

# ORACLE CONTENT MANAGEMENT FOR PEOPLESOFT HUMAN CAPITAL MANAGEMENT

Spend your time managing people, not paper.

**KEY BENEFITS**

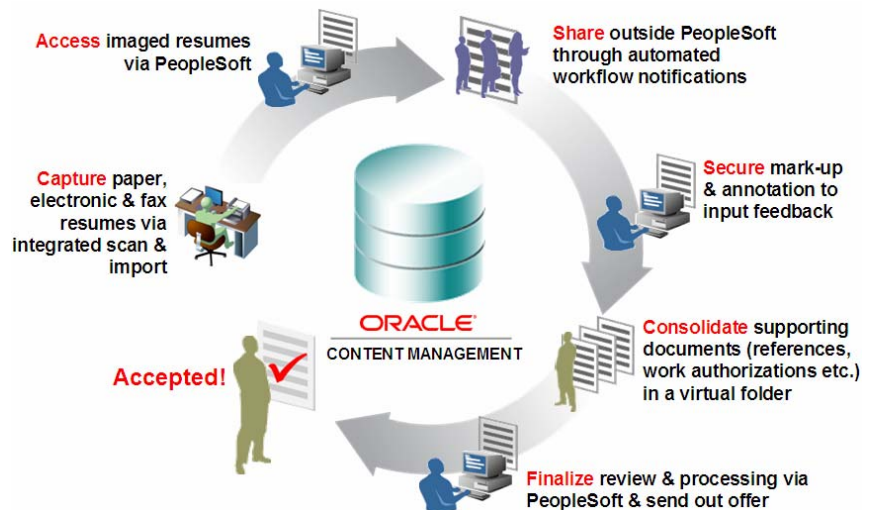
- **Provide seamless, centralized access to employee documents** from within PeopleSoft, and provide secure access to users outside the PeopleSoft environment.
- **Decrease the cost and cycle times of HR processes** such as employee on-boarding, recruiting, hiring & appraisals with paperless, workflow-driven automation.
- **Increase corporate and regulatory compliance** with enforced employee record retention policies and auditing capabilities
- **Maximize your PeopleSoft investment** by leveraging a capture, imaging & workflow system that is pre-integrated with PeopleSoft, and built on a unified platform.

*Successful Human Resources (HR) management is dependent upon putting the right programs and procedures in place to maximize the effectiveness of employees. However, as long as HR initiatives remain paper-driven, inevitably too much time and cost is spent on managing paper – not people. Oracle Content Management offers a productized integration with PeopleSoft Human Capital Management that digitizes documents associated with personnel records, stores them in a secure, central repository, and automatically routes them to the right person to be retrieved from within or outside the PeopleSoft system. As a result, HR departments save time and money by eliminating delays and inefficiencies in document-driven processes, while strengthening compliance and controls*

**Streamline your HR Processes with Capture, Imaging & Workflow**

Many HR processes are bogged down with paper. From recruiting, to on-boarding, to performance appraisals, the time and effort spent on managing paper documents decreases departmental productivity while increasing costs. What if you could locate an applicant’s resume with a click of a mouse, instead of hunting through a filing cabinet? Or instantly send off an employee evaluation for review to the right person without having to wait days for interoffice mail? Or access an online folder containing all of an employee’s documentation?

Fig. 1 | Streamlined employee hiring with Oracle Content Management & PeopleSoft HCM

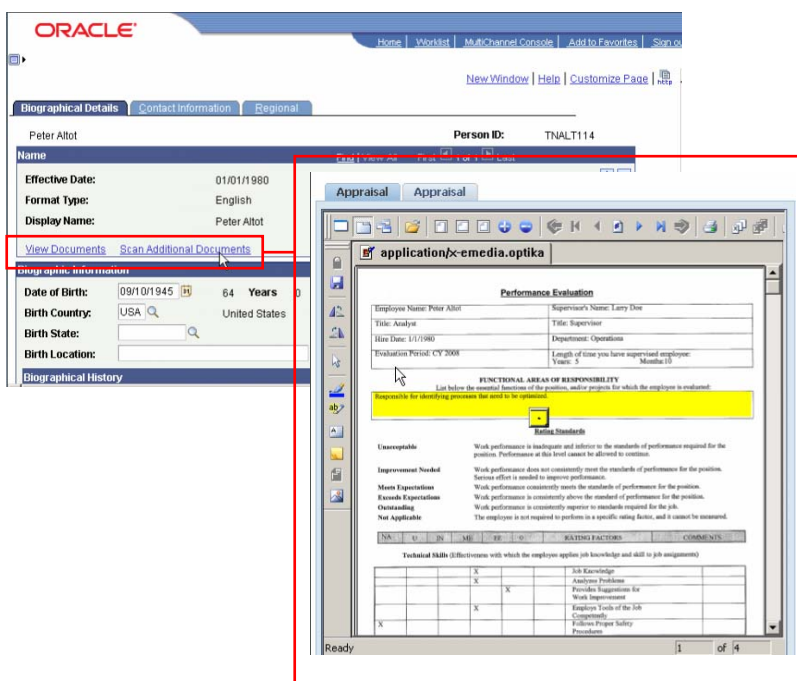


Oracle Content Management solves these issues by removing paper from the HR environment through the electronic capture of documents, converting them into images and attaching them to the appropriate HR records and workflows. In effect, HR departments are able to increase the speed of operations by working smarter – relying on capture, imaging and workflow to help automate some of the most time consuming and mundane tasks of HR operations.

**Complete, end-to-end HR process automation – only from Oracle**

Only Oracle is able to offer PeopleSoft customers a solution where your HR management system, content management and workflow are all integrated out-of-the-box, from one vendor. Not only do you benefit from an end-to-end solution where all pieces have been designed to work together, but it is also completely flexible, so it can be easily configured to meet the needs of each customer.

**Fig. 2 |** One-click access to imaged documents & scanning capabilities via PeopleSoft HCM



**Wide range of document capture capabilities:** Oracle Content Management offers flexible capture services that let you choose from a range of options to best suit your HR processes. You can scan and import paper or faxed documents such as resumes or benefit forms at a central location, and route them by region or priority to HR for processing. Or use web-based capture for ad-hoc scanning needs such as performance appraisals conducted at remote offices, with integrated scanning directly from PeopleSoft to save time and money on inter-office shipping. Or leverage cutting-edge data and forms recognition technology to automatically pull information such as Social Security numbers from documents, to be auto-populated directly into the PeopleSoft system. Or choose a mix of all of the above – whatever capture approach is best for you, Oracle Content Management can support it.

**Secure access and sharing of HR documents:** Oracle Content Management enables users to access imaged documents directly from the PeopleSoft HCM interfaces to maintain the user experience they expect, while enhancing it with the ability to search

**ORACLE CONTENT MANAGEMENT  
& PEOPLESOFT HCM**

## COMPONENTS

- PeopleSoft Enterprise Human Capital Management
- Oracle Imaging and Process Management 10gR3:
  - Includes Oracle Business Process Management Suite (restricted use license)
- PeopleSoft Adapter for Oracle Content Management
- Oracle Document Capture

## PEOPLESOFT CERTIFIED VERSIONS

- PeopleSoft 9.0 and 9.1 with PeopleTools 8.4.9

## RELATED TECHNOLOGIES

- Brainware Distiller™
- Oracle Universal Records Management

and retrieve all documents associated with an employee record. A viewer provides image annotation and mark-up functionality to ensure that confidential information is seen only by the appropriate parties as defined by PeopleSoft role. For those outside the PeopleSoft system, workflow sends notifications to inform departmental workers of a document that needs their review or input, so they can easily access imaged documents such as appraisals or resumes via embedded links in email messages.

**Consolidated view of all employee documentation:** Oracle Content Management provides a ‘virtual folder’ that is easily accessible via PeopleSoft HCM, where all employee records are kept to ease the search and retrieval of documents. During a merger or an acquisition, for example, HR analysts need quick access at the employee record level to agreements that needed to be signed as part of the offer package e.g. the offer letter. By storing the documents in Oracle Content Management, they are immediately available to the appropriate HR analysts, the legal department, the business development team managing the activity, etc. As a result, businesses can avoid duplicating content to the various process constituents as well as speed the process of integrating the two companies.

**Complete document lifecycle management:** As an enterprise-class content repository, Oracle Content Management is able to hold billions of imaged documents, so no matter what your processing volume is, or how many PeopleSoft modules you image-enable, Oracle Content Management can scale to meet those needs. It also helps HR departments to meet their corporate retention and security requirements, with the ability to attach policies to imaged content that dictate how long an employee record should be kept for and who has access to view them until they can be destroyed. For those companies who have to meet regulatory requirements for HR documents, Oracle Content Management features a records management plug-in to enable you to do so.

**Extend PeopleSoft HCM functionality at a fraction of the cost**

Oracle Content Management for PeopleSoft HCM allows organizations to quickly and cost-effectively extend their current enterprise investment in HR applications to manage related documents. By extending PeopleSoft HCM with robust capture, imaging and workflow capabilities, organizations can now offer their users access to all the information related to an employee record from familiar application user interfaces – increasing productivity, reducing operating costs and fully automating processes for improved efficiency.

**Contact Us**

For more information about Oracle Content Management’s integration with PeopleSoft HCM, please call +1.800.ORACLE1 to speak to an Oracle representative or visit: <http://www.oracle.com/products/middleware/content-management/content-management-for-applications.html>.

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