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EMC Documentum ApplicationXtender for Human Resources

The Big Picture

- Reduce operating costs by automating manual tasks to capture, organize, and deliver resumes, applications, legal contracts, and other business-critical information

- Retrieve information via popular Microsoft Office desktop applications, including SharePoint, to enhance the quality of decisions, increase customer service levels, and improve productivity

- Use Windows-based tools to centrally configure and manage application resources such as templates and repository parameters, storage devices, and business rules

- Leverage advanced workflow capabilities to improve process efficiency

- Integrate directly with EMC Centera for cost-effective retention, protection, and disposition of fixed content

Driving efficiencies for paper-intensive processes and streamlining employee administration

In most organizations, the human resources (HR) department is challenged to efficiently manage their key processes. When recruiting new employees, human resources departments need effective tools to manage the application and interview process. As new employees begin work, it is critical to effectively manage the process of collecting various forms, legal contracts, and insurance applications. On a day-to-day basis, the HR department must continually manage information about employees, including payroll, evaluations, and legal information.

Consider these challenges:

- Single job openings can generate hundreds of résumés for your recruiting staff to collect, organize, evaluate, and manage. Leading organizations quickly identify strong candidates, route information to hiring managers, schedule and conduct interviews, and keep track of each candidate throughout the selection process.

- Onboarding new employees is an arduous process. It requires the collection of critical documents—identification, tax forms, insurance applications, legal contracts, and more. Effective human resources departments recognize that successful onboarding not only streamlines the process for new employees, but ensures secure management of all critical business documents.

- A critical function of human resources is responding to employee inquiries. Putting an employee on hold or requiring them to wait while you retrieve documents from off-site storage not only provides poor service to your employees, but impacts the productivity of your HR staff. Instant access to important payroll and benefits information enables your department to quickly resolve employee questions and focus on higher-value tasks.

- Responding to audits can be tedious and a tremendous drain on the productivity of your human resources department. Relying upon filing cabinet storage of paper documents leaves your organization exposed, both to the costly task of finding important paper documents and to the risk of not being able to find these documents. Managing these documents electronically enables you to quickly find and retrieve relevant documents and avoid the need to re-create critical records.

Having the right tools in place enables your business to operate both more effectively and more competitively. You are able to automatically identify key job candidates, automate employee onboarding, and ensure security and compliance for all critical employee information.

Efficient human resources with EMC Documentum ApplicationXtender

With EMC® Documentum® ApplicationXtender®, human resources departments can capture, organize, route, deliver, and archive business-critical information such as resumes, applications, legal contracts, reviews, and more. ApplicationXtender is easy to implement, integrate, and manage, providing instant, role-based access to content from either a desktop interface or web browser. It is the market-leading document management solution for mid-size organizations and departments.

ApplicationXtender provides out-of-the-box capabilities that allow HR departments to quickly create "electronic file cabinets" to capture and store all paper-based records, requests, and forms in a digital format. Built on a central repository, ApplicationXtender enables quick access to information from a browser or desktop interface. Now, human resources can satisfy employee requests for information more quickly, efficiently, and accurately than ever before. Most importantly, HR staff, hiring managers, and auditors can make more informed decisions with a more integrated view of employee information in one place. They can improve employee service levels with faster, more comprehensive responses to inquiries, because they can access all relevant history and related information in one place, through a simple search query. Critical information is no longer stored somewhere in an obscure file folder or lost between departments.

Based on an easy-to-use Microsoft® Windows®.NET-optimized system, ApplicationXtender can be quickly deployed through a network of value-added partners in the Microsoft environment. End users can easily access document management technology from familiar, easy-to-use Microsoft Office business applications, including Microsoft SharePoint®, with little to no training and limited requirements for IT departments. Human resources professionals benefit from a unified platform that aggregates, manages, and archives all paper and electronic information, and presents it via an intuitive user interface.

Time and cost savings

EMC ApplicationXtender solution for human resources cost-effectively scans paper records of all kinds and stores them in an easily searchable electronic file cabinet. With the ApplicationXtender solution, dispersed company functions, such as finance, accounting, and human resources departments can manage hundreds of gigabytes of documents and scan tens of thousands of documents monthly.

All of the information—records, e-mails, claims forms, and other documentation—is stored, managed, and archived within ApplicationXtender. HR staff can easily share this information across geographically dispersed departments and can locate relevant information at their fingertips.

By making images of critical documents readily available, your organization can also eliminate delivery costs and time delays associated with shipping and carting documents from different locations. HR departments no longer have to pay to have files hauled back and forth nightly, and critical records can be viewed at any time— right from the desktop, browser, or even a SharePoint interface, from any location. In addition, eliminating the need to file and retrieve paper will save many person-hours, eliminating the need for several staff people and freeing up time for more value-added activities.

Beyond capture of paper records

In addition to managing documents, ApplicationXtender features workflow management functions that enable organizations to automate processes and leverage automation to significantly reduce manual steps and improve cycle times. ApplicationXtender Workflow Manager is an easy-to-use, yet fully enabled workflow solution featuring process and forms design, workflow management, and analysis tools. Workflow Manager enables solutions to fully control processes within the ApplicationXtender environment and to easily integrate with existing business applications. Workflow Manager offers complete capabilities for creating solutions designed to improve efficiency in document-based business processes.

ApplicationXtender has comprehensive integrations into third party applications, be it user interfaces, storage systems, record management capabilities, or even media conversion and distribution capabilities. For example, ApplicationXtender has integration with SAP, which enables SAP users to view documents that are stored in ApplicationXtender via their SAP environment.

ApplicationXtender also includes comprehensive retention management capabilities. Retention management functions enable organizations to easily configure document retention and disposition policies to mitigate risk and ensure that compliance goals are met. The policies can be easily defined and are automatically enforced in the background to ensure that documents stored within the electronic file cabinet are managed appropriately.

Beyond the ApplicationXtender retention policy management system, ApplicationXtender also integrates with EMC Centera®, the market-leading data archiving platform. ApplicationXtender administrators can easily configure retention policies without the need for separate management applications or interfaces, making this solution ideal for human resources departments that need to enforce policies for information protection and authenticity.

Summary

Automating manual, paper-based processes can provide human resources departments significantly decreased operational costs and faster time to information, enabling them to provide more accurate and complete information to managers and employees in a more efficient manner. EMC Documentum ApplicationXtender provides an instant document management solution—from capturing to processing to delivering information. Organizations can not only eliminate vast quantities of paper, but save countless person-hours, increase productivity, and eliminate delivery and storage costs.

About EMC

EMC Corporation (NYSE: EMC) is the world's leading developer and provider of information infrastructure technology and solutions that enable organizations of all sizes to transform the way they compete and create value from their information. Information about EMC's products and services can be found at www.EMC.com.

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