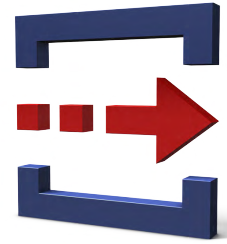


[LDMS]



The electronic personnel file

Many companies still keep staff data in portfolios, ring binders or on microfilm – with all the disadvantages this brings in terms of accessibility, data management and the time and space needed.

SI Software Innovation GmbH has developed an electronic personnel file which is already successfully used by numerous businesses – LDMS/p. This host-based IT solution can be used to electronically archive all HR documents – in accordance with data protection guidelines. Sensitive data can only be accessed by employees with the corresponding authorisation.

Optimised business processes

- Workflow & processing of transactions
- Improved ability to provide information
- Worldwide (concurrent) access
- Efficient organisation
- Secure (longterm-)archiving

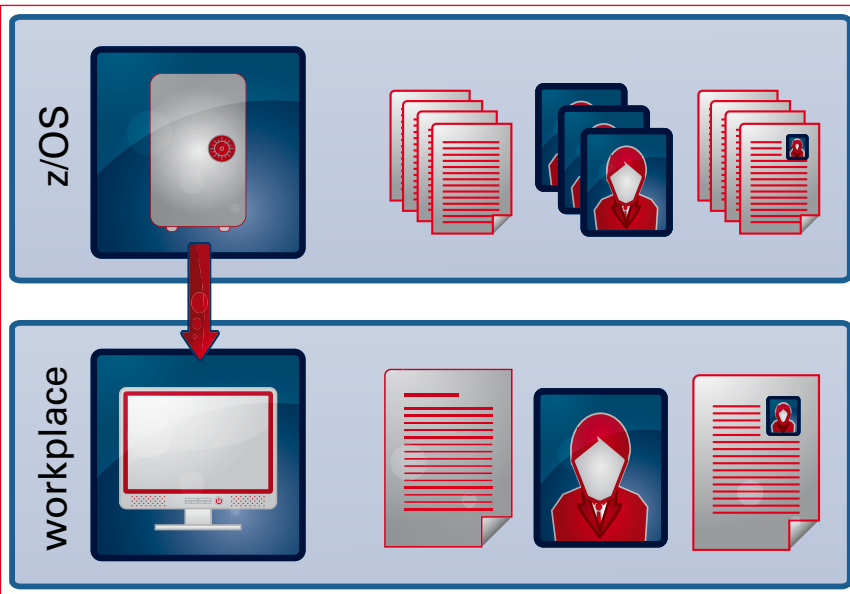
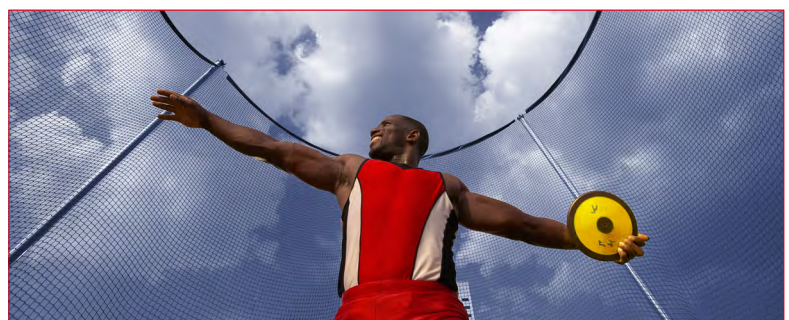


Fig. 1 Above: All documents in one central archive
Below: A look at a personnel file

Personnel master data; vacation times and absences; skills; the outcomes of staff appraisals and training schedules are available and updat-



ed on a daily basis. This means that important decision-making and planning criteria for administrative processes such as correspondence and HR planning are thus always available.

The link-up of payroll management systems such as KIDICAP, PAISY etc. to a central archive on the host allows for the efficient capturing, fast editing and secure archiving of all the information relevant to Human Resources. Features such as full text, index or document search ensure that any data required can be located quickly.

The comprehensive management of personnel data is increasingly being offered by full service providers in the professional data centre environment. Standardised LDMS solutions in accordance with the ASP model ensure inexpensive and legally compliant storage as well as worldwide access to all documents if and when required.

The e-file with LDMS: Rights and structure

The electronic personnel file with LDMS/p Client Pro is a client-server solution which displays archive content in file form.

The e-file supports both the entire LDMS rights management system and the personnel management system in place. Each user can only view the documents he or she is authorised to access.

All personnel files can be further subcategorised by the administrator at the request of the employee in charge. As a result, the user is provided with a fast and, first and foremost, clearly laid out overview of the entire file.

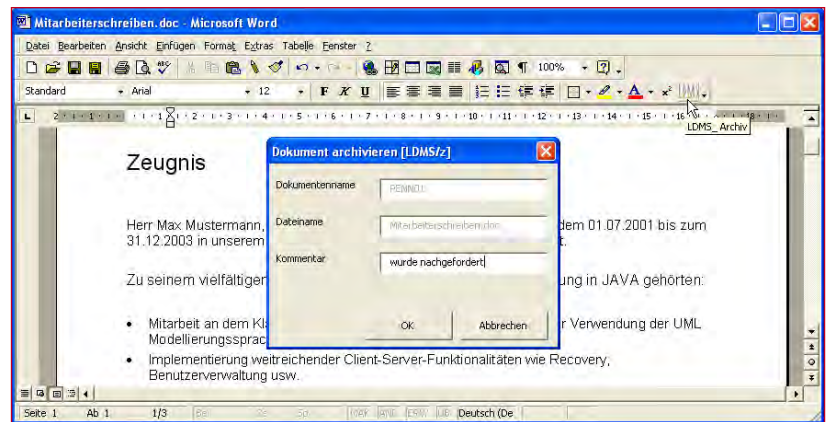
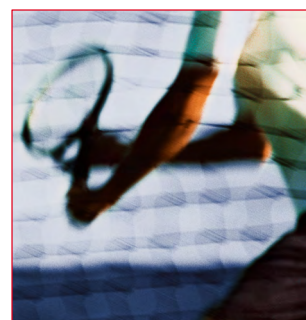
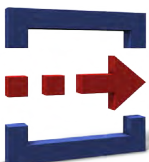


Fig. 2: The employee who has created a document transfers it directly from the application – in this case MS Word – to the LDMS archive on the IBM zServer with just one click on the LDMS button.



The workflow with LDMS

Documents created by the user can either be manually transferred by him or her into the personnel file in the archive directly from the application (e.g. MS-WORD, MS-EXCEL etc.) indicating the necessary index features, or by using drag'n'drop to transfer it from Windows Explorer to the LDMS database manager.

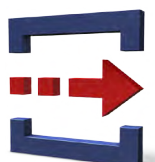
Incoming mail is digitalised with the help of a scanner and transferred to the central archive using LDMS/p. The documents are either immediately assigned to a specific employee by way of a bar code, or they join a "queue" of documents waiting to be assigned manually. In LDMS/p, the assigned document is then immediately at the disposal of the employee in charge. No specific expert know-how is required to operate the scanning workstation.

Fig. 3: Max Mustermann's employment contract is assigned to the employee in charge by entering the personnel number. Another method of allocation would be via the status, e.g. edited, pending etc..

The document distribution depends on the allocation. Users also have the option of forwarding one document to several recipients at the same time. When doing this the sender can specify if the documents on hand are documents in their own right or link-ups with a base document.

Incoming documents immediately appear in the electronic inbox of the employee in charge, who can subsequently forward a document to other staff members via processing of transactions in LDMS/p Pro.

Searching for a document is easy – and very fast. Just click on the relevant personnel file; enter the personnel number, and all the documents relating to this personnel number will be displayed in LDMS/p



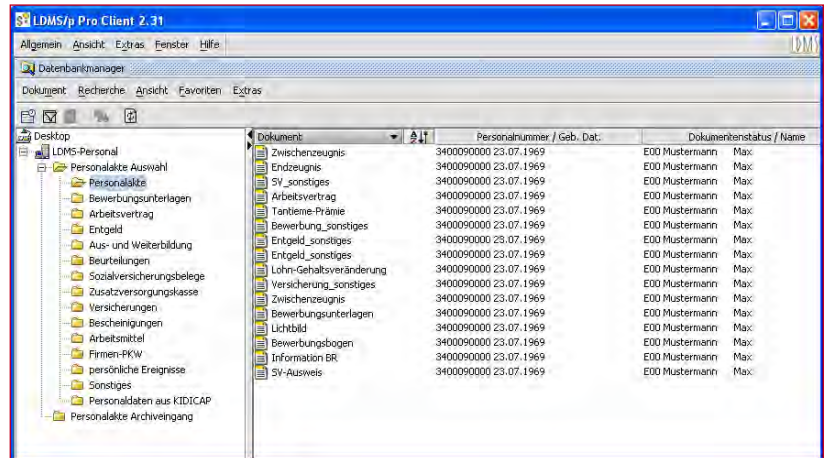


Fig. 4: The search for a document quickly yields results. Just click on the file; enter the personnel number and voilà LDMS/p displays all the documents relevant to this personnel number. In this case: all HR documentation for the employee Max Mustermann at a glance.

In addition to this the search can be limited to documents in a certain category, e.g. assessments – a click on the relevant file is all it takes.

Benefit

- Immediate processing of the daily mail using LDMS/p as soon it comes in saves your company all the work associated with the manual handling of the documents, such as delivering, filing away, storing, requesting, searching, copying, forwarding and shredding.
- Electronic file management drastically reduces the shelf space needed for departmental and central archives.
- Archive personnel costs can be saved.
- Purchasing costs for archiving materials (ring binders, etc.) can be reduced.
- Costs generated in connection with document procurement, e.g. for communication (phone, fax, mail) become obsolete.

Enhanced corporate image thanks to employees who exude competence because queries can be processed directly and information can be provided immediately.

Thanks to a modern technological infrastructure, documents in the central archive can be accessed from anywhere, even by several users at the same time.

Structures are transparent; quick familiarisation is guaranteed; statistical evaluations pose no problem; processes and accesses are logged; work can be controlled using workflow management.

Digital data including audio, photo and video documents – can be processed faster and more easily – and much better protected on the highly secure mainframe than paper files in ring binders. Tried and proven security mechanisms ensure that every document is stored “correctly” until the specified expiry date.