



## BECONEX Send2EmployeeFile

Personnel documents from paper to the digital personnel file for SAP HCM and SuccessFactors





The digitization of HR processes offers several advantages, including increased efficiency and easier compliance, cost savings and better data protection. Digital platforms such as SAP HCM and SAP SuccessFactors support core HR functions and transactional HR processes, and offer an ideal solution for the centralization, accessibility and completeness of information.

**But what do digital HR processes look like when it comes to the integration and management of documents?**

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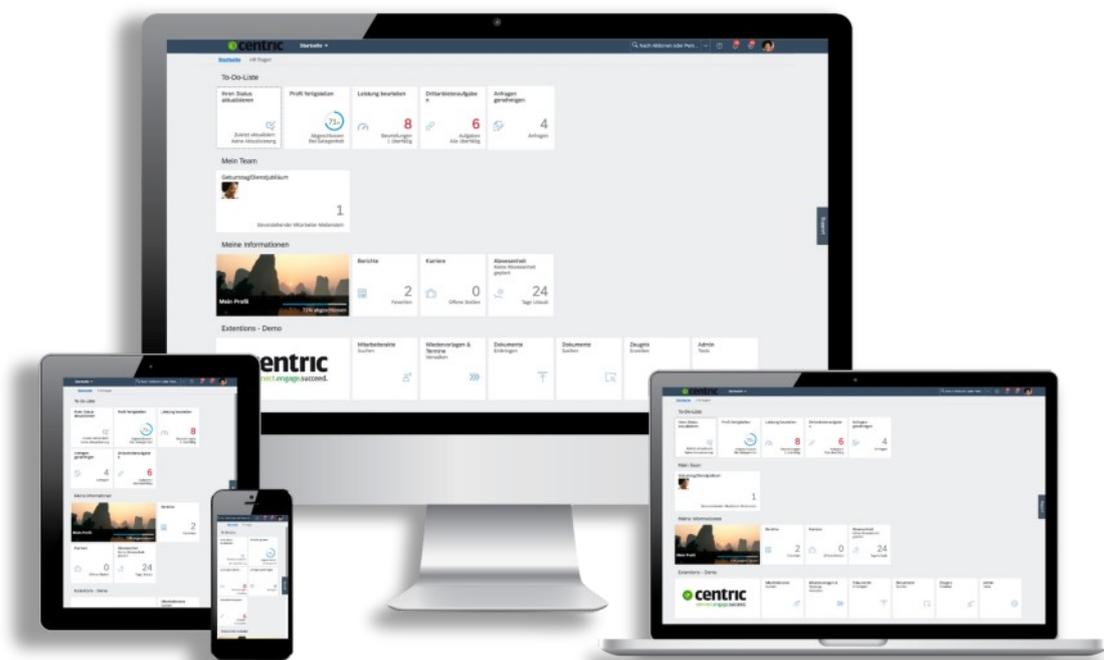
# Document management with SAP HCM and SAP SuccessFactors

The core business of your HR department consists of numerous tasks: from recruiting to administration to controlling. With the digital transformation, you set the course for simplification: Time-consuming paper management is reduced and personnel documents and workflows are implemented directly in the digital solution.

Switching from analogue to digital personnel files increases the speed and transparency of daily work processes. This gives you the time to focus on what you do best: your day-to-day HR business.

The Centric Employee File brings together all documents and data for each employee in one view. All workflows and approval processes relating to employment contracts, certificates, personnel master data and other information about an employee can be controlled directly from the digital employee file. This saves you a considerable amount of time spent searching for and merging information and you can concentrate on your technical tasks.

Confidential personal documents in particular are subject to the provisions of the General Data Protection Regulation (GDPR). Since these are taken from SAP, you do not have to worry about the security of sensitive data. Centric uses the SAP security structures and guarantees you data protection at the highest level. Thanks to individual authorization structures and secure encryption, it is ensured that access rights are defined and that deletion periods and storage obligations are observed.



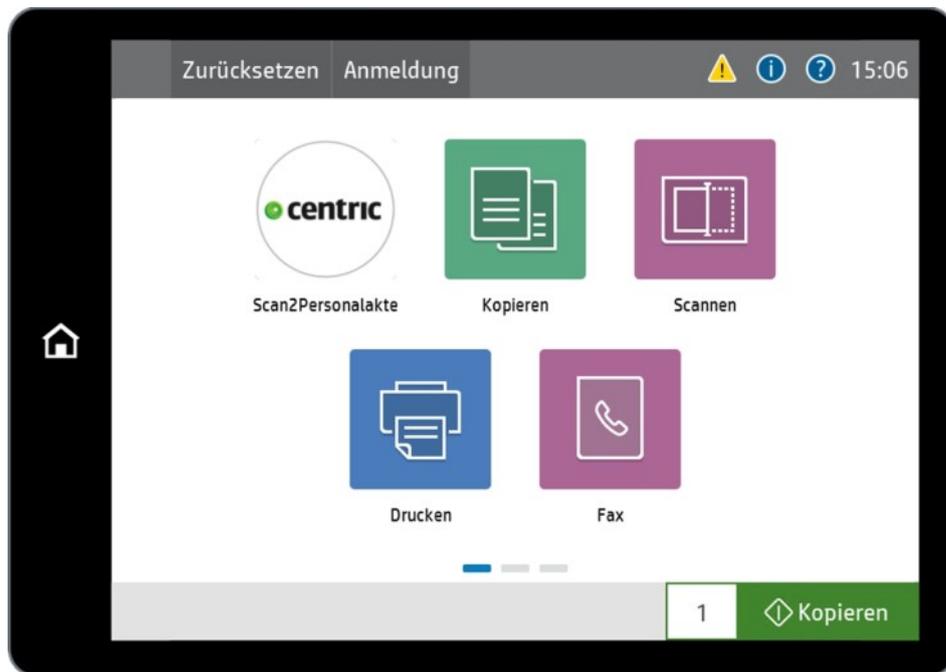
*Digital Employee File for SAP HCM and SAP SuccessFactors*

## How can the integration of paper-based documents or documents attached to emails be made even more efficient?

Complement your digital employee file with a solution that optimizes the digitization and storage of documents: With the Send2EmployeeFile connector from BECONEX, you can send documents directly from your Outlook mailbox or MFP device to the Digital Employee File for SuccessFactors.

Documents containing sensitive information must be processed as quickly as possible and stored securely to protect the information from unauthorized access. With Send2EmployeeFile you can perform an early scan and send the document to the Digital Employee File with a single click.

Send2EmployeeFile not only accelerates the digitization and storage of documents in your digital platform. The document is saved as a searchable PDF so that further processing can take place within the corresponding digital employee file.



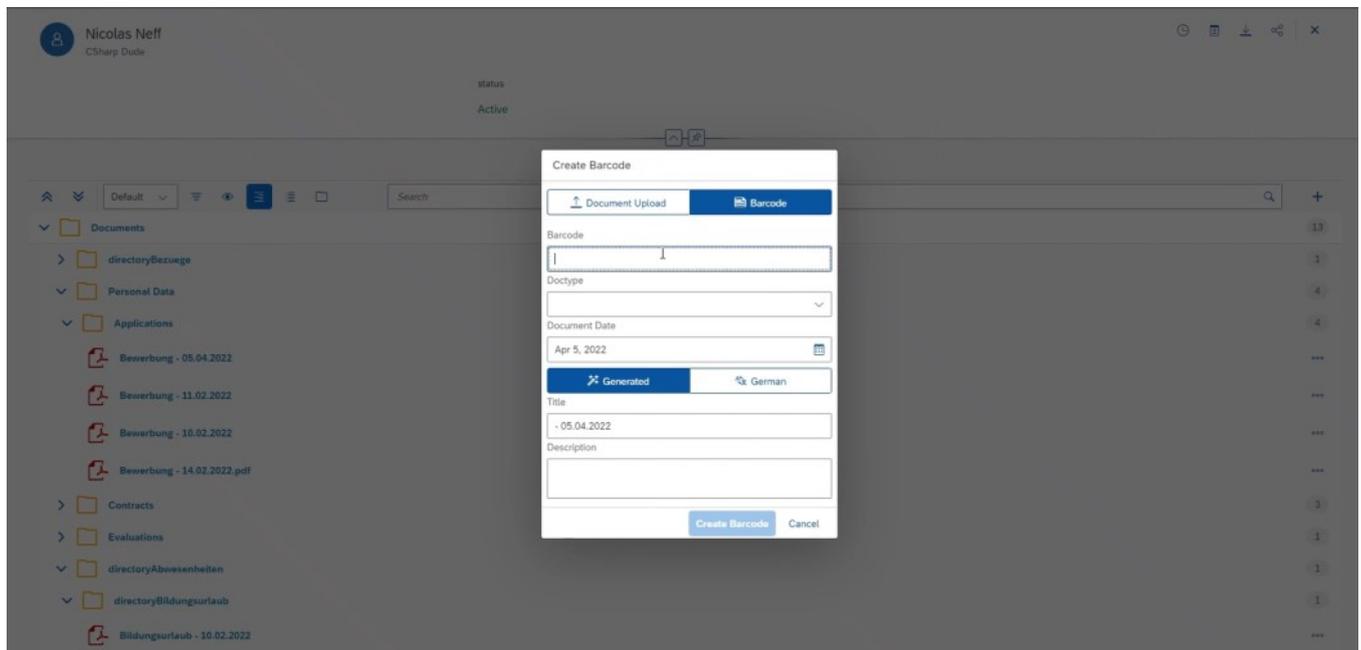
*Send2EmployeeFile with just one click*

# What happens if signatures and approvals of the document are required in paper form?

Documents can also be sent through a late scan in the digital platform and assigned to an employee. They can first be processed as a paper-based document and be digitized only when all processing steps have been completed.

In these cases, a barcode is placed both on the first page of the document and in the employee file. The barcode can be stored in the employee file by typing it in or reading it with a scanner.

When the document is ready to be scanned, the barcode serves as a tag to link it to the corresponding employee file within the platform.



*Barcode capture for late scanning*

## What are other advantages of the BECONEX Send2EmployeeFile solution?

As already mentioned, Send2EmployeeFile is able to process the digitized documents: an OCR runs through the document and returns a **searchable PDF**, for example.

Another advantage is that Send2EmployeeFile can be used together with the **BECONEX Validation Controller** (ValiCon). The Validation Controller automates and simplifies critical steps of replacement scanning (**TR\_RESISCAN**) and **e-signature creation**. This minimizes the administrative costs and process costs associated with storing paper-based documents while complying with legal regulations..

## How complex is the installation and configuration of BECONEX Send2EmployeeFile?

The installation is not complex. This is done using a setup tool, which also takes care of the configuration. Once installed, the user only needs to provide the URL, username and password to access the Digital Personnel File.

Parameter Name	Parameter Value	EXP_IMP	OPT
FileName	~ASX::%FILENAME%~	I	
Pin	~ASX::%PIN%~	I	
Username	~ASX::%USER%~	I	

*Preconfigured parameters and URL field for Send2EmployeeFile*

# BECONEX Send2EmployeeFile in a nutshell

Thanks to BECONEX Send2EmployeeFile you can:



## Optimize the integration of documents in the digital Employee File

Not only paper-based documents, but also e-mail attachments can be automatically sent directly from the recording device to the digital Employee File.

## Benefit from a solution that adapts to your processes

Whether your HR processes are fully digitized or you digitize your documents after processing them in paper form, Send2EmployeeFile adapts to your organization and provides the best solution.



## Get the best out of other solutions

Send2EmployeeFile works in combination with OCR and with the BECONEX Validation Controller for replacement scanning and electronic signatures, and takes you one step further towards digitization.

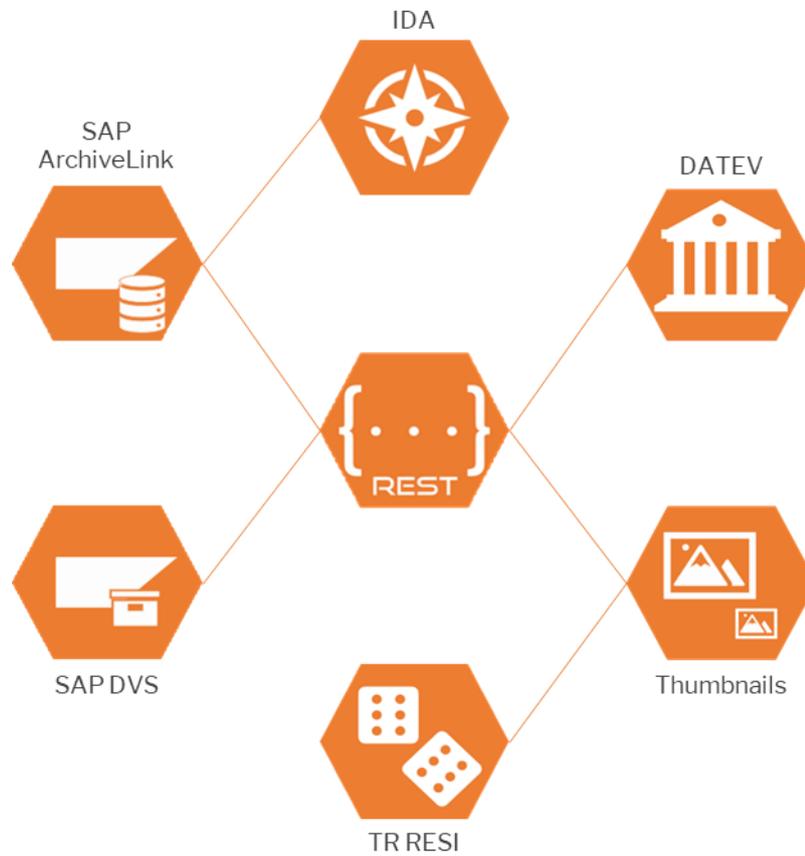
## Do you have questions?

We would be happy to make an appointment to answer your questions and so that you can see the BECONEX Send2EmployeeFile solution in action!

[Request Demo](#)



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