



BEST USER EXPERIENCE IN THE CREATION, DISTRIBUTION AND STORAGE OF HR DOCUMENTS

VIDEO TRANSCRIPT

HR CORRESPONDENCE MADE EASY

Accenture Document Composer

Human Resources teams today have plenty to think about, without worrying about IT. Just ask Tom. Whether it's managing talent or recruiting new hires, he's responsible in so many ways for keeping his organization running smoothly.

Take employee communications. Tom wants to create and distribute them quickly and easily. And he must keep track so he's confident that everyone's needs are met. But as SAP SuccessFactors users know, communications, for a group or individuals, can be time consuming or technical.

What if the process of creating, sending and storing communications was centralized—from the familiarity of your existing system? Imagine if Tom could make the changes he needs in a couple of clicks, and be sure that the document's journey through the system is secure and trackable.

Well, there's good news for Tom. His company has just added Accenture Document Composer to its existing SAP SuccessFactors environment. So now, whether he wants to design complex contracts, include pay components in bonus letters, or issue change of position communications, Tom can do so easily.

Let's look at a simple example, like issuing an employment contract to Sales Manager, Perry Johnson. Using Accenture Document Composer, Tom searches for Perry and finds the contract template. He opens the contract document to check the information and sends it to the employee folder, where it needs the approval of Jane, the Sales Director. Jane receives the notification from Tom that the contract requires approval. She clicks on it, takes a quick look to be sure the contract details are right, then approves it. And Perry is notified that the document is ready to view. It's a fast-track to efficiency and productivity for Tom, Jane and Perry.



And they can all relax knowing that confidential information will stay that way, thanks to the Employee Folder. Above all, Tom is impressed by how fast Accenture Document Composer is up and running in the business, freeing up his time—and the time of employees, who can access their files to take charge of their own records.

Tom can handle documents he receives from outside the organization, too, storing them in the right employee folders with the use of the digital innovation system, SAP Leonardo. By “recognizing” the documents, and where they belong, Accenture Document Composer is able to allocate the right document to the correct Employee Folder. Accenture Document Composer has functionality that “talks” to SAP SuccessFactors and SAP Leonardo to automatically connect employees and documents. It verifies, confirms and moves uploaded files—without the need for human intervention.

Accenture Document Composer is one of a portfolio of solutions and services designed for the cloud. Contact us to find out more about Accenture Document Composer and our other SAP SuccessFactors’ extensions.

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