

# When HCM Meets ECM

## The Value of Content-Enabling Your SAP Solution

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Brian Begue, Hyland Account Executive  
Brian Kostura, Hyland Solution Engineer

March 23, 2023

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CSP

Content Management

# Enterprise Content Management

Content Services Platform

ECM

CS

Content Services













# AGENDA

- Who is Hyland
- Defining Content Services
- Content Services for HR
- Success Factors Integration Walkthrough
- SAP HRIS Integration Walkthrough

**Who is Hyland**



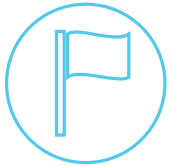
The Hyland logo consists of a square with a green-to-teal gradient background and a fine, diagonal line pattern. The word "Hyland" is written in white, serif font, centered within the square.

Hyland®

Hyland is a leading content services provider that enables thousands of organizations to deliver better experiences to the people they serve.

# CORPORATE PROFILE

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Founded  
in 1991



Headquartered  
in Westlake, Ohio



4,500  
employees



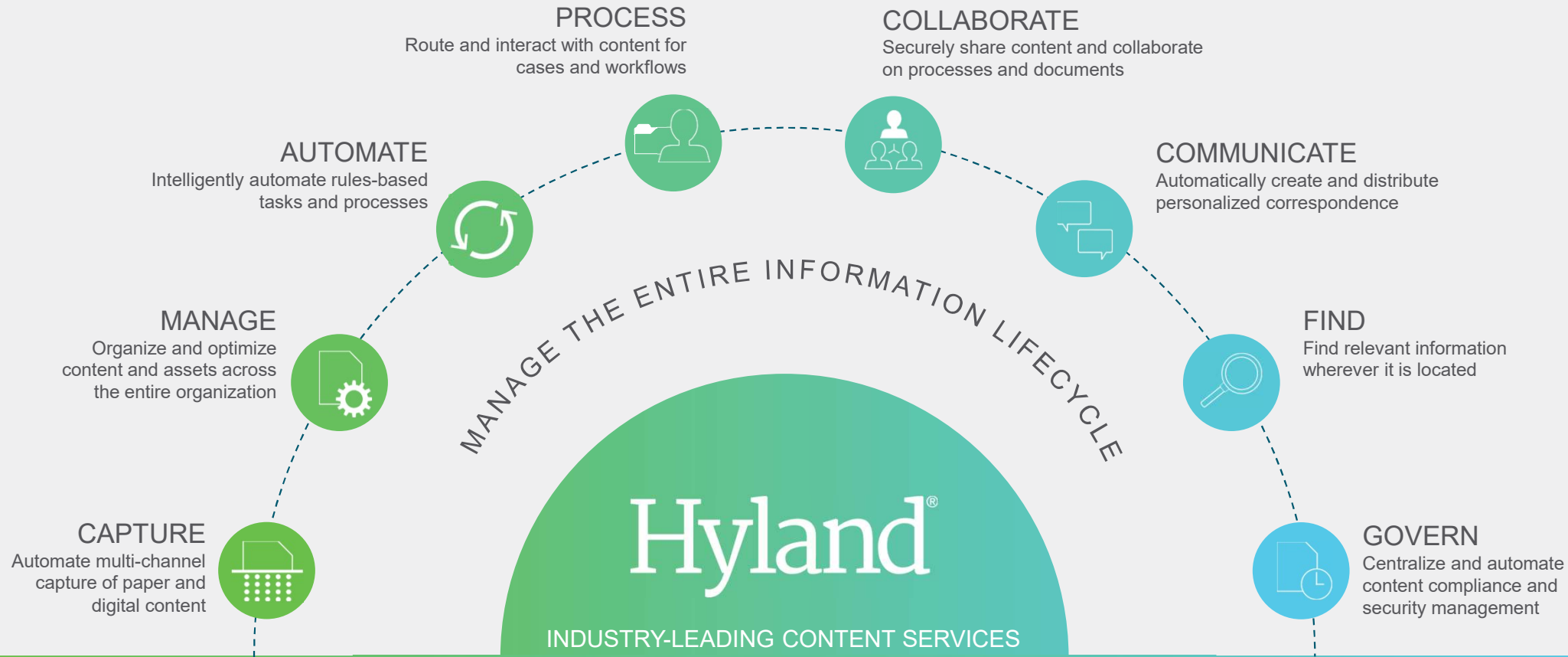
30+ offices  
worldwide



16,000  
customers



475+  
partners



ENHANCED CAPABILITIES



ARTIFICIAL INTELLIGENCE



ROBOTIC PROCESS AUTOMATION



DIGITAL ASSET MANAGEMENT



BLOCKCHAIN



FEDERATION

OPTIMAL EXPERIENCES



LINE OF BUSINESS APPLICATIONS



MOBILE, WEB, DESKTOP CLIENTS



COMMUNICATION & COLLABORATION TOOLS

TAILORED SOLUTIONS



HEALTHCARE



EDUCATION



INSURANCE



GOVERNMENT



FINANCIAL



ACCOUNTING



HUMAN RESOURCES



TRANSPORTATION & LOGISTICS



OTHER INDUSTRIES

Hyland

CORE CAPABILITIES



CAPTURE



MANAGE



AUTOMATE



PROCESS



COLLABORATE



COMMUNICATE



FIND



GOVERN

ENHANCED CAPABILITIES



AI



BLOCKCHAIN



RPA



DAM



FEDERATION

FLEXIBLE DEPLOYMENT



HYLAND CLOUD



PUBLIC CLOUD



ON PREMISES

PLATFORM STRENGTHS



INTEGRATION



SCALABILITY



LOW CODE



OPEN SOURCE



ANALYTICS



SECURITY



USABILITY

Admissions  
Financial aid  
Transcript processing  
Student affairs  
Registrar's office

Property and casualty  
Life, health and annuity  
Third party administrators

Health information management  
Clinical and medical imaging  
Enterprise imaging  
Revenue cycle  
Health insurance

Justice and public safety  
Health and human services  
Planning and public works  
Finance and administration

Banking  
Wealth management  
Credit unions  
Lending



EDUCATION



INSURANCE



HEALTHCARE



GOVERNMENT



FINANCIAL

# TAILORED SOLUTIONS AND INDUSTRY EXPERTISE



OTHER INDUSTRIES



ACCOUNTING



HUMAN RESOURCES



TRANSPORTATION AND LOGISTICS

Manufacturing  
Retail  
Food and beverage  
Global trade  
Construction  
*and more*

Approval management  
Dispute resolution  
Invoice capture  
Invoice processing  
Vendor management

Employee file management  
Employee onboarding  
Employee relations  
Employee offboarding  
Policies and procedures  
Employee file governance

Freight payment and billing  
Freight contract management  
Customs clearance activities  
Import/export compliance



# ANALYST RECOGNITION

## PRODUCT EVALUATIONS

## INCLUSION



**Leader:**  
**IDC MarketScape**  
for Cloud Content  
Services, 2022



**Strong Performer:**  
**The Forrester**  
**Wave™**  
Content Platforms,  
Q1 2023



**Leader:**  
**Omdia Universe**  
Selecting a  
Digital Asset  
Management  
Solution, 2021–22



**Leader:**  
**Omdia Universe**  
Content Services  
Platform Solutions,  
2023




**Gartner Market**  
**Guide**  
Content Services  
Platforms, 2023



## **Hyland & SAP Partnership**

Hyland is a Certified SAP® Partner and has been developing solutions that integrate with SAP since 1998.

# What is **Content Services**



**Content Services** are a set of services and microservices, embodied either as an integrated product suite or as separate applications that share common **APIs and repositories**, to exploit diverse content types and to serve multiple constituencies and numerous use cases across an organization.

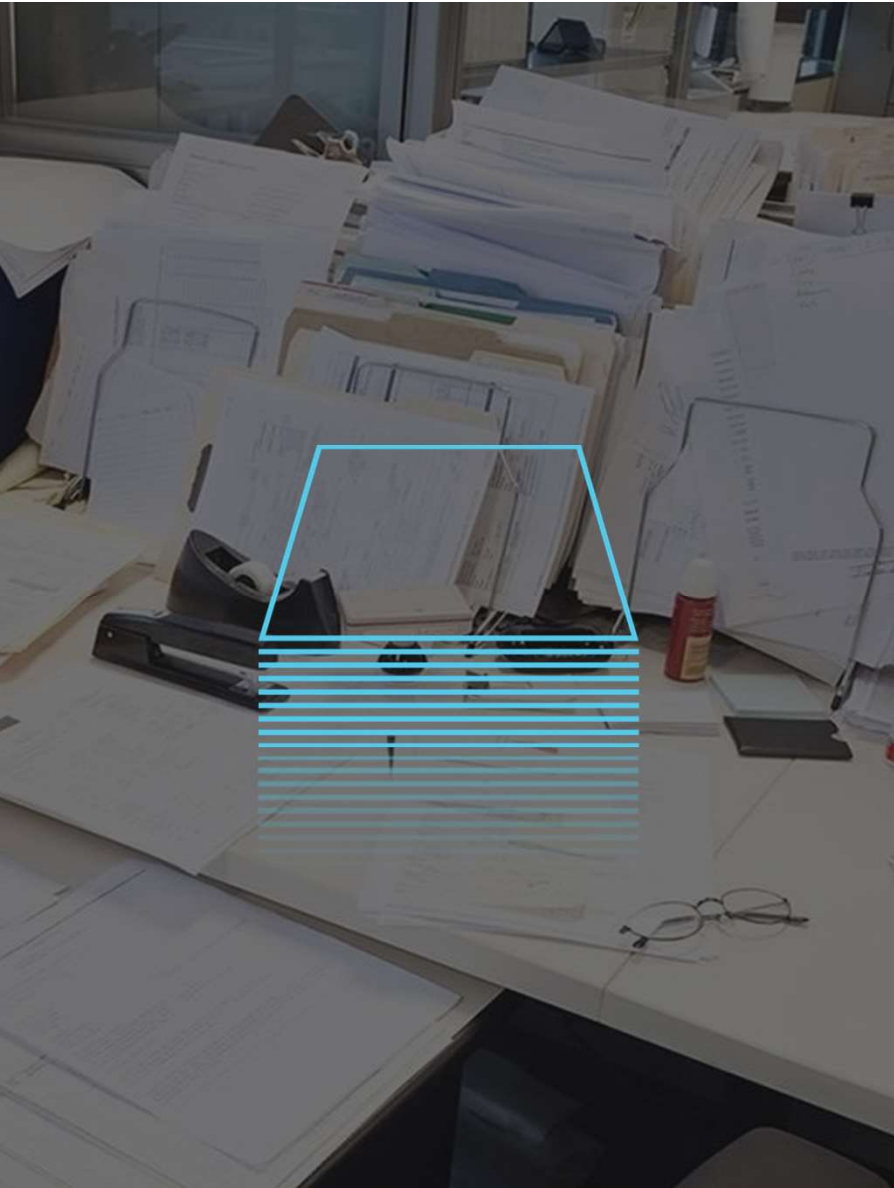
*Gartner Research*

Meeting the user where they are at!









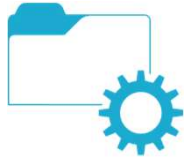
- Resumes
- Offer Letters
- Background Checks
- Contracts
- Health Benefits
- Performance Reviews
- Resignation Letters
- References
- Etc....



- Network Drives
- Personal Drives
- Laptops
- Tablets
- Phones
- Email
- Intranet Sites
- SharePoint
- Etc....



# ONLY PART OF THE STORY...



Data  
Management

---



Retention  
Policies

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Legal  
Holds

---



Auditor  
Access

---



# AUDIENCE PARTICIPATION



How many of you are seeing these same challenges in your organization?

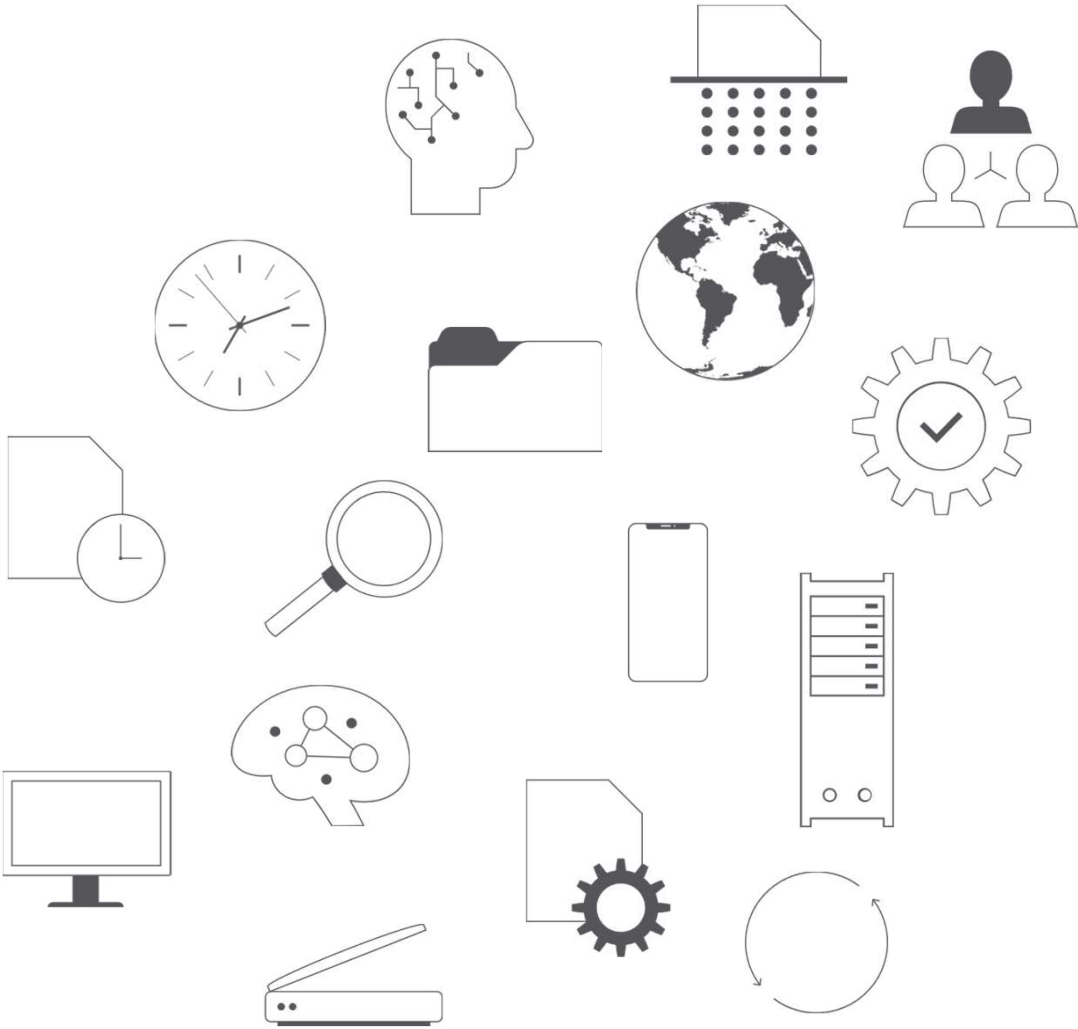
Maybe not with HR, but with other Teams across the organization.



# HURRICANE MARIA

- 157 MPH Winds
- 30 Inches of Rain in One Day
- 3 Locations in Puerto Rico
- Months of Cleanup
- Lost Information
- **\$25,000** in Document Transport and Restoration Costs
- Restored Documents Returned to Puerto Rico *1 Year Later*
- Quantifying Records Lost
- Non-Employees Handling Sensitive Information
- Time Without Access to Records

# WHAT'S THE ANSWER?



# START PLANNING NOW!



- Research Where Content Resides
- Identify How Content is Created
- Establish Who Should have Access
- Digitize Paper Content
- Define Retention Policies
- Plan for Auditor Access

Quick  
ROI

Reduced  
Risk

Auditor  
Compliance

Content Enabled  
Systems



Content Services with  
**SAP SuccessFactors** 

A man with a beard, wearing a red sweater over a light blue shirt, is smiling and looking at a tablet computer. He is standing in a modern office environment with large windows and other people working in the background. The scene is dimly lit, suggesting an evening or indoor lighting. A semi-transparent dark grey horizontal bar is overlaid across the middle of the image, containing the text.

# Dan HR Manager



Admin Center

Search for actions or people

Search icon | 11 notifications | 1 message | User profile icon

### Tools [See All](#)

Search Tools

FAVORITE RECENT

- ★ Manage Permission Roles
- ★ Compensation Home
- ★ Reward and Recognition
- ★ Manage Data
- ★ Configure Business Rules
- ★ Configure Object Definitions
- ★ Import and Export Data
- ★ Manage Organization, Pay and Job Structures
- ★ Monitor Job

### Admin Alerts [See More](#)

#### Time Management

Import Time Sheets	1	>
Recalculate Accruals	2	>
Recalculate Absences	2	>
Time Valuation	3	>

#### Workflow

Stalled Workflows - Employee Related	66	>
--------------------------------------	----	---



### Intelligent Services Center (ISC) [See More](#)

### Integration Center [See More](#)

### Reports

Select a report to generate.

No Selection

Support



Search for actions or people

### Tools [See All](#)

Search Tools

FAVORITE RECENT

- ★ Manage Permission Roles
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### Admin Alerts [See More](#)

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Time Valuation	3 >

#### Workflow

Stalled Workflows - Employee Related	66 >
--------------------------------------	------



### Intelligent Services Center (ISC) [See More](#)

### Integration Center [See More](#)

### Reports


Select a report to generate.

No Selection



Search: dorian

**People**

 **Dorian Gray** (dgray) (1) 408 899-8971  
Finance

Search "dorian" in Employee Directory

**Community**

Search "dorian" in Community

### Tools [See All](#)

Search Tools

FAVORITE RECENT

- ★ Manage Permission Roles
- ★ Compensation Home
- ★ Reward and Recognition
- ★ Manage Data
- ★ Configure Business Rules
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### Admin Alerts

**Time Management**

- Import Time Sheets
- Recalculate Accruals 2 >
- Recalculate Absences 2 >
- Time Valuation 3 >

**Workflow**

- Stalled Workflows - Employee Related 66 >



### Intelligent Services Center (ISC) [See More](#)

### Integration Center [See More](#)

### Reports

Select a report to generate.

No Selection



Employee Files ▾

Search for actions or people

Navigation icons: Search, 11 notifications, Chat, Profile, Refresh, 1 notification, User profile

Actions | Header | As of Today



### Dorian D Gray (dgray) ▾

Finance, US Bank (B200-0001), Executive Office (EXEC)  
 Leadership Team BestRun (300), Executive Office (EXEC)  
 US Bank (B200-0001) (US/Eastern)  
 Local time: Friday, 03:24:10 PM  
 Business Phone:  
 (1) 408 899-6873  
 dorian@bestrun.com  
 f in

Support

- ME ▾
- EMPLOYMENT ▾
- COMPENSATION ▾
- PAYROLL
- TIME
- BENEFITS
- TALENT PROFILE ▾

#### Personal Information

Personal Information <span style="float: right;">✎ ⌚</span>			
Effective as of: Jul 16, 2021			
First Name	Dorian	Marital Status	Married
Last Name	Gray	Nationality	United States
Middle Name	D	Preferred Language	English (US)
Salutation	Mr.	Attachment	-
Preferred Name	-	Language Script	-





Employee Files

Search for actions or people

Navigation icons: Search, Notifications (11), Messages, Profile, Refresh, Alerts (1), User Avatar



### Dorian D Gray (dgray) ▾

Finance, US Bank (B200-0001), Executive Office (EXEC)  
Leadership Team BestRun (300), Executive Office (EXEC)  
US Bank (B200-0001) (US/Eastern)  
Local time: Friday, 03:25:23 PM  
Business Phone:  
[\(1\) 408 899-8971](tel:(1)4088998971)  
[dorian@bestrun.com](mailto:dorian@bestrun.com)  
[f](#) [in](#)

Actions

- Take Action
- Change Job and Compensation Info
- One-Time Payments
- Employment Details
- Leave Of Absence
- Add: Concurrent Employment
- Add: Global Assignment Details
- Termination
- One Time Deduction
- Manage Recurring Deductions
- Manage Alternative Cost Distribution
- Generate Document
- Add Note
- Give a badge
- Reward and Recognition
- View Onbase Documents
- View Demo OnBase Documents**
- Print/PDF

ME ▾ EMPLOYMENT ▾ COMPENSATION ▾ PAYROLL TIME BENEFITS TALENT PROFILE ▾

#### Personal Information

Personal Information ✎ ⌚

Effective as of: Jul 16, 2021

First Name	Dorian
Last Name	Gray
Middle Name	D
Salutation	Mr.
Preferred Name	-

Marital  
Nation  
Preferr  
Attach  
Langua


Support



All Documents

Upload Document


Search Documents

Document Name	Date	
HR - Emergency Contact Form: DGRAY - GRAY, DORIAN	2020-11-13	▼
HR - Employment Contract: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - I9: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - Non-Compete Agreement: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - W-4: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - Tuition Reimbursement Form <span>Missing Item</span> 	--	▼

All Documents

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HR - W-4: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - Tuition Reimbursement Form <b>Missing Item</b> 	--	▼



←  
Dashboard

 **Dorian Gray (dgray)**  
Finance | Active

Phone:  
1 408 899-8971

Email:  
dorian@bestrun.com



All Documents

Upload Document

comp

Document Name	Date	
HR - Non-Compete Agreement: DGRAY - GRAY, DORIAN	2022-12-06	▼

All Documents Upload Document

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HR - W-4: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - Tuition Reimbursement Form <span>Missing Item</span>	--	▼



All Documents

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Search Documents



 Send do...    Send do...    Keywords

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HR - Emergency Contact Form: DGRAY - GRAY, DORIAN	2020-11-13	^
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HR - W-4: DGRAY - GRAY, DORIAN	2022-12-06	∨
HR - Tuition Reimbursement Form	--	∨

Missing Item 

### EMPLOYEE EMERGENCY CONTACT FORM

Name Dorian Gray  
Department Finance

**Personal Contact Info:**  
Home Address 998 Folsom Road  
City, State, ZIP San Jose, CA  
Home Telephone # 408-899-8971 Cell # 408-899-8971

**Emergency Contact Info:**  
(1) Name Jane Gray Relationship Wife  
Address 998 Folsom Road  
City, State, ZIP San Jose, CA  
Home Telephone # \_\_\_\_\_ Cell # 408-899-8972  
Work Telephone # \_\_\_\_\_ Employer \_\_\_\_\_

(2) Name Louise Gray Relationship Mother  
Address 4563 First Street  
City, State, ZIP San Jose, CA  
Home Telephone # 408-755-8325 Cell # \_\_\_\_\_  
Work Telephone # \_\_\_\_\_ Employer \_\_\_\_\_

**Medical Contact Info:**  
Doctor Name Dr. Blake Phone # 408-599-3623  
Dentist Name Dr. Smiley Phone # 408-599-5639

I have voluntarily provided the above contact information and authorize BestRun and its representatives to contact any of the above on my behalf in the event of an emergency.

Employee Signature Dorian Gray Date 4/11/2022



All Documents

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Send do... Send do... Keywords

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HR - Emergency Contact Form: DGRAY - GRAY, DORIAN	2020-11-13	^
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HR - Tuition Reimbursement Form	Missing Item ...	▼

EMPLOYEE EMERGENCY CONTACT FORM

Name Dorian Gray  
 Department Finance

**Personal Contact Info:**  
 Home Address 998 Folsom Road  
 City, State, ZIP San Jose, CA  
 Home Telephone # 408-899-8971 Cell # 408-899-8971

**Emergency Contact Info:**

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Employee Signature Dorian Gray Date 4/11/2022

Keywords

Employee Documents

Employee ID

DGRAY

Last Name

GRAY

First Name

DORIAN

Date of Birth

11/02/1995

Email

DGRAY@EMAIL.COM

Address

123 CLEMENS AVE



All Documents

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Search Documents 🔍

📄 Send do...    📄 Send do...    🔑 Keywords

Document Name	Date	
HR - Emergency Contact Form: DGRAY - GRAY, DORIAN	2020-11-13	⤴
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Employee Signature Dorian Gray Date 4/11/2022

Keywords

**Employee Documents** ▼

Employee ID

Last Name

First Name

Date of Birth

Email

Address

All Documents [Upload Document](#)

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HR - Tuition Reimbursement Form <span style="background-color: #f8d7da; padding: 2px;">Missing Item ⓘ</span>	--	▲

⬆

Drag & drop files to import or [browse](#)

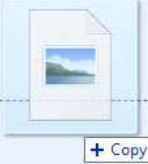
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HR - Tuition Reimbursement Form <b>Missing Item</b> ⓘ	--	▲

Drag & drop files to import or browse



+ Copy

Clear Upload

SuccessFactors Doc

File Home Share View

Pin to Quick access Copy Paste

Clipboard On

SuccessFacto

Name

- Employment Contract\_Dorian Gray
- Employment Contract\_Dorian Gray
- Employment Contract\_Dorian Gray
- I9\_Dorian Gray\_1.png
- I9\_Dorian Gray\_2.png
- Non-Compete Agreement\_Dorian
- Non-Compete Agreement\_Dorian
- Non-Compete Agreement\_Dorian
- Non-Compete Agreement\_Dorian
- Tuition Reimbursement Form\_Dorian Gray-1.png

5/31/2022 10:41 AM PNG File



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Document Name

Date

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2020-11-13



HR - Employment Contract: DGRAY - GRAY, DORIAN

2022-12-06



HR - I9: DGRAY - GRAY, DORIAN

2022-12-06



HR - Non-Compete Agreement: DGRAY - GRAY, DORIAN

2022-12-06



HR - W-4: DGRAY - GRAY, DORIAN

2022-12-06



HR - Tuition Reimbursement Form

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Tuition Reimbursement Form\_Dorian Gray-1.png

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HR - Tuition Reimbursement Form **Missing Item** ⓘ

  
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 Tuition Reimbursement Form\_Dorian Gray-1.png




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HR - W-4: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - Tuition Reimbursement Form New	2023-03-17	▲

### TUITION REIMBURSEMENT FORM

Name: Dorian Gray Date: 4/21/22  
 Department/Division: Finance  
 Accredited four year Institution: San Jose State University  
 Address: 1 Washington Square  
 City: San Jose State: CA Zip: \_\_\_\_\_  
 Phone Number: 408-924-1000  
 Course Name: Strategic Thinking  
 Course Number: BUS 290  
 Term or Date of Enrollment: 9/5/2022  
 Total Credit Hours: 3 units  
 Improvement anticipated:  
Integrative focus on managing the total enterprise, including corporate and business-level strategy formation

Reimbursement will be requested.  
 Advancement on the salary schedule will be requested.(Faculty Only)

The Tuition Reimbursement Policy is intended to reimburse actual tuition expenses that the employee has incurred up to the designated per credit hour rate at an accredited four year institution. Prior approval by the appropriate supervisor and the Director of Human Resources is required and must be obtained before taking the desired coursework. Complete Part 1 and 2 of this form and follow Steps One through Four of the Tuition Reimbursement Policy Procedures (found on back).

I am requesting reimbursement for actual tuition expenses that I have paid in the amount of \$ 2000.

Please list all forms and dollar amounts, if any, of financial assistance:  
N/A

Signature of Employee: Dorian Gray

I, \_\_\_\_\_, hereby certify that the above class does not interfere with the normal contractual hours of the employee listed above.

Approved _____	Denied _____	Supervisor	Date _____
Approved _____	Denied _____	Director Human Resources	Date _____

**Tuition Reimbursement Policy**

This form approval may require consideration for reimbursement of tuition expenses at an accredited four-year institution. Expenses will be figured per semester credit hour and substantiated by a receipt or invoice established in Procedure. Prior approval by the appropriate supervisor and the Director, Human Resources, and completion of financial completion are required. Tuition reimbursement forms must be completed prior to the beginning of the class and are available in the Human Resources office.

Effective July 1, 1982, college reimbursement will now be provided for actual tuition or credit-related expenses for faculty members for the semester or quarter.

Reimbursement will be provided for credit or training which is considered college expense which overlies with a day of service, as defined by BestRun 401K.

This form is hereby certified that the employee has not received any other tuition reimbursement within the last 12 months. The form Application for Salary Range Advancement, or similar to the Human Resources Department for the same purpose, is hereby certified that the employee has not received any other tuition reimbursement within the last 12 months.

Document uploaded successfully 

Keywords

Employee Documents ▼

Employee ID

Last Name

First Name

Date of Birth

Email

Address












All Documents

Upload Document

Search Documents 

 Send do...  Send do...  Keywords

**Send document for review**

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HR - Tuition Reimbursement Form New	2023-03-17	▲

### TUITION REIMBURSEMENT FORM

Name: Dorian Gray Date: 4/21/22  
 Department/Division: Finance  
 Accredited four year Institution: San Jose State University  
 Address: 1 Washington Square  
 City: San Jose State: CA Zip: \_\_\_\_\_  
 Phone Number: 408-924-1000  
 Course Name: Strategic Thinking  
 Course Number: BUS 230  
 Term or Date of Enrollment: 9/5/2022  
 Total Credit Hours: 3 units

Improvement anticipated:  
Integrative focus on managing the total enterprise, including corporate and business-level strategy formation

Reimbursement will be requested.  
 Advancement on the salary schedule will be requested.(Faculty Only)

The Tuition Reimbursement Policy is intended to reimburse actual tuition expenses that the employee has incurred up to the designated per credit hour rate at an accredited four year institution. Prior approval by the appropriate supervisor and the Director of Human Resources is required and must be obtained before taking the desired coursework. Complete Part 1 and 2 of this form and follow Steps One through Four of the Tuition Reimbursement Policy Procedures (found on back).

I am requesting reimbursement for **actual tuition expenses** that I have paid in the amount of \$ 2000.

Please list all forms and dollar amounts, if any, of financial assistance:  
N/A

Signature of Employee Dorian Gray  
 I, \_\_\_\_\_, hereby certify that the above class does not interfere with the normal contractual hours of the employee listed above.

Approved	Denied	Supervisor	Date
Approved	Denied	Director Human Resources	Date

**Tuition Reimbursement Policy**

Full-time employees may request consideration for reimbursement of tuition expenses at an accredited four-year institution. Expenses will be figured per semester credit hour and reimbursed up to a maximum rate as established by Procedure. Prior approval by the appropriate supervisor and the Director of Human Resources, and evidence of successful completion are required. Tuition reimbursement forms must be completed before the beginning of classes and are available in the Human Resources office.

Effective July 1, 1982, College reimbursement will be provided for a limited number of credit hours each quarter for the faculty member for a course assignment or problem. Reimbursement will be provided for credit or training which is required as College expense or which results in a degree or certificate as defined by Board Policy 4401.

Full-time faculty members who meet the requirements for salary range advancement will be granted an advance payment of tuition or expenses, including applicable, of the current educational institution rate, for any college reimbursement received since October 1, 1979, and thereafter. The form Application for Salary Range Advancement, available in the Human Resources office, must be filed prior to March 15 of the ensuing calendar year when salary range advancement is expected. See also Board Policy 4401.

Enacted: The maximum credit hour tuition reimbursement is \$200.00 per semester credit hour effective January 1, 2015.

Human Resources Copy **PRINT**

Keywords

**Employee Documents** ▼

Employee ID

DGRAY

Last Name

GRAY

First Name

DORIAN

Date of Birth

11/02/1995

Email

DGRAY@EMAIL.COM

Address


123 CLEMENS AVE



All Documents

Upload Document

Search Documents 

 Keywords

Document Name	Date	
HR - Emergency Contact Form: DGRAY - GRAY, DORIAN	2020-11-13	▼
HR - Employment Contract: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - I9: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - Non-Compete Agreement: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - W-4: DGRAY - GRAY, DORIAN	2022-12-06	▼
HR - Tuition Reimbursement Form New	2023-03-17	▲

### TUITION REIMBURSEMENT FORM

Name: Dorian Gray Date: 4/21/22  
 Department/Division: Finance  
 Accredited four year Institution: San Jose State University  
 Address: 1 Washington Square  
 City: San Jose State: CA Zip: \_\_\_\_\_  
 Phone Number: 408-924-1000  
 Course Name: Strategic Thinking  
 Course Number: BUS 200  
 Term or Date of Enrollment: 9/5/2022  
 Total Credit Hours: 3 units  
 Improvement anticipated:  
Integrative focus on managing the total enterprise, including corporate and business-level strategy formation

Reimbursement will be requested.  
 Advancement on the salary schedule will be requested.(Faculty Only)

The Tuition Reimbursement Policy is intended to reimburse actual tuition expenses that the employee has incurred up to the designated per credit hour rate at an accredited four year institution. Prior approval by the appropriate supervisor and the Director of Human Resources is required and must be obtained before taking the desired coursework. Complete Part 1 and 2 of this form and follow Steps One through Four of the Tuition Reimbursement Policy Procedures (found on back).

I am requesting reimbursement for actual tuition expenses that I have paid in the amount of \$ 2000.

Please list all forms and dollar amounts, if any, of financial assistance:  
N/A

Signature of Employee Dorian Gray  
 I, \_\_\_\_\_, hereby certify that the above class does not interfere with the normal contractual hours of the employee listed above.

Approved _____	Denied _____	Supervisor	Date _____
Approved _____	Denied _____	Director Human Resources	Date _____

**Tuition Reimbursement Policy**  
This form may only be used to request reimbursement for non-graduate tuition expenses at an accredited four-year institution. Expenses will be funded per semester credit hour and substituted up to a maximum rate established by Finance. Prior approval by the appropriate supervisor and the Director of Human Resources, and evidence of successful completion are required. Tuition reimbursement forms must be completed prior to the beginning of the class and are available in the Human Resources office.  
 Effective July 1, 2012, all approved reimbursement will be paid for a period of 90 days, or until the next pay period, whichever is later. The funds may be for any employee or graduate. Reimbursement will be provided for credit remaining which is considered College expense and which is not a day education as defined by Board Policy 4012.  
 In addition, faculty members who meet the requirements for salary range advancement will be granted salary increase subject to deductions or repayment, whichever is greater, of the current educational institution rate. For any college reimbursement received since October 1, 1979, and thereafter, the form Application for Salary Range Advancement, available in the Human Resources office, must be filed prior to March 15 of the ensuing calendar year when salary range advancement is requested. See also Board Policy 4021.  
**Effective:**  
 The policies on credit hour tuition reimbursement in CMO 03 per semester credit hour effective January 1, 2015.

Human Resources Copy **PRINT**

Keywords

Employee Documents ▼

Employee ID  
DGRAY

Last Name  
GRAY

First Name  
DORIAN

Date of Birth  
11/02/1995

Email  
DGRAY@EMAIL.COM


Address  
123 CLEMENS AVE



Content Services with



**HUMAN CAPITAL MANAGEMENT**

A woman with dark curly hair, wearing a light blue button-down shirt and a necklace, is leaning forward in an office environment. She is looking towards the right side of the frame with a slight smile. The background shows office furniture and windows.

Naomi  
HR Manager











### Maintain HR Master Data

✓ [dropdown] [copy] [edit] [undo] [redo] [delete] [print] [cancel] [refresh] [back] [forward]

- Find by
- Person
  - Collective search help
  - Search Term
  - Free search

Personnel no.

Name  Active

Ontario Salaried staff

Human Resources



- Core Employee Info.
- Empl. contract data
- Gross/net payroll
- Net payroll

Infotype text	S..
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational Assignment	✓
<input type="radio"/> Personal Data	✓
<input type="radio"/> Addresses	✓
<input type="radio"/> Bank Details	✓
<input type="radio"/> Family Member/Dependents	✓
<input type="radio"/> Challenge	
<input type="radio"/> Internal Medical Service	
<input type="radio"/> Maternity Protection/Parental Leave	

Period

Period

From  To

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Direct selection

Infotype  STy

- Create... >
- Attachment list**
- Private note
- Send >
- Relationships
- Workflow >
- My Objects >
- Help for object services

Find by

Person

Collective search help

Personnel no. 70002  
Name Mrs Jane Harper Active  
Ontario Salaried staff  
Human Resources



Net payroll > v

- Curr.week
- Current month
- Last week
- Last month
- Current Year

Service: Attachment list

AttachmentFor00070002

Icon	Title	Creator Name	Created On
[icon]	Employee I9		28.01.2022



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Form fields for employee information: Last Name (Jane), First Name (Harper), Address (23245 W. Green St., Columbia, MO 65201), Date of Birth (11/06/1976), U.S. Social Security Number (123-45-6789), Employee's E-mail Address (jane.harper@9secondfoods.com), Employee's Telephone Number (890-255-7000).

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States (checked)
2. A noncitizen national of the United States (See instructions)
3. A lawful permanent resident (Alien Registration Number/USCIS Number):
4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:

QR Code - Section 1
Do Not Write In This Space

SAP interface sidebar with navigation icons, search bar, and a list of attachments including 'Employee I9'.














Start Runtime Service  
Stop Runtime Service

### Maintain HR Master Data

SAP

Personnel no. 70002  
Name Mrs Jane Harper Active  
Ontario Salaried staff  
Human Resources



Service: Attachment list

Archive from Frontend

Net payroll > v

Curr.week  
Current month  
Last week  
Last month  
Current Year

File Home Share View Picture Tools

Manage HR

This PC > Documents > Demo Documents > HR

Name	Date modified	Type
Employee I9 for JANE HARPER (Employee 00070002).tif	9/30/2021 2:19 PM	TIF File
Employee License for JANE HARPER (Employee 00070002).tif	10/1/2021 12:00 PM	TIF File
Employee W4 for JANE HARPER (Employee 00070002).tif	9/29/2021 11:58 AM	TIF File

Hyland

Find by  
Person  
Collective search help

Personnel no. 70002  
Name Mrs Jane Harper Active  
Ontario Salaried staff  
Human Resources



Net payroll > v

- [Input field]
- Curr.week
- Current month
- Last week
- Last month
- Current Year

### Service: Attachment list

#### Archive from Frontend

Scenario: Assign then Store

Drag & Drop: Drag your files into the empty field

Document Type
Employee
Employee I9
Employee License
Employee W4

File Storage System:  
C:\Users\Administrator\Documents\Demo Doc HARPER (Employee 00070002).tif  
**Number of Files: 1**

Service: Attachment list

Archive from Frontend

Scenario: Assign then Store

Drag & Drop: Drag your

files into the empty field

Document Type

- Employee
  - Employee I9
  - Employee License
  - Employee W4

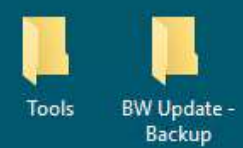
File Storage System:

C:\Users\Administrator\Documents\Demo Doc HARPER (Employee 00070002).tif

Number of Files: 1

Net payroll > v

- Curr.week
- Current month
- Last week
- Last month
- Current Year







### Form W-4 (2007)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct Federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2007 expires February 16, 2008. See **Pub. 505, Tax Withholding and Estimated Tax.**

**Note:** You cannot claim exemption from withholding if: (a) your income exceeds \$800 and includes more than \$250 of unearned income (e.g., interest and dividends) and (b) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 adjust your withholding allowances based on itemized

deductions, certain credits, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply. **However, you may claim fewer (or zero) allowances.**

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line E below.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See **Pub. 919, How Do I Adjust My Tax Withholding?** for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using

**Form 1040-ES, Estimated Tax for Individuals.** Otherwise, you may owe additional tax.

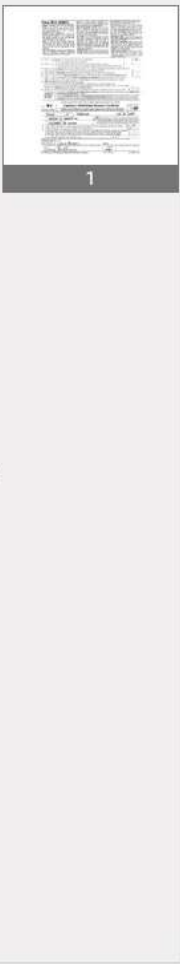
**Two earners/two jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others.

**Nonresident alien.** If you are a nonresident alien, see the **Instructions for Form 8233** before completing this Form W-4.

**Check your withholding.** After your Form W-4 takes effect, use **Pub. 919** to see how the dollar amount you are having withheld compares to your projected total tax for 2007. See **Pub. 919**, especially if your earnings exceed \$125,000 (Single) or \$175,000 (Married).

**Recent name change?** If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 to initiate a name change and obtain a social security card showing your correct name.

- A Enter "1" for **yourself** if no one else can claim you as a dependent. . . . . A 1
  - B Enter "1" if:
    - You are single and have only one job; or
    - You are married, have only one job, and your spouse does not work; or
    - Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less. . . . . B \_\_\_\_\_
  - C Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . . C \_\_\_\_\_
  - D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return . . . . . D \_\_\_\_\_
  - E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) . . . . . E \_\_\_\_\_
  - F Enter "1" if you have at least \$1,500 of **child or dependent care expenses** for which you plan to claim a credit . . . . . F \_\_\_\_\_
- (**Note.** Do not include child support payments. See **Pub. 503, Child and Dependent Care Expenses**, for details.)
- G **Child Tax Credit** (including additional child tax credit):
    - If your total income will be less than \$55,000 (\$82,000 if married), enter "2" for each eligible child.
    - If your total income will be between \$55,000 and \$84,000 (\$82,000 and \$119,000 if married), enter "1" for each eligible child plus "1" **additional** if you have four or more eligible children. . . . . G \_\_\_\_\_



Maintain HR Master Data

SAP

Find by

Person

Collective search help

AttachmentFor00070002

New

Icon	Title
	Employee W4
	Employee I9



Inbox - HR/Invoice Approver - Outlook

File Home Send / Receive Folder View Help OnBase Tell me what you want to do

New Email New Items Delete Archive Reply Reply All Forward Quick Steps Move Rules Unread/Read Search People Address Book Read Aloud Send/Receive All Folders

From	Subject	Date
noreply@onbase.net	Invoice Approval Requested	10/13/2022
noreply@onbase.net	Invoice Approval Requested	9/28/2022
noreply@onbase.net	Invoice Review Requested	9/28/2022
noreply@onbase.net	Invoice Approval Requested	7/15/2022
jharper@9secondfoo...	Material Safety Data Sheet	5/24/2022
jharper@9secondfoo...	License	10/1/2021

Reply Reply All Forward  
 Fri 10/1/2021 12:43 PM  
 JH jharper@9secondfoods.com  
 License  
 To csmith@9secondfoods.com  
 Employee License for JANE HARPER (Employee 00070002).tif 469 KB

Hi Cindy,

Attached is a copy of my driver's license. Please let me know if you need anything else.

Thank you,

Jane



File Home Send / Receive Folder View

New Email New Items Delete Archive Reply Reply All Forward Respond

Search Current Folder

Older

noreply Invoice App Your APP

noreply Invoice App Your APP

noreply Invoice Re Your REVI

noreply Invoice App Your app

jharper Material S Hey Cindy

jharper License Hi Cindy,

Items: 7 Unread: 1

Inbox - HR/Invoice Approver - Outlook

License - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Respond Import OnBase Move to: ? To Manager Team Email Move Mark Unread Categorize Follow Up Translate Read Aloud Zoom

Fri 10/1/2021 12:43 PM

JH jharper@9secondfoods.com

License

To csmith@9secondfoods.com

Employee License for JANE HARPER (Employee 00070002).tif 469 KB

Hi Cindy,

Attached is a copy of my driver's license. Please let me know if you need anything else.

Thank you,

Jane

File Home Send / Receive Folder View

New Email New Items Delete Archive Reply Reply All Forward Respond

Search Current Folder

Older

noreply@9secondfoods.com  
Invoice Approval  
Your APPROVAL

noreply@9secondfoods.com  
Invoice Approval  
Your APPROVAL

noreply@9secondfoods.com  
Invoice Rejection  
Your REVIEW

noreply@9secondfoods.com  
Invoice Approval  
Your approval

jharper@9secondfoods.com  
Material Safety  
Hey Cindy

jharper@9secondfoods.com  
License  
Hi Cindy,

Items: 7 Unread: 1

Inbox - HR/Invoice Approver - Outlook

License - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Respond

Import Import All Attachments

Move to: ? To Manager Team Email

Move


Mark Unread Categorize Follow Up

Translate


Read Aloud Zoom

Delete Respond OnBase Quick Steps Move Tags Editing Speech Zoom

Fri 10/1/2021 12:43 PM

 **jharper@9secondfoods.com**  
License

To: csmith@9secondfoods.com

 Employee License for JANE HARPER (Employee 00070002).tif  
469 KB


Hi Cindy,

Attached is a copy of my driver's license. Please let me know if you need anything else.

Thank you,

Jane

Import Document

 Attachment - Employee License for JANE...

Apply to all attachments

Import

Document Type Group  
<All>

Document Type

File Type  
Image File Format

Document Date  
03/20/2023

Keywords

File Home Send / Receive Folder View

New Email Items New Delete Archive Reply Reply Forward Respond

Search Current Folder

All Unread

Older

noreply Invoice App Your APP

noreply Invoice App Your APP

noreply Invoice Re Your REV

noreply Invoice App Your app

jharper Material S Hey Cindy

jharper License Hi Cindy,

Items: 7 Unread: 1

Inbox - HR/Invoice Approver - Outlook

License - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Import Import All Attachments Move to: ? To Manager Team Email Move Mark Unread Categorize Follow Up Translate Read Aloud Zoom

Delete Respond OnBase Quick Steps Move Tags Editing Speech Zoom

Fri 10/1/2021 12:43 PM

JH jharper@9secondfoods.com License

To csmith@9secondfoods.com

Employee License for JANE HARPER (Employee 00070002).tif 469 KB

Hi Cindy,

Attached is a copy of my driver's license. Please let me know if you need anything else.

Thank you,

Jane

Import Document

Attachment - Employee License for JANE...

Apply to all attachments

Import

Document Type Group <All>

Document Type

HR - Employee W4

HR - Employee I9 Form

HR - Employee License

Keywords

Outlook interface showing the left sidebar with folders like 'Inbox 1', 'Sent Items', and 'Deleted Items'. The 'HR/Invoice Approver' folder is selected, showing a list of messages including 'Material S' and 'License'.

Outlook window titled 'License - Message (HTML)'. The message is from 'jharper@9secondfoods.com' to 'csmith@9secondfoods.com' with the subject 'License'. It includes an attachment 'Employee License for JANE HARPER (Employee 00070002).tif' and the text: 'Hi Cindy, Attached is a copy of my driver's license. Please let me know if you need anything else. Thank you, Jane'. On the right, the 'Import Document' pane is open, showing fields for 'Attachment - Employee License for JANE...', 'Import', 'Document Type Group', 'Document Type', 'File Type', 'Document Date', and 'Keywords'. The 'Keywords' section has a dropdown menu with 'JANE HARPER' selected and highlighted by a red box.



File Home Send/Receive Folder View

New Email Items New Email Items Delete Archive Reply Reply Forward All Respond

Delete Delete

Search Current

All Unread

Older

noreply Invoice App Your APP

noreply Invoice App Your APP

noreply Invoice Re Your REV

noreply Invoice App Your app

jharper Material S Hey Cindy

jharper License Hi Cindy,

Items: 7 Unread: 1

License - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Import Import All Attachments Move to: To Manager Team Email Move Categorize Follow Up Tags Editing Speech Zoom

Delete Respond OnBase Quick Steps Move Tags Editing Speech Zoom

Fri 10/1/2021 12:43 PM

JH jharper@9secondfoods.com License

To csmith@9secondfoods.com

Employee License for JANE HARPER (Employee 00070002).tif 469 KB

Hi Cindy,

Attached is a copy of my driver's license. Please let me know if you need anything else.

Thank you,

Jane

Import Document

Attachment - Employee License for JANE...

Apply to all attachments

Import

Document Type Group <All>

Document Type HR - Employee License

File Type Image File Format

Document Date 03/17/2023

Keywords

Employee Name JANE HARPER

Employee ID 00070002

SSN \*\*\*-\*\*-6789

Department HUMAN RESOURCES

Job Title HUMAN RESOURCES GENERALIST

Manager

Import Skip

File Home Send/Receive Folder View

New Email Items New

Delete Archive Reply Reply Forward All Respond

Delete

Search Current

All Unread

Older

noreply Invoice App Your APP

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noreply Invoice App Your app

jharper Material S Hey Cindy

jharper License Hi Cindy,

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License - Message (HTML)

File Message Help Tell me what you want to do

Delete Archive Reply Reply All Forward Import Import All Attachments OnBase Quick Steps Move Move Mark Unread Categorize Follow Up Tags Editing Read Aloud Zoom

Delete Respond OnBase Quick Steps Move Tags Editing Speech Zoom

Fri 10/1/2021 12:43 PM

JH jharper@9secondfoods.com License

To csmith@9secondfoods.com

Employee License for JANE HARPER (Employee 00070002).tif 469 KB

Hi Cindy,

Attached is a copy of my driver's license. Please let me know if you need anything else.

Thank you,

Jane

Import Document

Attachment - Employee License for JANE...

Apply to all attachments

Import

Document Type Group <All>

Document Type HR - Employee License

File Type Image File Format

Document Date 03/17/2023

Keywords

Employee Name JANE HARPER

Employee ID 00070002

SSN \*\*\*-\*\*-6789

Department HUMAN RESOURCES

Job Title HUMAN RESOURCES GENERALIST

Manager

Import Skip



# SAP Maintain HR Master Data

[Icons] [Cancel] [Icons] Exit

- Find by
- Person
  - Collective search help
  - Search Term
  - Free search

Personnel no.

Name  Active

Ontario Salaried staff

Human Resources



Core Employee Info. Empl. contract data Gross/net payroll Net payroll >

Infotype text	S..
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational Assignment	✓
<input type="radio"/> Personal Data	✓
<input type="radio"/> Addresses	✓
<input type="radio"/> Bank Details	✓
<input type="radio"/> Family Member/Dependents	✓
<input type="radio"/> Challenge	
<input type="radio"/> Internal Medical Service	
<input type="radio"/> Maternity Protection/Parental Leave	

Period

Period

From  To

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

Current Period  Current Year

Direct selection


Infotype  STy



# Maintain HR Master Data

Personnel no.  

- Find by
- Person
  - Collective search help
  - Search Term
  - Free search

Name  Active 

Ontario Salaried staff

Human Resources

Core Employee Info. Empl. contract data Gross/net payroll Net payroll

Infotype text	S..	Period
<input type="radio"/> Actions	✓	<input checked="" type="radio"/> Period
<input type="radio"/> Organizational Assignment	✓	From <input type="text"/> To <input type="text"/>
<input type="radio"/> Personal Data	✓	<input type="radio"/> Today <input type="radio"/> Curr.week
<input type="radio"/> Addresses	✓	<input type="radio"/> All <input type="radio"/> Current month
<input type="radio"/> Bank Details	✓	<input type="radio"/> From curr.date <input type="radio"/> Last week
<input type="radio"/> Family Member/Dependents	✓	<input type="radio"/> To Current Date <input type="radio"/> Last month
<input type="radio"/> Challenge		<input type="radio"/> Current Period <input type="radio"/> Current Year
<input type="radio"/> Internal Medical Service		<input type="button" value="Choose"/>
<input type="radio"/> Maternity Protection/Parental Leave		

Direct selection

Infotype  STy

- Create...
- Attachment list**
- Private note
- Send
- Relationships
- Workflow
- My Objects
- Help for object services

Cancel Exit

Find by

Person

[Collective search help](#)

Personnel no.

Name  Active

Ontario Salaried staff

Human Resources



Net payroll > v

- 
- Curr.week
- Current month
- Last week
- Last month
- Current Year

Service: Attachment list

AttachmentFor00070002

Icon	Title	Creator Name	Created On
	Employee W4		17.03.2023
	Employee License		
	Employee I9		28.01.2022



HR - Employee License for JANE HARPER (Employee #00070002) - 3/17/2023



SAP

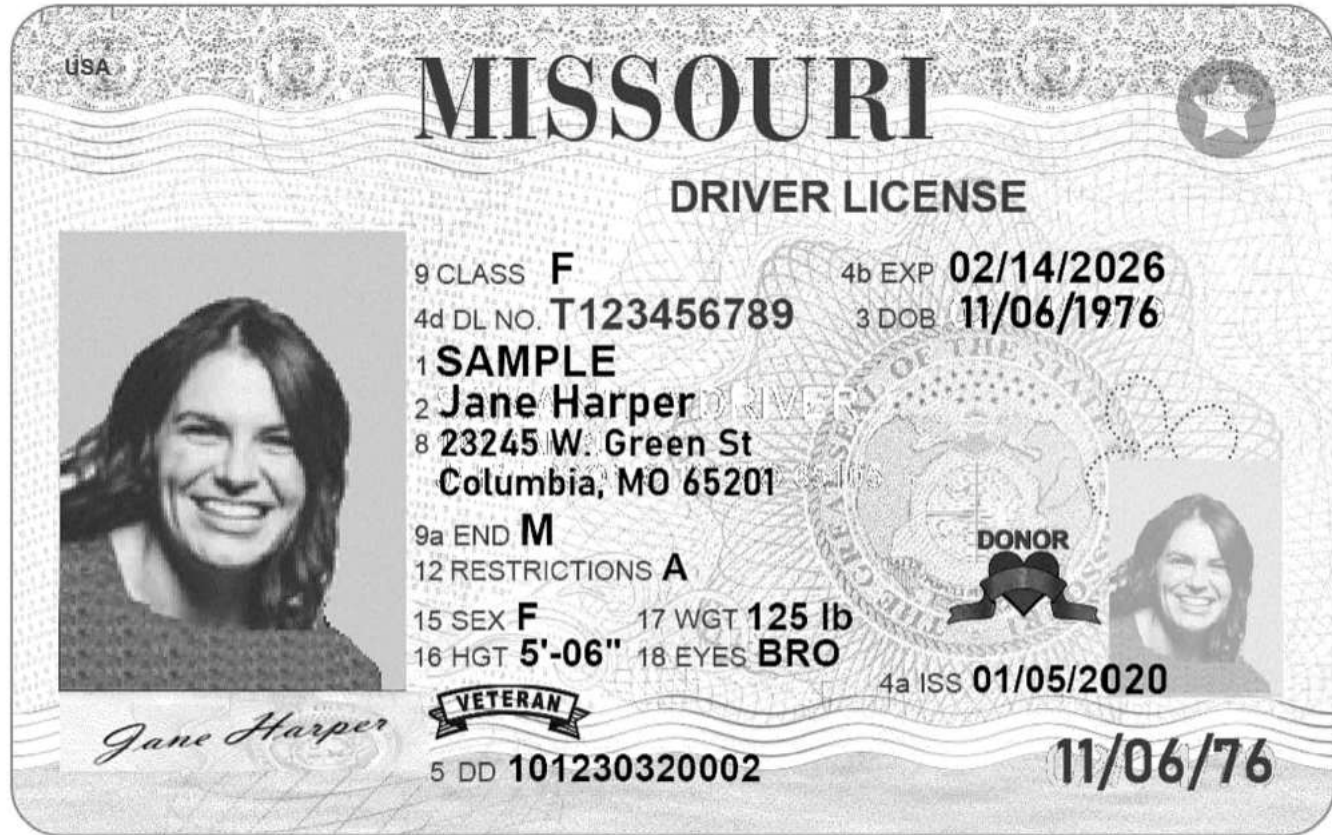
Find by

Person

Collective search help

AttachmentFor00070002

Icon	Title
	Employee W4
	Employee License
	Employee I9



The Hyland logo is a square with a green-to-teal gradient, containing the word "Hyland" in white text.

Hyland™

## Key Components of this Solution

- Certified Integration with SAP ArchiveLink
- SAP Configuration Handled through ArchiveLink TCodes
- Web Based Configuration Tool for Content Services Platform
- Workflow is Utilized within the Content Service Platform



A group of business professionals are gathered around a wooden table in a meeting room. They are looking at various devices including laptops, tablets, and smartphones. The scene is dimly lit, with a dark overlay on the image. A vertical bar with a green-to-blue gradient is on the left side. The text is overlaid in white, bold font.

**Content Management is Important**

**Don't Wait for Disaster to Strike**

**Take Action Today!**

Hyland®

Questions?