



Empower HR with TerraLink Employee Document Management

Based on OpenText™ Extended ECM for SAP® SuccessFactors®

HR departments are under huge pressure to recruit top talent, support high performers, and foster strong employee relations. However, disparate and inefficient document management systems mean HR partners have little time to focus on strategic objectives.

Many HR departments rely on a mixture of electronic and paper systems to manage employee documents. This leads to a variety of challenges and inefficiencies:

- HR partners are forced to waste time manually searching for employee documents
- Incomplete and lost documents are hard to identify, complicating audit and compliance procedures
- It is often difficult (or even impossible) to ensure the security and confidentiality of employee documents

These challenges persist even when organizations implement a dedicated HR solution, such as SAP® SuccessFactors®. Employee documents are stored in different modules depending on their purpose, making them tricky to access, and perpetuating the issues of duplicated, missing and incomplete documents.

At the same time, HR partners face a host of other difficulties:

- Manual generation and distribution of HR documents is labor intensive, and can lead to inconsistent or poor quality messaging
- Maintaining outdated systems for business continuity is often impractical and expensive
- The complexity of modern HR environments makes regulatory compliance difficult to achieve

The Solution

TerraLink Employee Document Management builds on functionality from OpenText™ Extended ECM for SAP® SuccessFactors® by securely managing all unstructured employee content, including documents and communications.

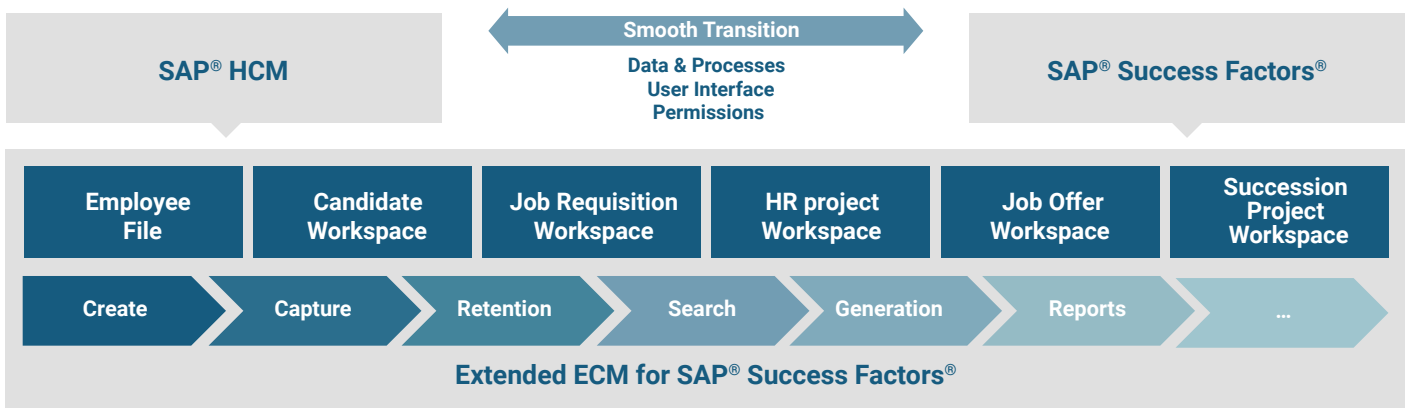
The solution seamlessly integrates with SuccessFactors® user interface, ensuring content is readily accessible by HR partners, managers, and employees.

Benefits

- Maximize value of HR partners' time by drastically reducing hours spent searching for documents
- Reduce costs associated with paper document storage and maintenance of legacy systems
- Accelerate and simplify communication with candidates, employees, and contractors via automated generation/submission of documents and letters
- Enhanced regulatory compliance through automated identification of missing or incomplete files and enforcement of document retention policies
- Instant 360° access to employee files, information, and communications
- Fully functioned self service workflow and mobile access
- Fully secure, with rigorous role-based permissions

Proven value

- **20X reduction** in document duplication
- **20,000 hours saved** annually on document searching
- **100% replacement** of paper documents



One repository for all HR documents

Solution highlights

A centralized, secure repository for employee documents

- Move to a fully digitized, paper-free document management solution
- Rapidly retrieve employee documents and information with full text search
- Find, tag, and file documents quickly from a single centralized interface
- Full 360° access to employee documents and information

Interactive HR document generation

- Quickly produce offer letters, employment contracts, compensation plans, and more based on pre-defined templates
- Seamlessly manage, version control, and send documents via preferred channels

Automated regulatory compliance

- Identification of missing, incomplete, and outdated employee documents
- Retention policies determined and enforced based on rules set by HR administrator
- Fully automated audit trails and document version control
- Place legal holds on essential documents
- Fully customizable reporting

Flexible implementation strategies

- Implementation of cloud, hybrid, and on-premise environments available

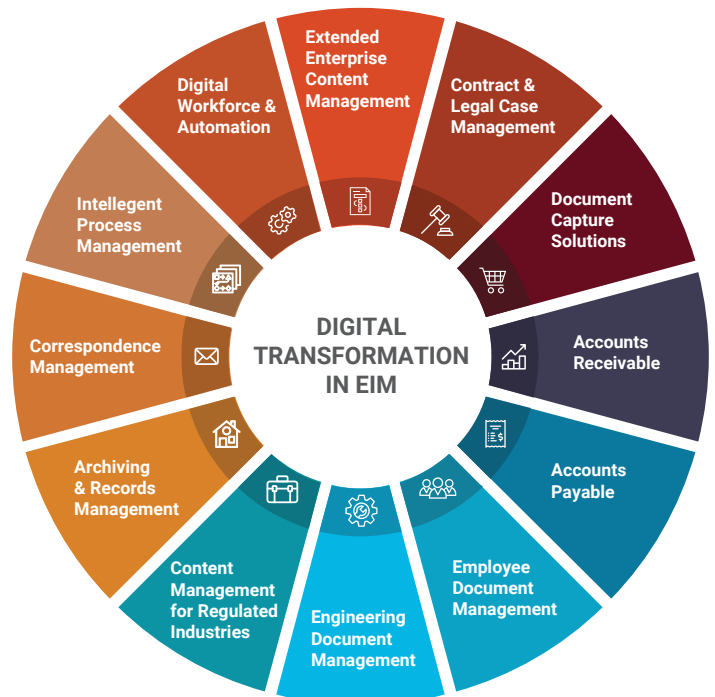
Experts trusted around the world

- More than 200,000 global users benefit from TerraLink ECM solutions
- A team of 200+ skilled professionals are ready to implement your solution
- The average TerraLink team member has 11.4 years' experience
- TerraLink has been an OpenText Platinum partner since 2009
- Guaranteed stability, scalability and innovation

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Our solutions



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