

OpenText Extended ECM for SAP SuccessFactors

Redefine employee engagement while effectively managing the new digital workforce



Simplify HR processes with centrally controlled and accessible digital employee files



Ensure compliant employee files with automated tracking



Enhance employee engagement with personalized communications

Digital human resources transforms the way organizations recruit, onboard and manage talent. Today, HR must recruit top talent, identify and develop rising stars and retain employees who can best support the company's growth initiatives. This must all be accomplished in the face of flat HR budgets and while adhering to ever-changing compliance rules—without compromising employee service levels.

OpenText™ Extended ECM for SAP® SuccessFactors® increases HR effectiveness by providing centralized access to the complete employee record, with all data and documents accessible through the SuccessFactors UI for a seamless, 360-degree view of the employee file. The end-to-end solution, tightly integrated with both SuccessFactors and SAP HCM, delivers document management, document generation and sophisticated records management.

The centralized repository, hosted in the OpenText Cloud, offers easy and secure access to all relevant documents required by HR, managers and employees. Metadata, retrieval and search functionalities are greatly simplified. With complex monitoring and report services, missing and outdated documents are flagged for resolution. Self-service functionality improves the employee experience by allowing simple drag and drop of documents into the digital employee file.

“OpenText™ Extended ECM for SAP® SuccessFactors® was a natural choice for us. We can now manage all employee files, letters, contracts and other documents in one place, providing global continuity as employees move around. For the first time, with OpenText, we have a single source of the information we need.”

Andy Straw

IT programme manager
British American Tobacco

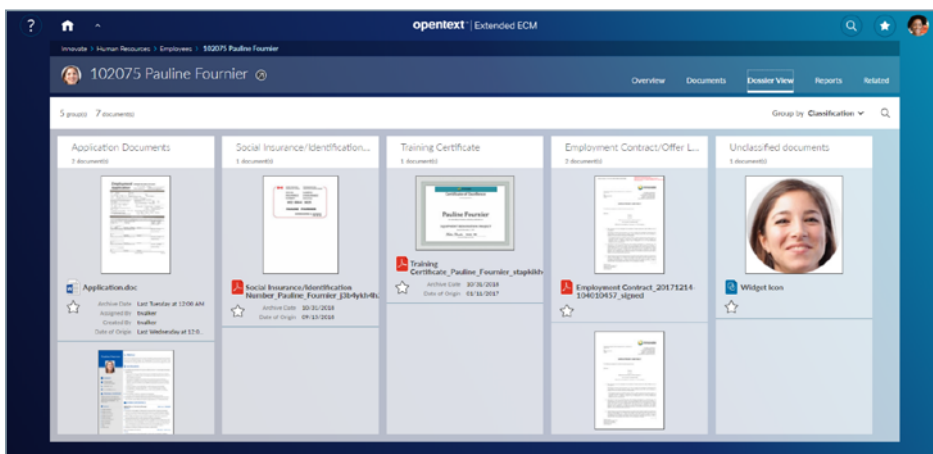
[Read the full Success story](#)

Creating and managing consistent and compelling HR correspondence is a time-consuming and often manual process and correspondence must be accurate to avoid the risk associated with errors. A simple editor allows HR to create and leverage reusable templates, which can be auto-populated with employee data. These templates can be leveraged to create individual and bulk letters and out-of-the-box integration with SuccessFactors workflows support auto-generated letters.

Certified records management is a critical component for compliant management of HR documents. Sophisticated retention rules can be generated by folder or right down to the individual document to ensure all documents are securely retained based on user-specified rules.

Simplify HR processes with centrally controlled and accessible digital employee files

Extended ECM for SAP SuccessFactors enhances the value of SuccessFactors by securely managing all unstructured content related to employee files. The solution is integrated within the SuccessFactors user interface, making content readily accessible to authorized HR business partners, managers and employees.



Dossier view improves employee and HR user efficiency

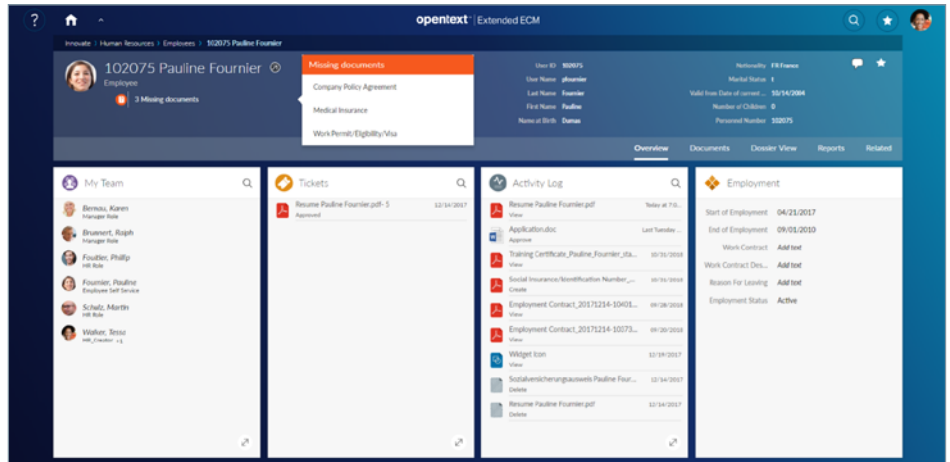
Typical HR processes generate 50 to 60 documents per employee each year. Most of these communications are individually processed and stored in paper files across multiple locations. With Extended ECM for SAP SuccessFactors, content can be digitized and stored in a centralized and secure repository and associated with an employee’s data. The HR business partner can rapidly retrieve all relevant content within the SuccessFactors interface. Access to the digitized content is strictly controlled by leveraging SuccessFactors role-based permissions. With all required documents centrally and digitally stored, the costs associated with paper files can be eliminated—no more paper, no more paper storage costs and no more risk.

Ensure compliant employee files with automated tracking

Extended ECM for SAP SuccessFactors ensures that compliant employee files are easily obtainable. The solution can identify missing and outdated employee documents through a completeness check based on HR-defined rules. This information is prominently displayed on both the HR business partner and employee landing pages, so corrective steps can be easily initiated.

FasTrak to productivity

The FasTrak packaged service provides OpenText's best practices approach to implement the pre-defined solution in the OpenText Cloud, integrated with SAP® SuccessFactors®, to address the challenges associated with managing employee documents. OpenText Professional Services is uniquely positioned to implement this solution in the OpenText Cloud.

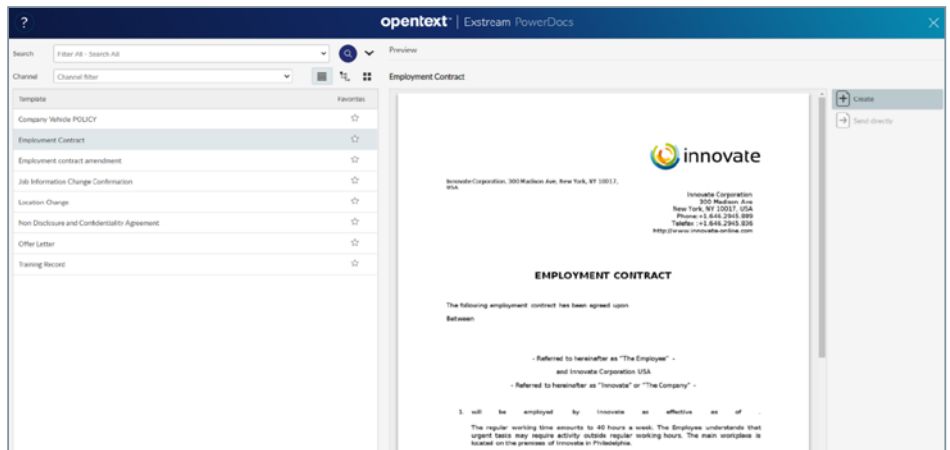


Secure and compliant employee file

Standard archiving functionality supports secure storage of all HR documents. Again, retention policies are enforced based on rules defined by HR. Different retention rules can be defined based on country, region and job specifications. Documents that have exceeded the retention period can be deleted through an automated workflow after proper approvals are received. Legal holds are also supported.

Enhance employee engagement with personalized communications

Today's workforce is multi-generational—each with their own communication preferences. To meet this demand, Extended ECM for SAP SuccessFactors includes interactive document generation. Documents such as offer letters, employment contracts, compensation letters, program communications and other correspondence can be generated via reusable templates. Business rules can be embedded within these templates to simplify the creation of complex documents, which can be auto-populated with employee data. An HR business partner can initiate document generation or it can be autogenerated as part of a SuccessFactors workflow.



Generates personalized employee communications

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At the heart of this solution is the OpenText™ Extended ECM Platform, the recognized leading solution for Enterprise Content Management. Successfully adopted by thousands of customers across all industries, this foundational platform is the logical choice for the SuccessFactors extension. OpenText builds on this proven foundation with the development of Extended ECM for SAP SuccessFactors to address the unique needs of secure HR document management. Many organizations are faced with supporting a hybrid HR environment, with functionality split between the cloud and on-premises. Extended ECM for SAP SuccessFactors ensures information flows easily between these environments while maintaining a high level of security, compliance and consistency. The solution is purpose-built for SuccessFactors, providing a seamlessly integrated solution unavailable in any other document management offering.

Product	Feature
Records management	Meet regulatory compliance with certified records management services and region-specific retention rules
Document management	One single point of access to a centralized repository that manages all unstructured content related to employee files
Document generation	Complex document generation for improved employee engagement, creates HR correspondence and offers omnichannel delivery
Core HR integration	UI, workspace and role-based permission integration with SuccessFactors supports hybrid on-premises and cloud-based environments

About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on-premises or in the cloud. For more information about OpenText (NASDAQ: OTEX, TSX: OTEX) visit [opentext.com](https://www.opentext.com).

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