



XFT. Experten für Information.

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Factsheet

XFT Personnel Manager

www.xft.com/en/product/xft-personnel-manager



SAP Certified
Integration with RISE with SAP S/4HANA Cloud



About XFT Personnel Manager

Manage HR Processes Consistently

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!



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