

IT.PEOPLE DOCUMENT MANAGER CREATES EFFICIENT DIGITAL DOCUMENT MANAGEMENT



As a modern employer, it is important that we will be able to meet the growing expectations of Generation Y and Z. This also includes the digitalization of paper-based processes. From now on, our payroll forms will be available digitally.

Carla Galster, IT HR Team Leader, Finance & Controlling, Vetter Pharma-Fertigung GmbH & Co. KG



Challenges

- Paper-based processes make sending documents more difficult
- Excessive use of paper and transport resources
- Data protection (sending sensitive data by mail)
- Documents could get lost in the mail or be received with delays



Solutions

- it.people document manager
- NextGen Application Management Services – Reliable support for SAP applications by experienced IT experts from NTT DATA Business Solutions



Benefits

- Simple document filing in SAP SuccessFactors's internal storage
- Easy viewing, sorting, filtering and categorization of employee-related documents
- Additional functions for administrators
- Mass document download and history view
- Seamless document transfer from SAP HCM



Why NTT DATA Business Solutions?

- Projects have already been successfully mastered in the past (e.g. introduction of SAP SuccessFactors)
- All 'must-have' criteria have been met
- Perfect integration of the tool in SAP SuccessFactors
- No additional log-in account necessary for the employee



Industry: Pharma

Products: Manufacturing of aseptic prefilled injection systems such as syringes, cartridges, and vials

Employees: approx. 5,700 (2021)

Headquarters: Ravensburg, Germany

Website: www.vetter-pharma.com



A Modern Employer with Sustainability in Mind

Vetter started as a pharmacy and is now a global company specializing in filling and packaging syringes and other injection systems. With its many years of experience, Vetter supports pharmaceutical manufacturers from early process development through clinical and commercial filling through a wide range of packaging solutions. Some 5,500 highly skilled employees and the use of intelligent robots in aseptic production ensure compliance with the highest quality standards. Focusing generally on innovation and sustainability, Vetter uses state-of-the-art technologies and seeks to present itself as a modern employer, internally as well as externally. In order to offer employees simple access to their payroll accounting forms, Vetter will henceforth be using the it.people document manager.

Bye-Bye, Paper-based Processes

Whereas documents used to be sent by mail, digital document management now ensures greater efficiency and flexibility in processes. This has made it possible to significantly reduce the amount of resources used, minimizing paper costs and completely eliminating transport processes. Of course, this also contributes to a more environmentally conscious approach, which is especially important to Vetter's image as a forward-looking company. It is also important that the company meets the growing expectations of Generations Y and Z. Only if the firm is innovative can it retain its valuable employees in the long term. There are also changes in the area of data protection, as sensitive data is no longer sent by mail with the new application. After the successful implementation of SAP SuccessFactors in a core-hybrid approach, NTT DATA Business Solutions has succeeded at Vetter in introducing the it.people document manager in just a few months. This also eliminated all possible delays in document receipt. The only challenge that remains to be mastered is to create acceptance among the employees.

Switching to digital document management is a process of getting used to, and it won't happen overnight. It is definitely a big step towards sustainability and digitalization.

Tomorrow's Digital Document Management

The it.people document manager and SAP SuccessFactors together allow for seamless coordination of processes. Using a user interface (UI) in SAP SuccessFactors Employee Central, the document manager creates centralized access to the documents generated from SAP HCM. The particular documents are assigned to corresponding employee numbers and filed in SAP SuccessFactors. The documents are then made available centrally for uploading and for viewing via the UI that has been developed. The documents application serves as a point of access for employees, HR representatives and HR administrators. The solution has already allowed Vetter to save on mailing and printing costs, in an amount in the low six-figure range. The next step will involve making additional document types available digitally on an ad-hoc basis. This includes additional expansion through the addition of DEÜV (German regulation on data collection and transmission) reporting and annual payroll tax reporting. Thus there are no more obstacles to sustainable, up-to-date business activity, today or in the future.

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