

A Partner Solution for Cross Industry

Efficiently Manage, Process and Securely Store Personnel Files



IBM **Information Management** software

Scalaris AG Document Management Systems – Human Resources Management

Partner Solution

■ **Target Industry**

Cross Industry

■ **Business Application**

Human Resources

■ **Product**

IBM FileNet Content Manager

Business Challenge

The discipline of human resources is both document and process intensive. Resumes, application forms, new-hire paperwork and policy manuals are among the types of content that must be captured and stored. Key human resource (HR) activities (e.g., applicant review, hiring and employee evaluation) involve a series of process steps.

Many organizations are still working with paper-based personnel files, which are labor-intensive and expensive to manage and maintain. They're expensive because it is difficult to effectively streamline manual processes and because of the costly storage and maintenance requirements. Moreover, this approach stands in the way of timely processing of personnel files and does not provide the proper process controls required to meet legal and compliance requirements.

Enterprise content management (ECM) has come to the forefront as a valuable resource for managers looking to improve management of HR information and internal processes and controls. ECM also addresses the growing need for efficiencies in storage, as well as the need for improved security and access control of sensitive HR information.

Solution

Scalaris' Document Management Systems portfolio of products provides audit-proof long-term archiving of structured and unstructured information in a robust, high-performance repository; lifecycle management of digitized documents via a centralized ECM platform; along with optimization and automation of laborious manual work routines.

The Scalaris Document Management Systems - Human Resources Management (HRM) module enables organizations to electronically access, efficiently process and safely store thousands of personnel files. The solution collects and maintains employee information in virtual read-only and tamper-proof files. This provides a standardized view of all personnel documents, structured according to a company's specific requirements, and allows organizations to manage these online; additional features include intelligent search, preview and browsing functionality. Users can leverage index and full text search options in the complete personnel archive, ensuring individual files or certain types of documents (e.g., references) immediately return relevant hits.



Each access and every processing step is registered and can be viewed at any time by authorized personnel. The ability for customized authorization checks at the file, register and document-level offers maximum protection against unauthorized information access. Automatic schedule review for document deletion (cassation) enables statutory and in-house deletion dates to be specified during data input for each document.



Value Proposition

The Document Management Systems – HRM module supports business goals by providing contextual access or “instant access” to content that is directly relevant to the situation at hand. In addition to providing readily available information, it provides full connectivity of content and processes to streamline processing of HR transactions at significantly reduced costs.

Providing unfettered access to information via a standard Web-browser, the solution establishes a standardized and clearly structured online central filing system. This enables organizations to minimize commercial risk due to reliable access to complete and up-to-date information. Additionally, it offers significant time and cost-savings in data mining and administration. Efficient knowledge sharing is promoted throughout HR departments, increasing staff effectiveness. High standards guarantee audit-proof archiving of sensitive personnel data in line with statutory data protection regulations.

Company Description

Scalaris AG is an intersectoral provider of Intelligent Document Processing (IDP) systems. Our solutions portfolio focuses on company-wide management of information, knowledge and business processes.

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