

# Archbishopric of Cologne archives receipts in electronic files

Thanks to the conversion of its physically archived paper files into digital data the Archbishopric of Cologne has taken another step on its path to a reduced-paper human resources department.

SI Software Innovation GmbH from Neustadt an der Weinstrasse was awarded the contract to digitalize and store the data in the electronic archive.

“Our goal was to convert the payroll files stored in the paper archive into digital data and then to make the documents in the archive accessible by PC,” explains Uta Reckenfelderbäumer, head of the Archbishopric of Cologne’s Human Resources Department. The organisation has thus taken another step on its path to a reduced-paper HR department.

The Archbishopric of Cologne is the largest bishopric in Germany. Every month the salaries of some 22,000 employees in the parishes and the archbishopric have to be paid out. The workplaces of these employees include kindergartens; the pastoral service; educational institutions and the administrative offices.

In 2003 the Archbishopric of Cologne was the first ecclesiastical body in Germany to decide to outsource the operation and management of its data centre and entire IT infrastructure. At that time these tasks were transferred to Triaton GmbH (today Hewlett Packard). The outsourcing enabled the Archbishopric to achieve a stable, modern system environment and a higher quality of service thanks to contractually guaranteed service level agreements (SLAs). The Archbishopric was thus able to concentrate on its core tasks and to maintain the full scope of its social activities.

The Archbishopric had been working with an electronic archive for payroll statements since 1995. Within the scope of an archive migration in 2005 several million documents were transferred from the existing system, which was no longer able to cope with the HR department’s demands, to the Large Documents Management System (LDMS) operated by Hewlett-Packard at its mainframe data centre in Krefeld.

The most recent project included the electronic archiving of all payroll results and the electronic management of personnel files ensuing from the payroll statements. Employees access the personnel data via a HP portal. The electronic files are always up-to-date since LDMS takes up all data from application programs immediately after compilation and archives it automatically and securely on the mainframe computer. There it is available to all users 24 hours a day, 365 days a year. Self-produced documents or receipts are

scanned in and assigned to the relevant personnel file.

The scanned-in and original digitalised documents from the HR department are stored in a legally compliant manner in accordance with all regulations. The system gives authorised employees easy access to sensitive data whenever required. The data is just a mouse click away. This in turn ensures efficient capturing; fast editing and secure archiving of all HR-related information. Features such as full text, index or document searches and rapid location of all information required are available.

## Trust in competence

Since the digital archiving of payroll statements had been very successful the expansion of the electronic payroll files to include the remaining documents still stored on paper seemed to make sense. It was clear that only one service provider came into question since it had experience with document-based business processes and was able to ensure integration into the existing IT infrastructure. Not least due to the good, long established business relationship HP Bielefeld recommended the manufacturer of LDMS, SI Software Innovation GmbH of Neustadt an der Wein-



Marcus Boos, project manager at SI GmbH and Ute Reckenfelderbäumer, Head of Human Resources at the Archbishopric of Cologne

strasse. Since SI GmbH’s range of services includes a *Digitalisation* service (absorption of files

and processing of incoming invoices) the best preconditions for implementation of the project were given.

### Reliably digitalized

When the project commenced the Archbishopric of Cologne, in cooperation with HP, developed a structure for an electronic personnel file. A total of 21 document tabs were defined for it, such as, for e.g., remuneration, attestations, additional provident fund and data from KIDICAP. Thanks to additional sub-categorisation a structure allowing clear categorization of all documents was developed. In early 2007 the Archbishopric of Cologne delivered 150,000 sheets of paper and an electronic list with the names and personnel numbers of the 22,000 employees. The task was then to prepare and scan in the loose leaf system which had been pre-sorted by personnel file.

“To make sure that every document ends up in the correct electronic payroll file clear bar codes were printed for every employee and attached to the documents before they were scanned in,” remembers Marcus Boos, project manager at SI GmbH. “The bar code contains all the index information required to automatically categorize a document within the pre-determined structure.” All personnel files were consecutively digitalized using high performance document scanners before being stored as TIFF files in the central LDMS archive at HP.

### Benefits speak for themselves

Uta Reckenfelderbäumer describes the benefits gained thanks to changing from manual to electronic file management as follows: “Time-consuming searches for a particular document in a personnel file are now a thing of the past. Taking care of personnel matters is more efficient due to the short access and filing times and we

also save space. Transport and waiting times have now been eliminated.”

Thanks to the newly implemented structure the system is also transparent and users can quickly locate the information they require.

The archiving of further HR-related documents is also planned. A corresponding project will soon be kicking off and will be implemented in a series of smaller projects.

### Secure overview

Since personnel data is among the most sensitive areas in any company access to the documents is subject to a strict authorization system. HR employees can now do online research and edit the documents. Uta Reckenfelderbäumer is pleased: “Standard HR processes have been optimised and our employees have been relieved of the burden of routine tasks. Thanks to the user-



Uta Reckenfelderbäumer places her faith in digital documents instead of paper

friendliness and improved quality the project has been a big success with our employees. In short: the substantial amount of time and effort required for HR administration has been significantly reduced.”

## F A C T S

**SI Software Innovation GmbH** was founded in 1996 - by a team of developers working for the IT service providers ICR and EDS.

Some of the employees have been successfully working on company-wide list and document management since 1986.

Today, the company is a powerful partner for DMS services and offers comprehensive solutions in the fields of

- Output management
- List distribution management
- Document management
- Scanning services & archiving management

**Large Documents Management System** is a robust and reliable solution for large-volume lists and the bulk processing of various kinds of electronic documents.

The central availability of all documents in one archive on the host helps to reduce infrastructure costs and enhances the efficiency of business processes.

LDMS ensures the clever management; quick availability and safe storage of all of the company's documents.

Client solutions are customised – thanks to a modern architecture and a modular structure.