



Human  
Resources



XFT.  
Experten für  
Information.

XFT Products for Human Resource Management

# The Employee Cycle from A to Z

## How To Perfect Your Documentation and Processes for Personnel Management

The HR department is supposed to manage less, promote more talent, and support the corporate strategy. But how can this work if personnel processes are still as time-consuming as ever? If you use SAP HR solutions, you already have the foundations for success. XFT helps you along the rest of the way.

With our SAP-integrated products, you incorporate all relevant parties for personnel processes – from employees to the works council and managers. In addition, you centralize all important tasks. This enables you to save time and free up resources for more strategic HR activities.

### With XFT HCM Suite 4S4 you are able to:

- ✔ Manage and accelerate all personnel processes throughout the company.
- ✔ Create, manage and digitally sign personnel documents centralized.
- ✔ Access all employee data securely in your SAP system.
- ✔ Comply with all legal requirements easily, including the General Data Protection Regulation (GDPR).
- ✔ Answer questions about employee data faster and more reliably.

[www.xft.com/en](http://www.xft.com/en)



Personnel Management fully integrated in SAP

# Strengthen the heart of your company

Finally, you have all the documents, information, and processes for personnel management in one place – whether you already use SAP H4S4 or SAP SuccessFactors or SAP ERP Human Capital Management (SAP ERP HCM). With XFT add-ons, you can get more out of the systems you already have as quickly as possible. And if your requirements grow, you can add further products or individual solutions.



## XFT Personnel File 4S4

Digitize your personnel files.

- View and edit all relevant documents on all employees at any time.
- Ensure compliance at all times.
- Set up self-service access for employees.



## XFT Personnel Manager 4S4

Consistent control over all your HR processes.

- Model individual processes simply.
- Automatically allocate tasks.
- Access all relevant documents securely from a centralized platform.



## XFT Zeugnismanager 4S4

Create employee references faster and more easily.

- Avoid legal errors when creating certificates.
- Simplify appraisals with a clear grading system.
- Write references faster with pre-formulated text modules (text modules by Richard Boorberg Verlag)

Powered by



## XFT Document Composer 4S4

Create documents automatically with Word, Excel or PDF - based on your SAP data.

- Create and digitally sign documents in a secure SAP process environment.
- Avoid external steps and switching between systems in daily work.
- Create new templates easily.



Find out more:

[xft.com/en/human-resource-management](https://xft.com/en/human-resource-management)



### 100% SAP

All XFT products integrate seamlessly into your SAP system.



### Customized development

We develop tailored solutions to cover specific requirements.



### Honest consultation

We communicate openly and impartially, and we don't hide behind empty phrases.

### Contact

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