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Factsheet

# XFT Personnel File

[www.xft.com/en/product/xft-personnel-file](http://www.xft.com/en/product/xft-personnel-file)



**SAP® Certified**  
Powered by SAP NetWeaver®

**SAP® Certified**  
Integration with SAP S/4HANA®



# About XFT Personnel File

## Manage Digital Personnel Files in SAP

In many HR departments, paper still rules. Employment contracts, set goals, qualifications – very few, if any, of these important documents are available in digital format for your employees. Not only is this inconvenient, it is also risky. Can you be sure that only people with access rights have access to sensitive data? And can you guarantee compliance with deletion deadlines?

With XFT Personnel File, you can completely digitize your personnel files. Perfectly integrated within your SAP ERP HCM or SAP SuccessFactors system, the solution enables you to create an overview of your teams much faster than ever before. Queries from the workforce can be answered immediately and reliably. Employees can submit documents digitally. And, your company automatically complies with the strict EU GDPR data protection requirements.

## Overview of Features

### Central Access and Clear Overview

- Direct integration into personnel administration transactions
- Comprehensive reporting on the existing files (controlled by authorizations)
- One interface integrating all relevant functions and documents
- Structured display of an employee's documents
- SAP Fiori apps with central configuration in the SAP back end:
  - For employees: "My File", "My Temporary Files", "Get Temporary Access", "Upload Document to File")
  - For managers: "My Team's Files", "My File", "My Temporary Files", "Get Temporary Access", "Applicant File", "Upload Document to File")
- Integration in SAP SuccessFactors:
  - Edit work items from XFT Personnel File in the SuccessFactors inbox
  - Integration of the UI5 app of XFT Personnel File

### Document Management

- The user can access all relevant document functions via the context menu
- Principle of dual control possible
- Documents and e-mails can be stored in the file using drag and drop



- Automated inbound processes, for example, document transfer from SAP HCM
- Temporary access to files via file lending process, for example, employees and managers

## Data Protection

- Use of the SAP authorization concept
- Authorization checks when accessing a personnel file
- Detailed authorization characteristics for files, documents, and document functions
- Dynamic views of documents based on authorizations, for example, only the most recent document of a document type is visible in the file
- Comprehensive action logging – can be controlled by configuration
- Detailed configuration of document retention periods, including connection to SAP ILM

## SAP Integration and Extensibility

- 100% SAP-based; fully integrated into the existing SAP system and the SAP applications
- No additional infrastructure necessary
- Implementation in the XFT standard system possible purely by configuration
- Extensive functional enhancements using existing options
- Full integration with XFT Personnel Manager, XFT Zeugnismanager, and XFT Document Composer

Would you like to learn more about our products or see what XFT Personnel File can do for your business? Contact us today for a live demo!



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