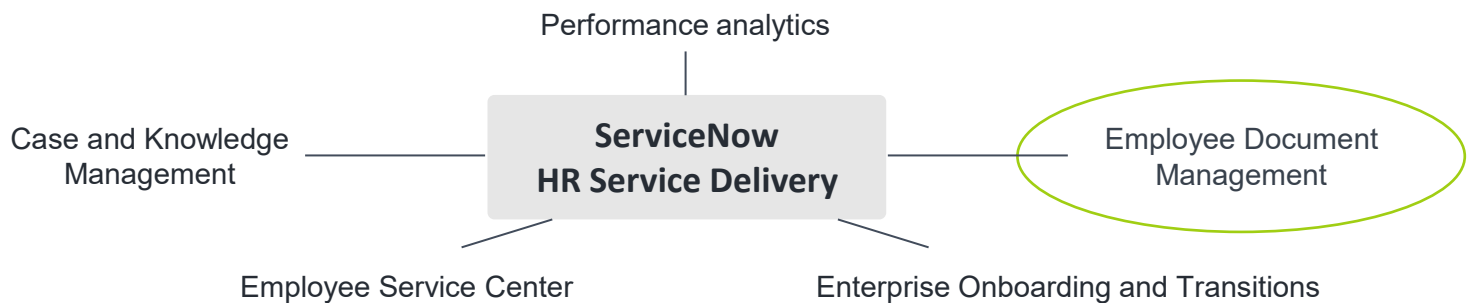The HR module Employee Document Management (EDM) is ServiceNow's cloud-based solution to efficiently manage employee data. The application provides a transparent storage system for employee documents, which allows you to control individual access to sensitive files as well as create rules for deleting documents.

Employee Document Management topology

Performance analytics

Case and Knowledge Management

ServiceNow HR Service Delivery

Employee Document Management

Employee Service Center

Enterprise Onboarding and Transitions

ServiceNow Employee Document Management's modular components

Access control	Legal hold	Automatic deletion of documents
• Access to documents is individually configurable • Employees can be granted access to documents based on each document type	• Enables retention policy to be automatically suspended • Documents retained in legally compliant manner based on roles and rights	• Automatic deletion configurable by authorized user groups • Specification of retention period • Periodic validity check of predefined rules
Metadata capture	Search and retrieval of documents	Digital integration of employee documents
• Relevant keywords (e.g., case number, upload information) are recorded • Entries linked to useful keywords	• Intuitive research possibilities • Specification of metadata tags for each document in order to facilitate keyword searches	• Categorization of documents (e.g., access permissions) • Use of variety of sorting functions • Upload of scanned documents

Centralized management

- Upload of scanned documents

- Entire life cycle of employee documents, from their application to retirement
  - Employee contract
  - Performance reviews
  - And much more
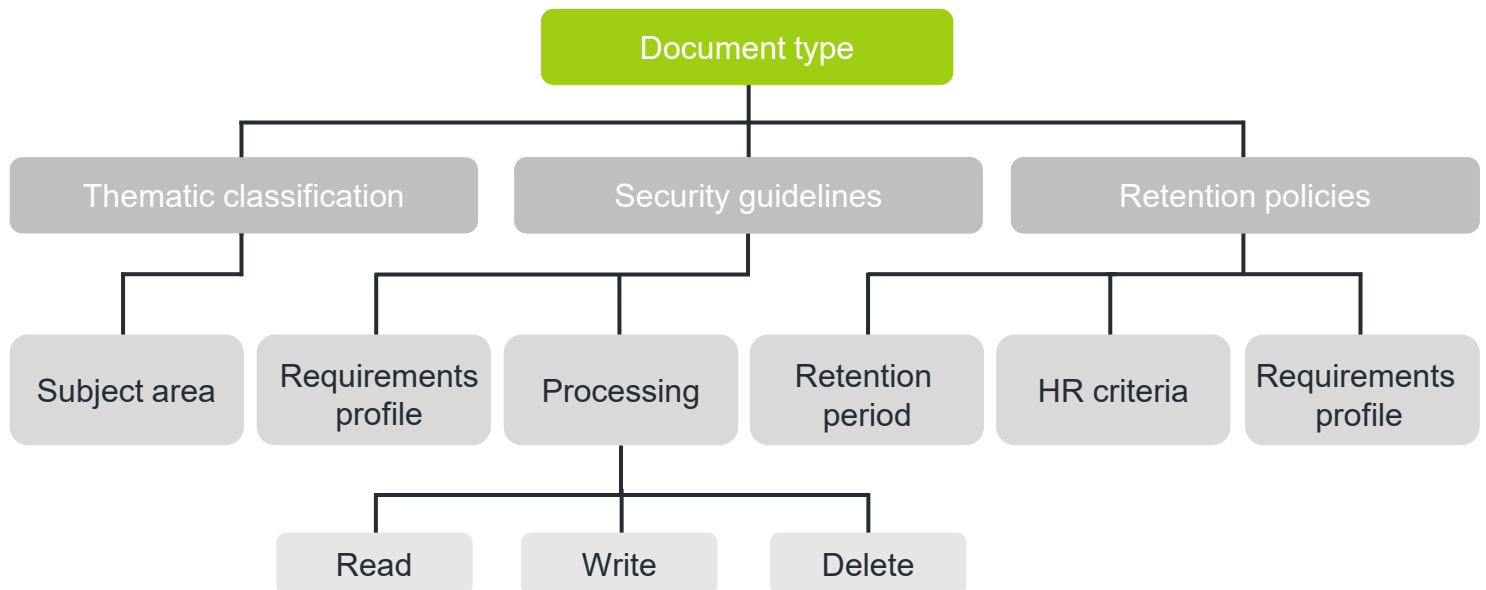
- Manual relocation of documents possible

- Digital employee files

Benefits

✓ Vast numbers of employee documents combinable in a central location

✓ Comprehensive overview of individual employees with integrated issuing of documents

✓ Self-services to boost efficiency and productivity

✓ Optimized data security and compliance thanks to extensive access control

Categorization

```
                        Document type
       ┌───────────────────┬───────────────────┐
Thematic classification  Security guidelines  Retention policies
   ┌──────┬──────┐      ┌──────┐         ┌──────┬──────┬──────┐
Subject  Requirements  Processing  Retention  HR criteria  Requirements
 area     profile                   period                  profile
                    ┌──────┬──────┐
                  Read   Write   Delete
```

About us

Agile and new but with more than 30 years of experience—that's agineo, the largest partner of the platform provider ServiceNow in the DACH region. As an Enterprise Service Management specialist, we design business processes and implement them in software for well-known clients. To do this, we can draw on the broad technological expertise of the entire Materna Group, which is delegated across over 4,000 employees.

Our promise to deliver

With unwavering dedication and flexibility, we passionately take on responsibility for our customers. Our mission is their success, and we pull out all the stops to make it happen, both on time and on budget.