



XFT. Experten für Information.

**XFT GmbH** · SAP Partner-Port  
Altrottstr. 31 · 69190 Walldorf

☎ +49 6227 54555-0

☎ +49 6227 54555-44

hello@xft.com

www.xft.com

Factsheet

# XFT Personnel Manager

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



## About XFT Personnel Manager

**Manage HR Processes Consistently**



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



Imagine you want to take on a new employee, and another employee is looking to change roles. A third employee wants to change their work hours, and a fourth is entering retirement. All of these common situations are often handled by surprisingly individual processes. If you are able to completely digitize these processes, you will not only save a vast amount of time but also create transparency that benefits each and every employee in all departments – including HR, the works council, and management.

XFT Personnel Manager transforms your SAP ERP HCM, or SAP SuccessFactors systems into a control center for your entire HR management. From onboarding to salary changes or an employee leaving, you have comprehensive, central control over all processes. And, you have all of this in a simple, user-friendly interface.

## Overview of Features

### Central Access and Clear Overview

- Forms available to employees in SAP ESS/MSS, Fiori Launchpad, or SAP GUI for starting processes
- Processes can be started by personnel administrators, for example, on behalf of third parties
- Checklist for displaying processes, including processing status, approval/release overviews, and deadline management
- One interface integrating all relevant functions and documents
- Process cockpit providing information about the respective process status
- The configurable process cockpit allows the representation of any number of business views

### Process Design and Management

- Checklists and processes can be mapped via configuration
- Release, acknowledgments, and approvals via XFT Compliance Cycle by means of process configuration
- Deadline management; control of escalations including information e-mail
- Automation of process flows by if/then rules
- Automatic document generation in the background via XFT Document Composer and provision at the relevant process steps
- Release and approval logging



## Integration in SAP HCM

- Use of the SAP authorization concept
- Authorization checks when accessing a personnel process
- Direct access from the checklist to system activities, such as SAP transactions and HCM infotypes
- Ad-hoc functionality for workflows for individual, situational release cycles
- Import documents easily from e-mail inbox and Windows file system via drag and drop
- Data transfer to the infotype posting

## 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 of XFT Personnel File, XFT Document Composer, and XFT Zeugnismanager

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



 +49 6227 54 555 0

 [sales@xft.com](mailto:sales@xft.com)



© Copyright XFT GmbH, Walldorf, 2002-2020. All rights reserved.

No parts of this publication may be reproduced or transmitted without the express permission of XFT GmbH, regardless of the intended purpose. Information contained in this publication may be subject to change without prior notice.

The concepts, graphic designs, and texts contained in this presentation are the intellectual property of XFT GmbH or the companies involved and are protected by copyright as well as the right of use. All rights are reserved by XFT GmbH as well as the companies involved.

**Legal disclaimer.**

It is impossible to guarantee that a publication is entirely free of errors. XFT therefore reserves the right to change the publication and the information it contains without prior notice. XFT accepts no liability for the correctness, completeness, or current relevance of the information provided.

**Registered trademarks.**

SAP, ABAP, SAPHIRE, SAP ArchiveLink, SAP NetWeaver, SAP Business Suite, SAP ERP, SAP ERP Corporate Services, SAP Fiori, SAP HANA, SAP S/4HANA, SAP SuccessFactors, SAP Solution Manager, SAP NetWeaver Portal are registered trademarks of SAP SE & Co. KG in Germany and various other countries.

Microsoft, Windows, Outlook, Excel, Word, PowerPoint, and SQL Server are registered trademarks of Microsoft Corporation.

Adobe, the Adobe logo, Acrobat, PostScript, and Reader are trademarks or registered trademarks of Adobe Systems Inc. in the USA and/or other countries.

XFT Task Manager, XFT Compliance Cycle, XFT Queue Manager, XFT Document Composer, XFT Document Connector, XFT Personnel File, XFT Personnel Manager, XFT Zeugnismanager, XFT Contract Manager, XFT Purchase Manager, XFT Confirmation Manager, XFT Invoice Manager, XFT Billing Manager, XFT Sales Manager, XFT Project File, XFT PPAP File, XFT Change Manager, XFT Machine File, XFT Sales Document Cycle, XFT Material Creation are trademarks and product names of XFT GmbH in Germany and/or in other countries.

Unless indicated otherwise, all trademarks used in this publication are protected.

This also applies to the company logo and other product names.