**ePFile**

Centralized Document Management App, Built for SAP SuccessFactors

ePFile is an efficient and simple employee document management solution to target search documents in SAP SuccessFactors. ePFile allows you collate all pfiles in a single repository with role-based access requirements without replicating them and with same permissions. Embedded in SAP SuccessFactors for a smooth user experience.

## **About ePFile:**

#### **What?** ePFile is a cloud-based solution that gives you a smart way of maintaining a centralized repository of employee documents.

#### **Why?** Eliminates paper-based records management and safeguards digital records. It allows you to track access and search all employee records and data easily. ePFile leverages SAP SuccessFactors storage and permissions to ensure there is no document duplication or access control mismatch.

#### **Who?** If you are or going to be a SAP SuccessFactors Employee Central module user, ePFile is a seamless extension built on SAP Cloud platform to simplify employee-related paperwork in a simple, efficient and digital way.

## **How ePFile works:**

**Create and edit documents**

ePFile lets users create and edit documents. It also lets super users approve/reject documents

**Sort and view documents**

ePFile lets you sort documents by an entity, individual employee, or category.

**Set permissions for documents**

Set viewing permissions by document type or user attributes

**Export documents**

ePFile allows users to export documents for local usage.

## **Features:**

| **Integration with SAP SuccessFactors** | Seamless integration with SAP SF as it is an extension specifically built to aid SF users' experience. |
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| **Cloud Deployment** | Track and manages documents in the SAP cloud system. |
| **System Implementation** | Any SF Partner with EC capabilities can sell and implement - all configuration screens are similar to those in the EC module, so no additional training is required for EC consultants to implement ePFile |
| **Security** | Employing Single-sign-on (SSO) of SAP SuccessFactors to avoid duplication |
| **Document Management and Storage** | ePFile equip with a central repository for employee documents. SuccessFactors users can track, access, and search digital files. |
| **Document Generation** | ePFile extends SAP SuccessFactors for document creation and editing. Authorised users can quickly approve and reject documents without affecting productivity. |
| **Visibility** | A comprehensive workforce view. It speeds up finding and accessing documents for employees and managers. |
| **Maintenance cost** | No maintenance fees are required. |
| **Cost** | This solution has the lowest cost as a SuccessFactors extension that manages employee documents without a DMS. |
| **Security** | Single sign-on (SSO) reduces security risks in document replication and access control. Using the SF API to access documents and SuccessFactors' role-based permission securely reduces duplicate records and permission duplication. |
| **Workspace Collaboration** | Multiple HR records can be viewed, deleted, added, updated, and searched for in one centralized location. |

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#### **Simplified Employee Document Management**

It leverages your company’s SAP SuccessFactors environment to simplify document management for stakeholders at all levels – employees, managers, and, most importantly, the HR team. It streamlines HR-related document management processes and improves employee experience across the board.

#### **Easy To Create, Manage, And Retrieve Documents**

Its centralized document storage enables quicker and more intuitive access to employee documents. With ePFile, employees can create documents with predefined templates, managers can view and process documents of their subordinates, and HR teams can retrieve documents easily and ensure compliance.

#### **Shared Workspace​**

It enables your teams to collaborate, manage information and securely share documents with other people and teams. A shared workspace ensures that teams are aligned with the company’s overarching policies.

#### **Document Creation Templates**

With this add-on, you can create employee documents (offer letters, contracts, etc.) using predefined templates. Its flexible templates enable you to customize the content when generating the document.

#### **Document Retrieval from SAP SuccessFactors**

It works within the framework of SAP SuccessFactors and does not need separate permission management to regulate document access. HR members can retrieve and process documents directly from SAP SuccessFactors by using employee name, document ID within the add-on.

#### **File Management**

It allows admins to set approval workflows to monitor, control any updates, make additions, or delete documents. Admins can classify documents and folders as confidential and thereby restrict access.

#### **Role-Based Access**

It enables employees to access their own documents. It allows admins to configure access controls on the document structure in terms of who can see which documents and which user should access documents of a particular set of employees.

## **Choose ePFile for a reason:**

Cloud Solution (SAAS) deployed on SAP Cloud Platform Single sign-on (SSO) with SAP SuccessFactors

**All-in-one** Get full employee document management capabilities in one repository.

**Secure access -** Access documents based on the permissions defined in SAP SuccessFactors

**Go green -** ePFile eliminates the need for paper-based documentation – helping you drive sustainability.

**Single Repository – Simple Experience -** Easing End-to-end Of HR Document Management for SAP SuccessFactors

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## **A product by** [**Rolling Arrays**](https://rollingarrays.com/sapsuccessfactors-addons/epfile/)**:**

Rolling Arrays has been driving SAP SuccessFactors-led HR Transformation since 2009. The company specialises in SF consulting, implementation, and support and also builds applications to enhance the utility of the SuccessFactors platform. It is committed to designing systems that help its customers to attract, develop and retain talented individuals. In 2021, Rolling Arrays was recognized as one of the top 75 fastest-growing companies in Singapore by The Straits Times & Statista.