Digital Personnel File

DPF

Digital Personnel File

"myBrand Digital Personnel File is a Cloud based application, fully integrated with SuccessFactors, to facilitate the storage and retrieval of personnel related documents, based on company specific folder structures and country specific legislation."

Highly customizable

Multiple file models, maintainable document types, and customer specific metadata: all features can be customized and maintained by and specifically for your organization.

User friendly

Adding documents to a folder and moving documents from one folder to another, using Drag&Drop functionality, reduces the number of clicks and increases the user experience.

Fully integrated

The application is fully integrated with SuccessFactors, myBrand Document Generator and several digital signing providers, lifting your HR processes to a higher level.

With the Digital Personnel File you're able to:

Completely customize and maintain features by and specifically for your organization. Create multiple file models, maintain and create document types and define customer specific metadata.

Determine the retention period for document types to meet local laws and regulations.

Define customer specific metadata, making it easy to store and retrieve all the necessary document data.
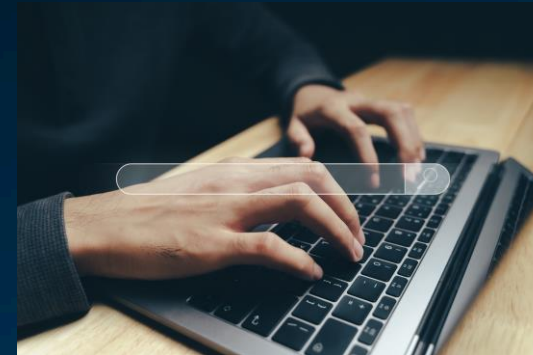

Store generated documents in the myBrand Digital Personnel File or e-mail them to the user or employee.

Add documents to a folder and move them from one folder to another, using the Drag&Drop functionality.

E-mail documents directly to the employee or any other person.

Search for documents.

Download complete personnel files.

From the moment your employee enters into service until the moment this employee leaves the organization, many relevant documents concerning the performance of the employee are produced.
Examples are evaluation reports, contracts and personal files.

These documents need to be stored safely and preferably digitally, taking into account local laws and regulations.
On top of that, it should be possible to retrieve these stored documents in a fast and simple way.
The myBrand Digital Personnel File is a fully digital personnel file and makes all this possible.

All functionalities of the myBrand DPF make use of the authorization roles as implemented within SAP SuccessFactors. In addition, it is possible to record the desired access level per document type and per role within the myBrand DPF.

The myBrand Digital Personnel File is fully integrated with the myBrand Document Generator. This means that it is possible to generate a document with the myBrand Document Generator and immediately save it in the correct folder in the myBrand Digital Personnel File. The myBrand Digital Personnel File is available as SuccessFactors Extension (Cloud).

myBrand