Dolphin

A member of the Hanse Orga Group

PROCESS TRACKING SYSTEM FOR HUMAN RESOURCES (PTS-HR)

OPTIMIZING DOCUMENT-CENTRIC PROCESSES FOR SAP®
HUMAN CAPITAL MANAGEMENT

WORKING WITH SAP HUMAN CAPITAL MANAGEMENT

Dolphin's PTS-HR delivers a rich environment to create solutions specific for any SAP Human Resources workflow. Standard features include:

• **Process Tracking System**, which provides best practice SAP workflow and makes each document and action accessible, trackable and auditable

• **Document Navigator**, which simplifies and speeds record and document search queries

• **Batch printing**, which makes it easy to identify and print or download a large set of records

• **InfoCenter**, a dashboard view of records and process information based on what you want to view and track

THE CHALLENGE

Human Resources is a document-driven process. Every new application, new hire, benefits update, employee evaluation, payroll change and performance assessment adds to the HR recordkeeping and tracking challenge. SAP® Human Capital Management (HCM) is an excellent platform for employee and applicant and related records. But unless the documents are digitally captured and integrated into this process, activities remain manual and inefficient, lowering productivity and departmental response time, and can be vulnerable to costly errors.

The key challenge is not only to electronically capture documents, but also to use electronic documents to drive SAP-HR processes. Doing so results in a consistent and controlled framework for managing those processes. It is equally important that documents are attached to the appropriate areas of the SAP employee or applicant record and stored securely.

Authorized users need to have the means to quickly and easily find the document and workflow history across info-types and employees with an option to batch extract the documents. Each activity and change must be tracked to maintain a complete history and enable queries across a range of variables.

But even with process automation, there is no way to do Human Resources document management without humans. So when you're ready to streamline the SAP Human Capital Management (HCM) process, the objective is to be smart, flexible and adaptable. Many solutions attempt to force document management for the HR function into a rigid process that tightly controls every aspect of data entry and approvals. This often means that your team spends even more time working around exceptions to the rules.

THE DOLPHIN SOLUTION

Dolphin is different. We address these challenges by taking a 'document centric' approach to HR process management. No matter how you want to design your HR workflow, Dolphin's Process Tracking System for Human Resources (PTS-HR) makes it easy to control how you track, manage and deal with the many documents that make up the employee record database.

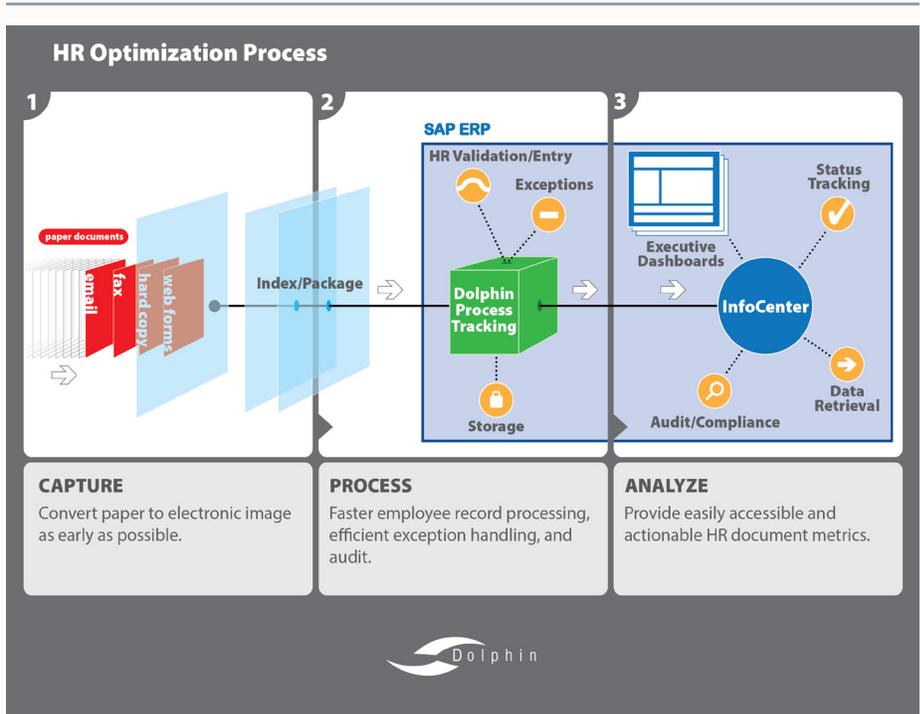# A member of the Hanse Orga Group

ABOUT DOLPHIN

Dolphin leads the way in SAP business performance improvement and is the one partner that manages both data and processes. From data and information lifecycle management to end-to-end solutions for SAP procure-to-pay and order-to-cash processes, Dolphin delivers a competitive advantage that drives cost savings, optimizes cash flows and fosters a lower total cost of ownership. Leveraging SAP technology, Dolphin's data lifecycle and business process management solutions, and SAP-certified add-on applications, have built-in flexibility and are designed to be tailored to each customer's specific business processes and IT environments.

The company was founded in 1995 and has offices in San Jose, CA, Philadelphia, PA and Toronto, Canada. Dolphin's smart, adaptable and proven solutions are implemented by hundreds of companies across North America and around the world. Among Dolphin customers are more than one-third of Fortune 100™ companies running SAP systems. **To learn more, email us at contact@dolphin-corp.com or visit www.dolphin-corp.com**.

888.305.9033
www.dolphin-corp.com
contact@dolphin-corp.com

PTS-HR is...

- **A 'document centric' approach** that captures, indexes and tracks each document and employee record for fast online access by approved personnel

- **Flexible, adaptable processes** that use the powerful SAP workflow engine you already own, but don't restrict you to an SAP-provided sample Workflows

- **Integrated audit mechanisms,** that allows key HR personnel to attach draft documents to employee records only after they have been audited and approved – preventing errors and privacy breaches

- **Visibility and tracking of employee records from receipt to completion**, so that once approved, documents can be accessed by the right people, whenever and wherever they are needed. Dolphin speeds and simplifies queries and retrieval

THE DOLPHIN ADVANTAGE

Taking a document centric approach to managing employee records and other HR documents delivers a number of tangible benefits to your business, including:

- **Reduced errors.** Integrated audit functions enable you to incorporate record auditing before a document is permanently attached to the employee's file in the SAP system. No lost documents or mystery transactions.

- **Instant access.** The process of locating and pulling requested employee documents can take hours; with Dolphin, it takes seconds. Once the documents are securely stored and linked to employee records, they are instantly accessible to any SAP user with proper authorizations. This helps reduce cost of HR operations by increasing user productivity.

- **Complete security.** Dolphin helps you set up full SAP authorizations as well as security within the PTS-HR system, so that the right people have access to the documents they are authorized to see.