



IBM **Information Management** software

## nextevolution AG nePersonnel File

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### Partner Solution

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■ **Target Industry**

*Cross Industry*

■ **Business Application**

*Support of Personnel-Related Processes*

■ **Products**

*IBM FileNet Content Manager  
IBM FileNet Storage Connectors*

### Business Challenge

For all companies, personnel files are an important information source. They serve as a repository for all employee-related information and are used as a central reference by all authorized staff.

Working with paper and manilla folder based personnel files is fraught with difficulties and inefficiencies. The majority of information, such as e-mails, office documents and online applications, is submitted in digital form, resulting in media discontinuity and a lack of integration between documents and relevant processes. It is also difficult to maintain the proper security protocols and to adhere to legal and compliance mandates.

Organizations need personnel file management solutions that support the integration of paper and digital documentation into one single adaptable, flexible digital personnel file combining the advantages of paper files with those of digital files. They also require robust, yet adaptable business process functionality to streamline workflows and provide reliable monitoring of document deadlines and lifecycle rules and to ensure the completeness and accuracy of personnel files. Such solutions also help guarantee proper Human Resource and Legal protocols are followed, and proper security is adhered to, to meet privacy, compliance, and legal requirements.

### The Solution

nePersonnel File is a file and process-oriented application for the digital management of personnel, application and pension files. It offers a secure online document management system to digitally store all employee personnel files. It replaces traditional paper files and ensures the security of sensitive information by limiting access rights to authorized personnel.

The solution also streamlines personnel-related processes. Applications for leave, for example, can be routed through the internal authorization process without the use of paper. Job applications can be directly transferred to a new personnel file. Employee reviews, pay increases and benefits information is accurately and quickly available to managers and human resources (HR) personnel for proper and faster processing.

nePersonnel File is dynamically configurable which facilitates rapid adaptation of the solution to a companies specific human resources requirements. This is particularly effective for managing and modifying HR authorization processes and controlling access rights to personal information. The solution provides and manages a catalog of correspondence templates and forms such as employee registration cards, employment applications and benefit forms. nePersonnel File is also able to observe document and process deadlines and trigger notifications.

**nextevolution**

## Value Proposition

The nePersonnel File solution eliminates manual filing and related physical storage demands. The solution helps ensure compliance with corporate policies as well as government and legal requirements. A digital personnel records management system reduces the time spent filing and finding information while eliminating mistakes and lost documents associated with manual operations.

The introduction of digital personnel files increases the transparency of personnel processes and the quality of the files. As a result, less time and effort is expended on managing personnel files, and they are more complete and up-to-date. A nextevolution study conducted in 2005 concluded the introduction of digital personnel files increased file access by about 70 percent, and decreased administrative costs by 20 percent.

nePersonnel File was developed using the nextevolution development framework neWorkplace, and IBM FileNet P8. The solution leverages the IBM FileNet P8 platform with its standards based, leading edge enterprise-wide capabilities for document, process and records management.

## Company Description

nextevolution develops and realizes innovative concepts for customers in the application area of Enterprise Content Management (ECM), Enterprise Resource Management (ERM) and Business Intelligence. For this, nextevolution uses the standard products of leading software providers such as IBM, SAP and Microsoft. Professional and technical solutions developed by our teams complete the product portfolio.

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