

ORACLE IMAGING AND PROCESS MANAGEMENT: HR INTEGRATIONS

KEY FEATURES AND BENEFITS

KEY FEATURES

- Access managed images directly from the HR application
- Enables automation of key business processes e.g. employee on-boarding

KEY BENEFITS

- Seamlessly integrate scanned documents into HR applications
- Apply access control comply with regulations e.g. HIPAA
- Leverage auditing to comply with Sarbanes Oxley requirements
- Enforces employee record retention policies
- Streamlines employee record related processes

Oracle Imaging and Process Management allows organizations to easily manage content associated with personnel records directly with leading HR systems like Oracle's PeopleSoft Enterprise Human Capital Management. Organizations can leverage their current investments, eliminate delays and inefficiencies in accessing HR records, apply records management policies that ensure the content is retained as required by local regulations, and provide a high level of auditing as required by regulations like Sarbanes-Oxley.

Manage Electronic Personnel Records

Employee records sit at the heart of human resources management systems and addresses key compliance and operational purposes as a record of who has worked at or is working at a company. Organizations using human resources management (HRM) systems often have to track paper documents associated with employee records – resumes, tax forms, doctor's notes, performance appraisals, promotion templates etc. Managing a key piece of employee records as paper documents prevents deployment of self-service solutions and introduces an interruption into otherwise automated business processes. Integrating Oracle Imaging and Process Management with the human resources management system allows an organization to quickly capture the electronic or paper-based document, extract key index values and associate the documents with records in the HRM system in a single step.

During a merger or an acquisition, for example, HR analysts need quick access at the employee record level to agreements that needed to be signed as part of the offer package e.g. the offer letter. By storing the inbound documents, whether received in the mail, by fax, by email etc, into Oracle Imaging and Process Management the documents are immediately available to the appropriate HR analysts, the legal department, the business development team managing the activity, etc. As a result, businesses can avoid duplicating content to the various process constituents as well as speed the process of integrating the two companies.

Control and Automate the Process

While automating HR processes that involve documents is important to improving the efficiency of an organization's HR analysts, enhancing the ability to comply with various regulations is just as important to the organization. For example, The Sarbanes-Oxley Act requires that any process that results in a financial transaction must be documented and auditable. A typical process may involve capturing correspondence, justifications and approval regarding employee compensation

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ENTERPRISE INVESTMENT**INTEGRATE ORACLE
IMAGING AND PROCESS
MANAGEMENT WITH

- Oracle E-Business Suite
- Oracle's PeopleSoft Enterprise
- Oracle's JD Edwards EnterpriseOne
- Oracle's JD Edwards World
- SAP
- etc

changes, all of which will impact payroll. With integrations between Oracle Imaging and Process Management and the HRM system, this type of information can be captured and managed in electronic form and automatically initiate appropriate workflows. Processes are now documented and auditable, HR analysts can easily keep track of the status of requests, and comply with required auditing processes without manual work.

Extend HR Functionality at a Fraction of the Cost

Integrations between human resources management systems and Oracle Imaging and Process Management allow organizations to quickly and cost-effectively extend their current enterprise investment in HR applications to manage related documents. By backing these systems with robust imaging and process management capabilities organizations can now offer their users access to all the information related to an employee record from familiar application user interfaces -- increasing productivity, reducing operating costs and fully automating processes for improved efficiency and auditability.

Contact Us

For more information on Oracle Imaging and Process Management, call +1.800.ORACLE1 to speak to an Oracle representative or visit oracle.com/products/middleware.

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