

HRF014

Employee Correspondence

With HRFORCE Employee Correspondence, you are now able to create and administer all documents regarding employees automatically.

Solution Description

HRFORCE Employee Correspondence uses the mail merge function in Microsoft Word and therefore offers you the complete flexibility of the Office family together with SAP ERP HCM.

With HRFORCE Employee Correspondence, you have access to almost all master data fields, which allows you to create the required documents automatically.

Implemented Functionalities

INDIVIDUAL/MASS GENERATION

All documents can be drawn up both for individual employees and a group of employees.

STATUS ADMINISTRATION

Overview stating whether letters were drawn up or printed

ARCHIVING

Drawn up documents can be stored directly in the archive.

E-MAIL FUNCTION

E-mails may be generated and sent to employees.

SIMPLE FIELD SELECTION

Graphical interface, analogous to SAP Ad Hoc Query

CUSTOMER-SPECIFIC FIELDS

Customer-specific infotypes and fields can easily be included in the correspondence.

Client Advantages

Practice-oriented solution

Simple creation and management of customer-specific documents

Logos and individualised layout

Traceable correspondence

Archiving of documents is possible, both in the visual archive and in the SAP database

Continuous expansion of and changes to the fields clicked possible without consulting

Service sheet and additions to the service sheet (e.g.: after increases to collective agreements) can be created easily.