

Accenture Document Composer

SAP® Certified
Built on SAP Business Technology Platform

Challenge: Creation and distribution of employee-related communications is a daily effort for HR departments, line managers or shared service centers. More than 80% of the companies do not have a standardized solution for creating documents. Accurate up-to-date employee information also needs to be reflected in these documents.

Scenarios

Employee correspondence

Contracts Employment Certificates, Promotion Letters, Confirmation Statements, Maternity Leave, Bonus Letters, Transfer Letters, Termination, etc.

Recruiting correspondence

Offer Letter, Employment Contract Proposal, Rejection Letter, etc.

Mass correspondence to a business unit, location or entire workforce

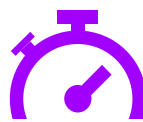
Merit letters, Annual shareholder information, Anniversary letters

Other scenarios

- Compensation Statements
- Talent Profiles

Digital Employee Files

Archiving and Storage of employee documents



82%

of customers take more than 30 minutes per document



1-3 HOURS

saved per material contractual change such as hiring, transfer, ...

Benefits

Creating documents

Intuitive insertion of data fields from SuccessFactors during design. Optionally add unstructured information at the time of document creation.

Dynamic content

Dynamic sections are repeated or filtered out in accordance with the logic. Add headers/footers, images, columns, numbered lists, tables and conditional clauses to create beautiful documents

Easy distribution

Design, notify, print, update, sign, and archive directly from a single screen. Leveraging on SAP SuccessFactors built-in processes and connects with E-signature vendors

Employee Folder

Well structured Folder/Sub-folders with intuitive search; mass documents upload or via ESS; documents stored directly in SuccessFactors; data retention configuration, role-based permission access and security standards apply.