



# Solution Package Human Resources (HR)

Automatic recognition of HR documents  
and digitalization of old personnel records  
in interaction with human resources management systems  
and services

The Solution Package HR by I.R.I.S. AG, based on the product component XClassify, optimizes your entire incoming mail in the human resources department. With this product combination, you automate the allocation of all incoming documents to the respective personnel number, define the document types and record important meta data of defined documents. The personnel number as well as the position in the company (if applicable) is determined automatically, the document date is extracted and the incoming document plus the corresponding meta data is immediately transferred to the respective human resources management system.

The Solution Package HR also includes a processing function for old personnel records. In the scope of licensing, you can additionally activate the XMailWorkflow for automatic classification of the old records in line with the defined tab division and generate the required meta data along with full text for the electronic personnel record.

### Wrong classifications are ruled out

Wrong classifications are ruled out due to the continuous classification of all documents in the scope of a previously defined allocation of the available type lists per register. Automatic re-division of the registers is also possible. Pre-defined types with the pertaining classification features are part of the solution package in the "HR universe". The application of the "HR universe" reduces the configuration extent to a minimum. At the same time, new documents can be recorded using the XMailWorkflow and entered in the existing HR universe after passing a quality control. This reduces the manual work required for converting old records and in daily processing of the incoming mail to a minimum!

By mapping an HR-specific document catalog, the assignment of registers and required types takes place in an efficient and integrative manner in interaction with the respective human resources management system.

Right from the start, the conversion of old records is substantially simplified by the Solution Package HR. The classification component XClassify in connection with the XMailWorkflow developed by I.R.I.S. AG is part of the system. The HR universe can classify old records automatically right from the start, meaning without having to "train" the system to recognize different documents.

This way, the Solution Package HR prevents media inconsistencies in processing the incoming mail in human resources and extracts all data required for the electronic personnel record with a high reading quality. The basic set of rules comprises 100 standard document types, which can be expanded individually.

| Nr. | Register             | Dokumententyp |
|-----|----------------------|---------------|
| 1   | Allgemeindaten       | 1 bis 10      |
| 2   | Bewerbungsunterlagen | 11 bis 30     |
| 3   | Vertragsunterlagen   | 31 bis 50     |
| 4   | Sozialversicherung   | 51 bis 60     |
| 5   | Lohn- und Gehalt     | 61 bis 80     |
| 6   | Personalentwicklung  | 81 bis 90     |
| 7   | Gesundheit           | 91 bis 99     |

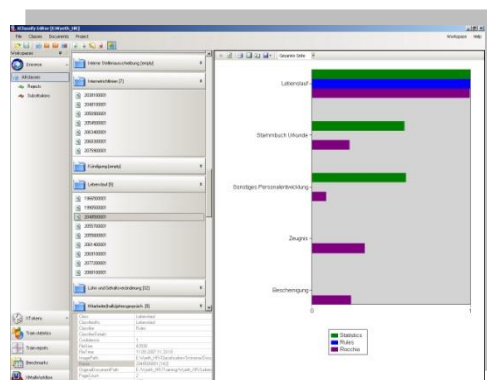
Register division

|                      |    |                                        |
|----------------------|----|----------------------------------------|
| Bewerbungsunterlagen | 11 | Lichtbild auf A4 Blatt                 |
| Bewerbungsunterlagen | 12 | <b>Personalbogen / Bewerbungsbogen</b> |
| Bewerbungsunterlagen | 13 | <b>Zeugnisse</b>                       |
| Bewerbungsunterlagen | 14 | <b>Lebenslauf</b>                      |
| Bewerbungsunterlagen | 15 | <b>Bewerbungsanschreiben</b>           |
| Bewerbungsunterlagen | 16 | <b>Einstellungsuntersuchung</b>        |
| Bewerbungsunterlagen | 17 | Heiratsurkunden                        |
| Bewerbungsunterlagen | 18 | Geburtsurkunden von Kindern            |
| Bewerbungsunterlagen | 19 | Schwerbehindertenausweis               |

Excerpt of the document types list

## The Advantages at a glance

- › The user can decide individually, which data is actually supposed to be used. The Solution Package HR works largely without key word search when extracting data from human resources documents. Adaptation and extension to other languages and countries is possible with little effort in a short time.
- › The Solution Package processes any type of human resources documents: Any rule extensions and individual document types are defined in the scope of a workshop before putting the system into operation. These can be entered and tested in the XClassify editor with little project effort.
- › To safely determine the personnel number, the Solution Package HR uses the master data provided in the human resources management system. More extensive checks are possible on the basis of company address to divide employees according to companies and match deviations with the personnel master data. A very efficient fuzzy matching method is used for matching with the master data.
- › In normal cases, the incoming document is checked, the document data determined and classified in the pre-defined document type catalog through relative classification, meaning assigned to the matching type in the personnel record.
- › The Solution Package automatically checks whether additional data is required for the respective document type, e.g. for wage accounting or other subsequent business processes.
- › The HR package processes old records as well as new personnel documents received on a daily basis. The XScanClient supports both high-performance scanners as well as multifunctional devices (copiers with scan function). The limited image quality of multifunctional devices is optimized during processing to achieve a good basis for character recognition. The ready-made, statistically optimized HR universe on which the Solution Package HR is based is set up in such a way that it achieves optimum classification results for all possible documents.



Evaluation view in the XClassify editor

- › The Solution Package HR is the first incoming mail solution available on the market which not only incorporated high-end technology but also special process know-how (implemented in the HR universe). Due to these outstanding features, it also allows the automation of smaller HR departments (in medium-sized companies with 500 to 1000 employees) without any extensive project efforts.
- › The integrated partner concept allows scanning service providers as well as providers of DMS products and producers of HR management solutions to profit from pre-defined interfaces and standardized image and document formats.

## The requirements for application of the Solution Package HR are:

- › .Net 2.0 framework must be installed.
- › Integration into a suitable HR management system as basis for export into an electronic archive and takeover of the personnel data is a strict prerequisite for the application of the Solution Package HR.

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