



# STREAMLINE YOUR HR PROCESSES WITH SAP HCM PROCESSES & FORMS (Powered by Adobe)

## Web-enabled, Dynamic HR Administration from Start to Finish

- ❗ Reducing HR cycle times and improving data quality is a critical factor in reducing HR administration costs.
- ❗ HR departments and shared service centres are under pressure to monitor and improve service levels.
- ❗ Employees and managers require web based, user friendly, intuitive interactions with HR systems.
- ❗ Compliance demands that approval processes are secure and auditable.
- ❗ Implemented correctly, SAP HCM Processes & Forms (powered by Adobe) provides a highly usable, self-service alternative to manual personnel administration.

### KEY FEATURES

- ✔ Online and offline processing
- ✔ Bulk employee processing
- ✔ Automatic SAP validation of data
- ✔ Role-based printable forms with logos & images
- ✔ Add comments, attachments & digital signatures
- ✔ Save drafts for future processing
- ✔ Secure transmission, auditable multi-stage approvals
- ✔ Multiple infotypes updated automatically on completion



Making HCM a Business Priority

www.roc-group.com  
t: +44 (0) 8702 41 43 49  
www.roc-group.tv

# 10 Ready-to-Run Processes & Forms

Available as an accelerated solution  
No constraints on customer specific requirements  
Integrates with standard ESS & MSS i-views



## SOLUTION COMPRISES

- ✔ Installation of the SAP HCM Processes & Forms Accelerated Solution
- ✔ Configuration of customer specific requirements
- ✔ Knowledge transfer
- ✔ Supporting documentation

## ABOUT ROC

- ✔ Specialist SAP HCM Accredited Partner
- ✔ SAP HCM Processes & Forms Experts
- ✔ Over 300 SAP HCM Consultants
- ✔ Global Reach, Local Expertise
- ✔ Architects of Best Practice Solutions

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info@roc-group.com  
www.roc-group.com  
www.roc-group.tv

## AVAILABLE FORMS

- New Starter
- New Position
- Change Working Schedule
- Promotions
- Transfers
- One-off & Recurring Payment Requests
- Salary Change
- Illness
- Leaver

ROC is BS EN ISO 9001:2000 certified for 'implementing and supporting SAP Human Capital Management (HCM) solutions'

