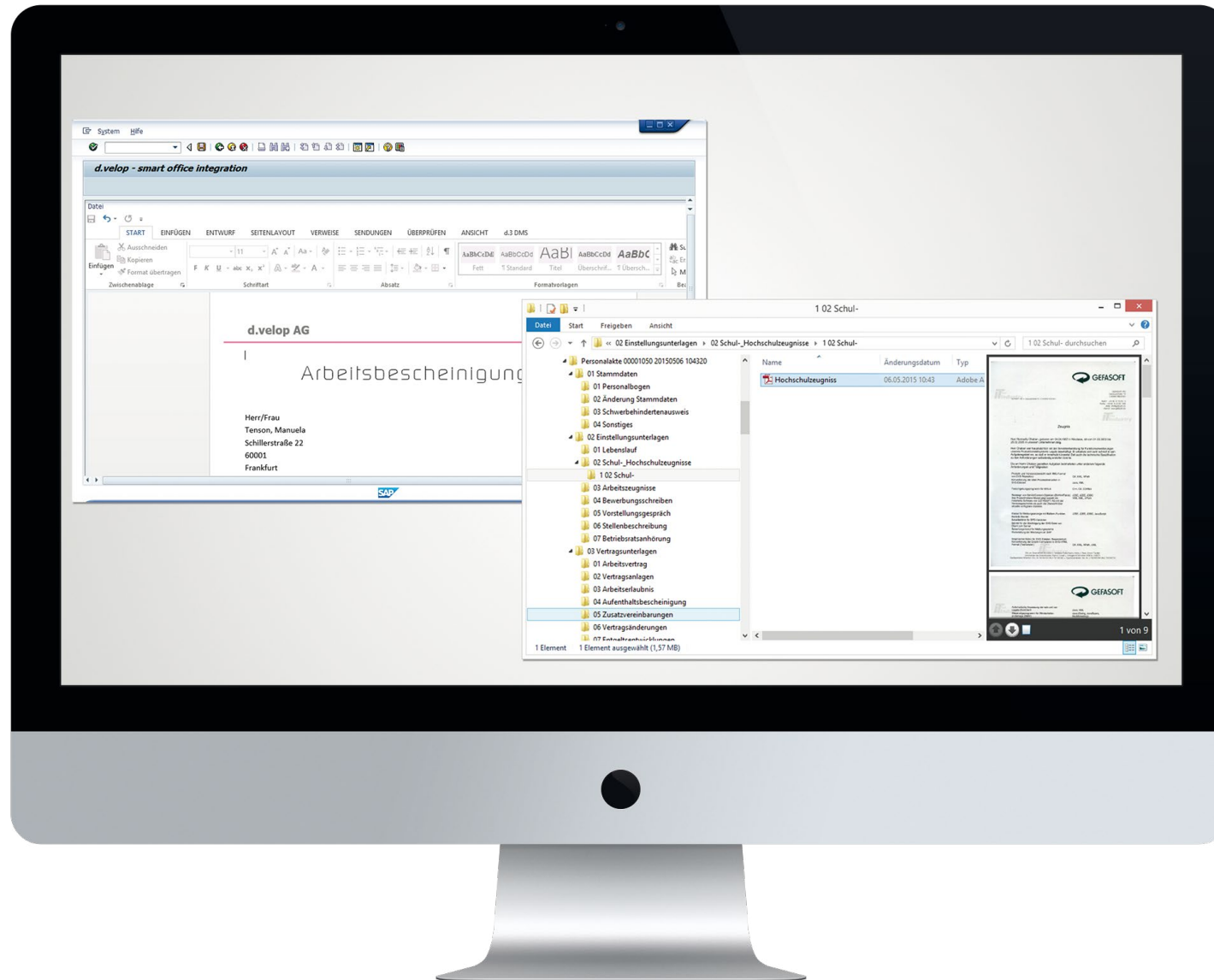
d.velop's SAP expertise

Are you looking for a team of experts, which has operated successfully in the SAP ERP environment for years? Then you have come to the perfect place. d.velop AG currently records more than 6,300 installations of the ECM suite d.3ecm by customers, who often have several thousand users. More than 1,000,000 registered users use the solutions of d.velop AG. A focus of the projects is the system integration with the ERP system of SAP AG. Over 600 customers use d.velop products in the SAP business environment. This environment includes prestigious companies, some with very complex system environ-ments and several interlinked SAP systems. The SAP theme is strategically positioned in d.velop AG and we have our own SAP center.

We would be glad to answer any further questions. Here you will receive a strong and practice-orientated consultation from our specialists. Contact us, because a real team is made of people.

Call up of d.capture dialog from the personnel file

Integration of Office templates (left) and the export of documents from the SAP ERP (right)

Complete range of functions:

- Completely integrated into SAP
- Easy installation through pre-configuration (pre-packaged)
- Customizing guidelines for customer-specific adjustments
- Authorization control in SAP
- Call up from the SAP Transaction HR master data management or using own transaction in the SAPGUI
- Clear navigation using register structures
- Simple navigation and display
  - In-place display
  - External display
- Store documents directly in the register structure
  - Drag & drop
  - Barcode
  - Access scan module directly from SAP GUI:
    - d.capture dialog
    - d.capture batch

- Integration and use with Office templates
- Manage documents
  - Reassign
  - Rename documents
  - Delete documents
- Export single/several documents or complete files
  - Send e-mails
  - Export personnel files to Windows file system
- Report for the document search, for example, across personnel files

Requirements*:

- SAP ECC 6.0 with the Enterprise Extension HCM
- SAPGUI
- Configured SAP Archivelink storage for HCM documents

For further details see current documentation

d.velop

The d.velop Group, headquartered in Gescher, develops and markets software designed to optimize document-based business and decision-making processes in companies and organizations. The d.velop Group believes that the long-term success of companies and organizations of any kind decisively depends on their ability to access and share their entire technical, organizational and social know-how with ease – in the required format and anywhere internally and externally.

Besides the d.3ecm platform d.velop provides ECM solutions for Microsoft SharePoint with its product line ecspand. The portfolio is rounded by foxdox, the third product line, which provides document management in the cloud. As a leading provider of Enterprise Content Management (ECM) solutions, we offer our customers tools for the comprehensive digitization of all document and business processes as well as industry-specific specialist procedures.

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