

# Top 5 reasons centralized HR document management is essential

Transform HR operations with integrated employee document management that streamlines processes and elevates experiences



HR teams face growing pressure to boost efficiency while navigating complex compliance requirements and managing hybrid workforces. Manual, paper-heavy processes and disconnected systems slow productivity and increase risk. By centralizing [employee document management](#) and integrating it with solutions like SAP® SuccessFactors® Human Capital Management (HCM) Suite, HR leaders gain the visibility, control, and agility they need to streamline processes and keep their focus on people and business outcomes, not paperwork.

Here are 5 reasons to centralize your HR document management:

- 1 **Boost HR productivity and efficiency:** Eliminate time-intensive manual processes and significantly reduce document search time. Automated document generation and records management free HR teams to focus on strategic employee initiatives rather than administrative tasks.
- 2 **Bulletproof compliance and risk management:** HR faces mounting regulatory complexity. Centralized HR document management enforces consistent retention policies, legal holds, and audit trails across jurisdictions. Built-in governance ensures records are accurate, secure, and accessible when needed—helping reduce legal exposure and building employee trust.
- 3 **Break down information silos:** Disconnected HR systems create duplicate records and slow decision-making. Native integration within familiar workflows of SAP SuccessFactors solutions eliminates information silos and application switching. Real-time synchronization of employee data and documents creates a single source of truth that enhances efficiency throughout the employee lifecycle.
- 4 **Deliver exceptional employee and candidate experiences:** Today’s workforce expects consumer-like digital experiences. Provide secure, 24/7 access to HR documents from anywhere while accelerating recruitment and onboarding processes. Automated document generation enables personalized communications that improve accuracy and reduce time-to-productivity for new hires.
- 5 **Scale with confidence in the cloud:** Modern HR requires agility. Cloud-native employee document management solutions can be deployed quickly across global operations, reduce infrastructure costs, and scale as your workforce grows. Integrated security, data privacy, and retention policies ensure your HR team can adapt to evolving regulations and workforce needs without compromising compliance.

**“As well as being fully compatible with our SuccessFactors solutions, OpenText allows us to define automated document retention and deletion policies, which is a huge benefit for GDPR compliance.”**

Fausto Brembilla,  
SVP Head of Global HR  
Service Delivery, SAP

**Ready to transform HR with intelligent document management?**

[See how OpenText helped SAP](#) migrate more than eight million documents while reducing document types by 96 percent.