

White Paper

8 important decisions on the use of digital personnel files



Today's HR processes must be transparent, simple and fast

We are online 24 hours a day and can be reached anytime, anywhere. Reflecting this current trend, employees also expect companies to provide information the instant something happens – in a manner that is both simple and transparent. If companies don't follow this path, they will be left by the wayside as the digital world continues to develop.

New challenges demand new paths

The HR department should therefore act as a pioneer, as an advertisement for the company. Due to time-consuming administration processes, there is hardly time to concentrate on attracting the best minds, supporting employees, battling one's way through the complexities of flexible working hours or promoting the company's brand. But if the processes are transparent, tight and run automatically, it creates freedom for strategic work. Modern HR solutions such as the Digital Personnel File use this premise as their starting point.

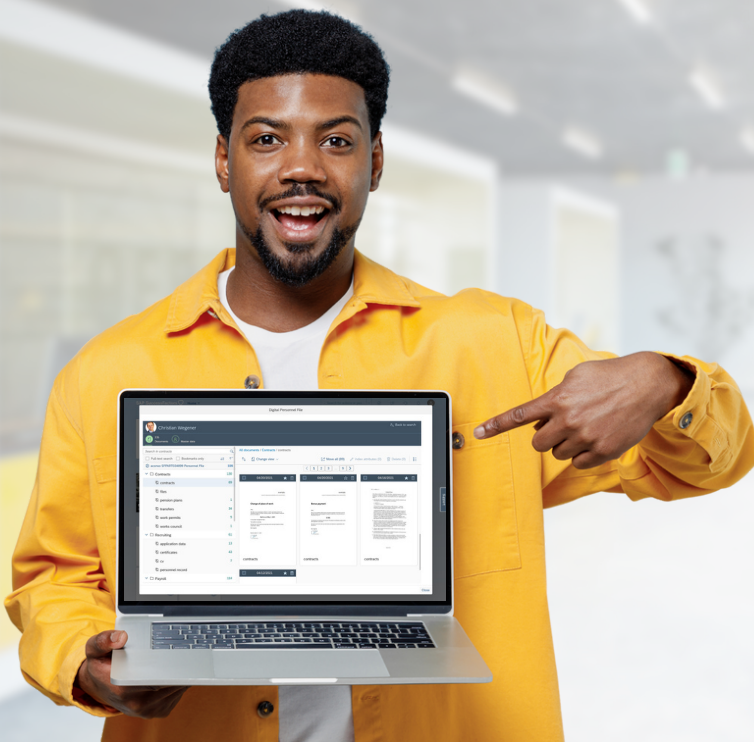
Requirements for today's digital personnel file

Today's software for employee records is quick, secure and effective and is tailored perfectly to the requirements of an HR department. Working with follow-ups and existing workflows makes HR work so much easier. When it comes to data protection, a company has no need for concern because of the assurance provided by data security and compliance with data protection in accordance with German security standards.

What features should the software provide?

- **Data protection:** role-based access rights in compliance with data protection regulations
- **Data security:** compliance with local standards
- **Integrations** into SAP, SAP SuccessFactors and other HCM systems - acquiring authorizations
- **Automated conformance** with statutory retention and deletion periods
- **Modern user interfaces:** responsive for mobile use, modern look and feel
- **Reportings:** easy access to KPIs
- **Process integration:** incorporating employee files into digital HR processes
- **Multi-client capability**
- **Full-text search**
- **Follow-up feature**





Your benefits with a digital personnel file

By introducing a digital personnel file you are taking the first step. The elimination of tedious manual tasks, the use of workflows, access from any location and the resultant potential for a consistent information status for all employees – all of this leads to rapid success in the form of increased efficiency and transparency.

Up to 50 % of work effort and up to 20 % of printing and personnel costs can be saved this way. The increase in efficiency resulting from working with the Digital Personnel File on a daily basis frees up time for working on strategic issues in HR.

- Better quality, more up-to-date information
- Simpler everyday filing and administration
- Less space required
- Faster HR service with easier access from any location
- Stops files from “wandering off” and unofficial, secondary files from being created
- Improved data security and increased data protection
- Lower costs due to reduced printing and storage costs
- Increase in efficiency allows the freedom to deal with strategic HR tasks

Digitization - the easy first step

Implementing an employee records software is easier and faster than you think, especially if you want to work in the cloud.

Read on to find out what decisions you should make before implementation.

The 8 most important decisions

1. Scanning process

The question arising here is the time and cost of scanning. The project duration and level of cost can vary according to which documents in the personnel files are to be scanned and the degree of complexity. It is generally recommended that files should be scanned by an experienced, certified scanning service company in order to minimize internal cost and effort within the company. It is also possible to have the personnel files scanned when required, i.e. on demand. If a file is required, the service provider scans it and makes it available to view digitally within a short time. At a later point, you also need to consider how documents that accumulate daily should be handled. The service provider can also take care of this, if you have insufficient internal resources.

2. Destruction or storage of paper files

Experienced document scanning companies also offer file storage. To date, there is no case-law that restricts the immediate destruction of paper-based files. To be on the safe side, it is recommended to store the files for a further 6-12 months, to see whether certain documents are still needed in paper form.

3. Data protection requirements

The HR sector deals exclusively with personal data and when this is the case, it is advisable to take special care. Certified document scanning companies and established suppliers of the Digital Personnel File have systems and solutions available that are always compliant with data protection and German legislation. The security required is guaranteed by the use of sophisticated role-based authorization concepts. An important point relating to operating in the Cloud is that the data centre is located in Germany. In addition, an agreement should always be entered into with the document scanning company in accordance with the GDPR (General Data Protection Regulation).



4. Cloud or on-premises?

Cloud applications in particular offer a quick introduction to digitization with clear advantages: prompt implementation, low operating and investment costs, better scalability plus the opportunity to access from any location. There is no need for you to worry about losing data through fire, water damage or theft, as it is protected by sophisticated, geographically-dispersed backup systems. On-premises systems also have their advantages if internal resources are available within the existing IT department which can be utilized.

5. Integration and system interfaces

Deep integration into the leading HCM system is essential for this solution. Solution providers that are independent of HCM can score highly here – especially for international companies with a diverse IT landscape. The intention to integrate into Cloud systems like SAP SuccessFactors, for example, naturally assumes that the ability to integrate into this system already exists. It is important in this context to acquire authorizations from the leading system.

6. Experience of the software provider

For a supplier, long-term experience in personnel projects is vital to ensure they are fully able to implement specific requirements when developing the software and for project progression, data protection, communication with employees and other issues. If a supplier has experience in the relevant field, this can also be an advantage. Experienced suppliers can implement streamlined personnel file projects in just a few days.

7. Extensibility of the software

Businesses should also think about: What is my next step within the framework of digitization? A process management system that displays workflows, a reference generator that is integrated into a process management system from the application stage through to hand-over to the employee, or digital payroll accounting that facilitates communication with employees? This is why we recommend software that is extendible in a modular way.

8. Everything from one source

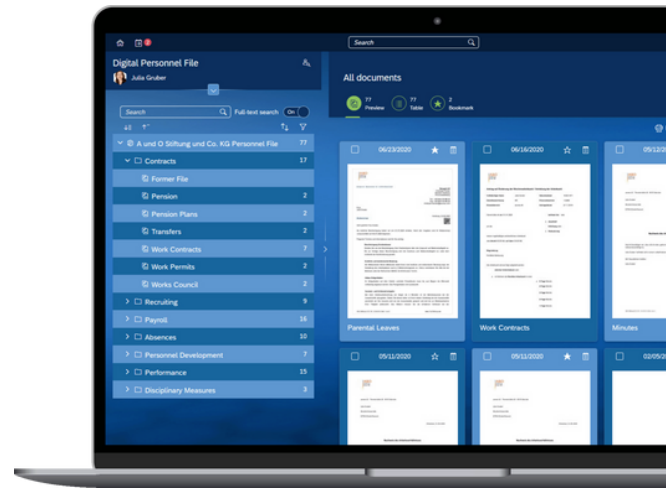
It is ideal if the customer can obtain a complete package from one source, ranging from scanning services, extendible software through to project management and finally to comprehensive service and support. Beyond that, it is very helpful for the supplier to offer a continued consultancy service on digitization.



A powerful software

Demands for the digital personnel file are increasing: The file has to be highly functional and support their users with a modern user interface.

The user interface for HR professionals is a high-end one: from creating contracts and job references to automatically sending out salary slips, the HR department can carry out all key functions within the clearly arranged, standardized user interface.



Summary

In the era of digitization, it is not a question of “whether” you should digitize your personnel files, the questions are simply “when?” and “with whom?”. By introducing the digital personnel file, an HR department can become a pioneer in digitization, thereby strengthening its position in the company.

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