

P012

## Accenture Document Composer

Accenture Document Composer simplifies the process of the creation, distribution, and storage of employee- or candidate related correspondence.

### Solution Description

Accenture Document Composer simplifies and facilitates the process of the creation, distribution, and storage of employee- or candidate-related correspondence. It enables users to build and manage templates easily, offering a straightforward method to merge data from SAP SuccessFactors or SAP ERP HCM systems or CSV-files. It has an employee folder for sharing documents with employees, managers and HR Business leveraging standard functionality within SuccessFactors. It also provides reporting of performance indicators, such as template usage, document volume, etc., to continuously improve related processes.

The tool offers a full digital experience for a variety of HR processes for e.g., recruiting where contracts or offer letters can be created digitally, approved using standard SuccessFactors Workflows, signed using a Digital Signature vendor such as DocuSign or Adobe Sign and eventually stored, retained and deleted in the Employee Folder using standard SuccessFactors retention features.

### Implemented Functionalities

#### EMPLOYEE CORRESPONDENCE

Contracts Employment Certificates, Promotion Letters, Confirmation Statements, Maternity Leave, Bonus Letters, Transfer Letters, Termination, Compensation Statements, Talent Profiles etc.

#### RECRUITING CORRESPONDENCE

Offer Letters, Employment Contract Proposals, Rejection Letters, Welcome Letters, etc.

#### ONBOARDING CORRESPONDENCE

Employment Contract, Pre-Hire Verification, Onboarding checklist incl. IT equipment application or orientation steps

#### MASS CORRESPONDENCE

to a business unit, location, or entire workforce; merit letters, annual shareholder information, anniversary letters, job descriptions

### Client Advantages

Creating documents  
Intuitive insertion of data fields from SAP SuccessFactors during design

Storing documents in the employee folder to share with employees  
Retention policies support GDPR compliance. The employee can also provide documents here.

Dynamic content  
Dynamic sections are repeated or filtered out in accordance with the logic.

Secure confidentiality  
Align with role-based permission from SAP SuccessFactors for data access.  
Data never leaves SAP's Business Technology Platform.

Process integration  
Changes in SAP SuccessFactors can automatically trigger document generation.

Easy distribution  
Design, notify, print, update, sign, and archive directly from a single screen