

HR-Documents®

A single instrument for build and generate contracts ,
amendments, certificates and all kind of HR
correspondance

Essential for HR Departments who wish to have mastery of the
creation and editing of correspondence and documents of
their employees, it is a user-friendly and ergonomic tool with
advanced features that saves time and flexibility.



What if you could:

Automatically edit your employees' contracts and
amendments

Build a foundation of ready-to-use and reusable document
templates at will

Complete the documents with the employee information,
his payroll and his time management

Create at any time an ad hoc correspondence for an event or
a communication

Customize matches based on the recipient's situation

Easily distribute these documents by email or via electronic
safes

Characteristics

User-friendliness

L'interface utilisateur de **HR-Documents®** est conviviale et simple. L'acquisition et la maîtrise de la solution par les utilisateurs de SAP est très rapide. Pas besoin de connaissances en ABAP pour le développement et la maintenance des documents et correspondances.

Ease of use

The HR-Documents® editor is the focal point of document design. It brings together all the functions thanks to advanced ergonomics allowing the user to select the data, position them at the document level and display the results immediately. This allows documents to be created and fine-tuned quickly.

Productivity

HR-Documents® integrates advanced features to insert object codes or their titles. It makes it possible to merge texts, infotype data and to integrate payroll and time exploitation data at the document level. HR-Documents® integrates a logical expression editor to condition the editing of a document or article. It is thus possible to edit a document only for a given population

Key Features

Creation, development and editing of all types of documents and correspondence for employees

Simple and ergonomic user interface for HR users

Incorporation of administrative data of employees but also payroll and time management data

Possibility to condition the edition of a document or a section for a given population (Man / Woman or Fixed term contracts / Permanent)

Sending documents by email

Transfer of documents to the employee's electronic safe

(e.g. only trainees) or to edit an article only for a given population (e.g. Men/Women). It is also possible to copy an existing article or document to speed up the design of a new model.

Multilingual

Documents created with HR-Documents® can be multilingual. There is no limit to the number of documents created. Up to 100 articles can be integrated per document template.

Integration with SAP

HR-Documents is fully integrated into SAP-HCM, inheriting the authorization controls defined in SAP. An autonomous editing program is generated for each document template.

Rights of use may be granted individually.

Communication

The documents and correspondence produced by HR-Documents® may be certified before being impress or attached to the employee's file. They can also be sent by email or transferred to the employee's electronic safe.

Learn more

To discover all the features of HR-Documents® or to attend a demonstration, contact us or download the complete presentation brochure on: www.kartosa.com/fr/hr-documents

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KARTOSA specializes in SAP solutions for human resources management.

We help our clients improve their performance and streamline the management of their information systems. Our experience covers system implementation, integration, updating, maintenance and support.

Our reporting, editing, and integration technologies provide additional value to SAP HCM and SuccessFactors cloud ERP systems.