

PRODUCT OVERVIEW

# OpenText Core for SAP SuccessFactors

Redefine employee engagement for the new digital workforce



**Accelerate** HR processes with secure and centrally managed digital employee files



**Ensure** compliant digital employee files with automated tracking of required documents



**Enhance** employee engagement with personalized communications

**The employee lifecycle remains one of the most document intensive processes within an organization, yet HR lacks the automation for managing documents. The typical employee folder contains 30 to 50 documents, with approximately 80 percent delivered to HR in paper form. These documents must be manually processed and filed, often in disparate locations, leading to delayed responses to employee inquiries and incomplete files, exposing an organization to compliance violations.**

OpenText™ Core for SAP® SuccessFactors® combines digitized employee documents with core employee data in a central repository, accessible within the SAP® SuccessFactors® interface, for a seamless, 360-degree view of employees and improved HR effectiveness. The cloud-based solution enhances the employee experience with improved responsiveness and employee self-service (ESS) capabilities. Embedded document generation capabilities generate impactful and consistent employee correspondence and retention management supports compliance requirements throughout the employee lifecycle.

***"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 program manager  
British American Tobacco

[Read the Success story](#)

## Accelerate time to productivity

Core for SAP SuccessFactors is designed to be customer installable, with all documentation embedded within the solution. Assistance from OpenText™ Professional Services is available for best practices blueprinting, enablement and connectivity activities, providing an extra layer of assurance that the implementation will follow best practices design guidelines.

## Accelerate HR processes with secure and centrally managed digital employee files

Core for SAP SuccessFactors securely manages all employee content, such as documents, images, etc., related to an employee to enhance the value of SuccessFactors. The solution is integrated within the SuccessFactors UI, making employee documents readily accessible to authorized HR business partners, managers and employees.

Role-based permissions control digitized content access and integration with the existing security framework ensures access is always synchronized with SuccessFactors. Any change in employment status is immediately updated, eliminating unauthorized access to documents.

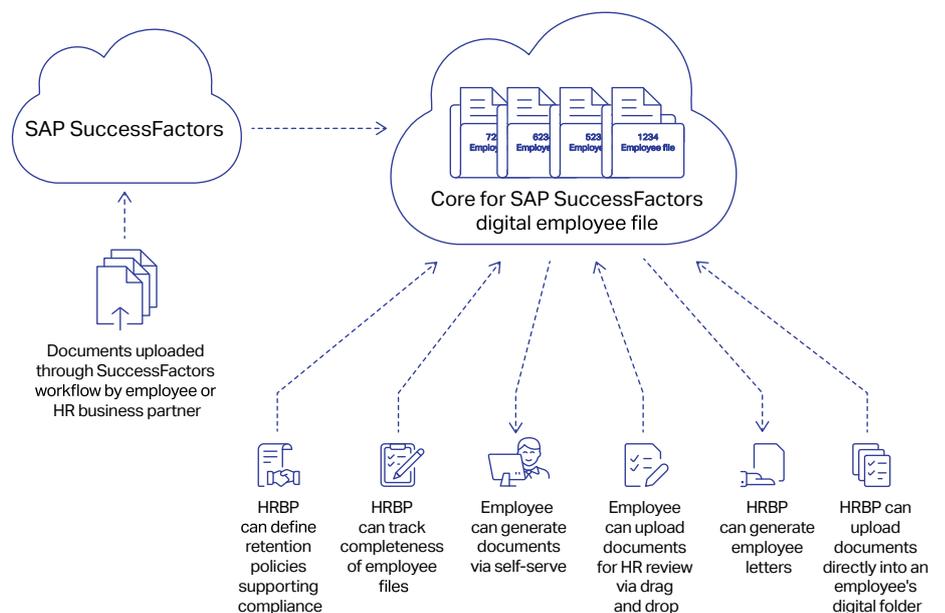
Centrally and digitally storing all required documents eliminates the costs associated with paper files, including paper and courier costs and floor space.

## Ensure compliant digital employee files with automated tracking of required documents

Core for SAP SuccessFactors tracks missing and expired employee documents to support compliance and auditability. The solution can identify missing and expired employee documents through a completeness check based on HR-defined rules. This information is prominently displayed on both the HR business partner and employee homepages, making it easy to initiate corrective steps.

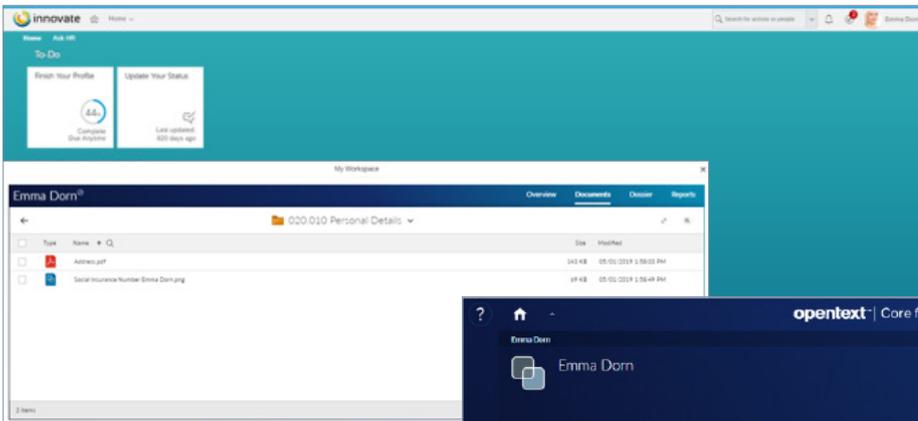
## Enhance employee engagement with personalized communications

Today's workforce is multi-generational and each has their own communication preferences. To meet this demand, Core for SAP SuccessFactors includes interactive document generation and document self-service. Documents, such as offer letters, employment contracts and compensation letters, can be generated via reusable templates to ensure accuracy and consistency in messaging. Employees can generate certain documents, minimizing reliance on HR.



## Features

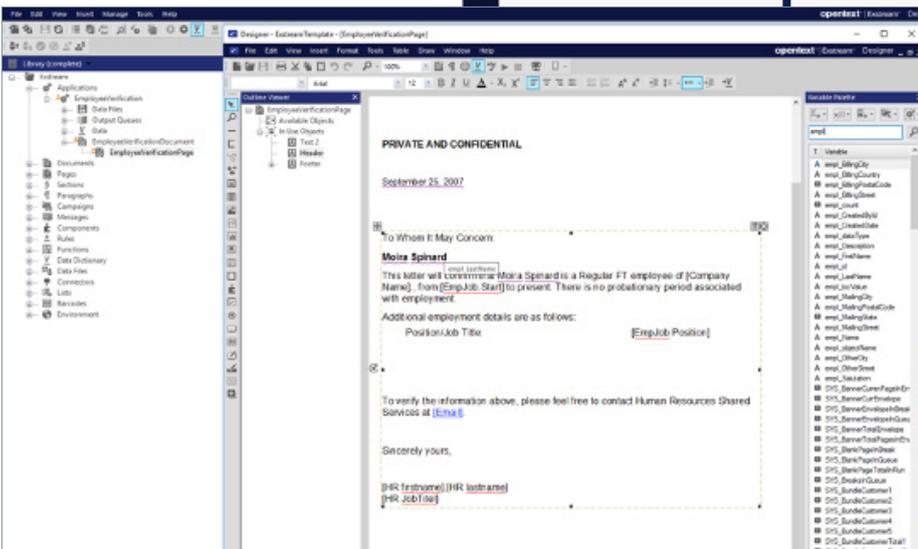
<b>Retention management</b>	Meets retention requirements for regulatory compliance with HR defined rules specific to region, country, roles and document type
<b>Document management</b>	Offers single point of access to a centralized repository that securely manages all digital employee files
<b>Document generation</b>	Includes sophisticated document generation for enhanced employee engagement through impactful HR correspondence, document self-service and auto-triggered documents



View of employee's documents within employee workspace



Example of employee's folder highlighting outdated documents requiring attention



Generate interactive employee correspondences