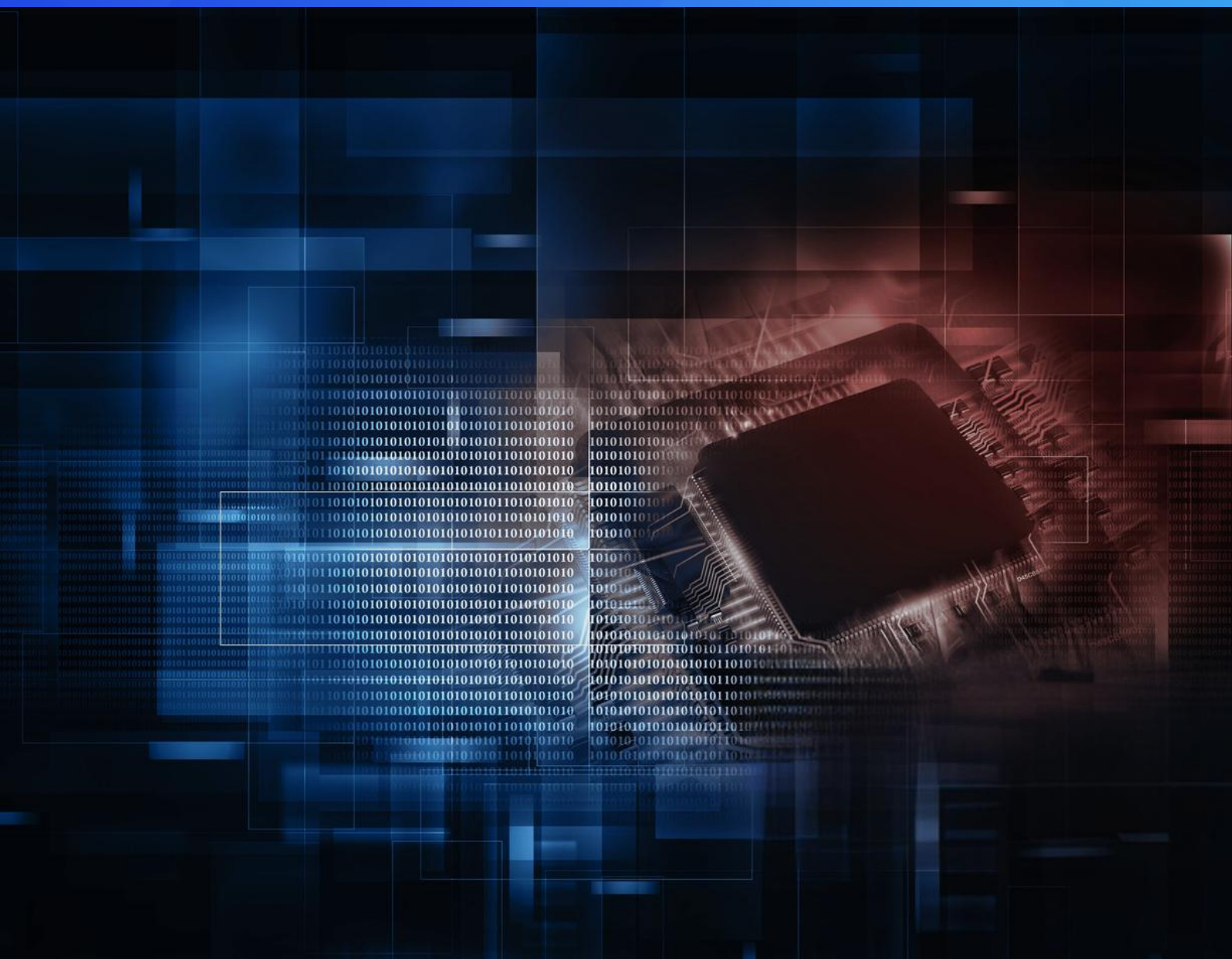




From Manual HR Filing to Governed Automation with docuflow for SAP SuccessFactors





pSemi set out to modernize HR document management, moving away from manual filing and legacy shares. The company centralized all HR records in a secure, governed, repository integrated with docuflow for SAP SuccessFactors. This enabled automated folder creation and document routing based on SuccessFactors data, while sensitive personal data such as passports and I-9s was segmented to restricted areas accessible only by authorized HR roles. Delivered as a fully managed SaaS solution, the project reduced IT involvement and strengthened compliance controls.

At a Glance

- Managed SaaS deployment integrating with SAP SuccessFactors
- ~35 GB / 80,000 files migrated from long-standing network shares
- Sensitive data segmented with HR-only access
- Timeline: Oct 2023 → Apr 2025
- Supported Onboarding 1.0 → 2.0 and validated for enterprise readiness

The Challenge

Before this initiative, pSemi relied on manual, person-dependent processes to manage files across the entire employee lifecycle—from recruiting through offboarding. Sensitive personal data was stored in secured file structures and legacy shares, but this took significant manual effort to ensure the company was not exposed to compliance and security risks. HR had no automation because storage platforms were not integrated with SuccessFactors, and content was scattered across file shares, email inboxes, and other repositories. These inefficiencies slowed HR work and made audit readiness difficult.

The Solution

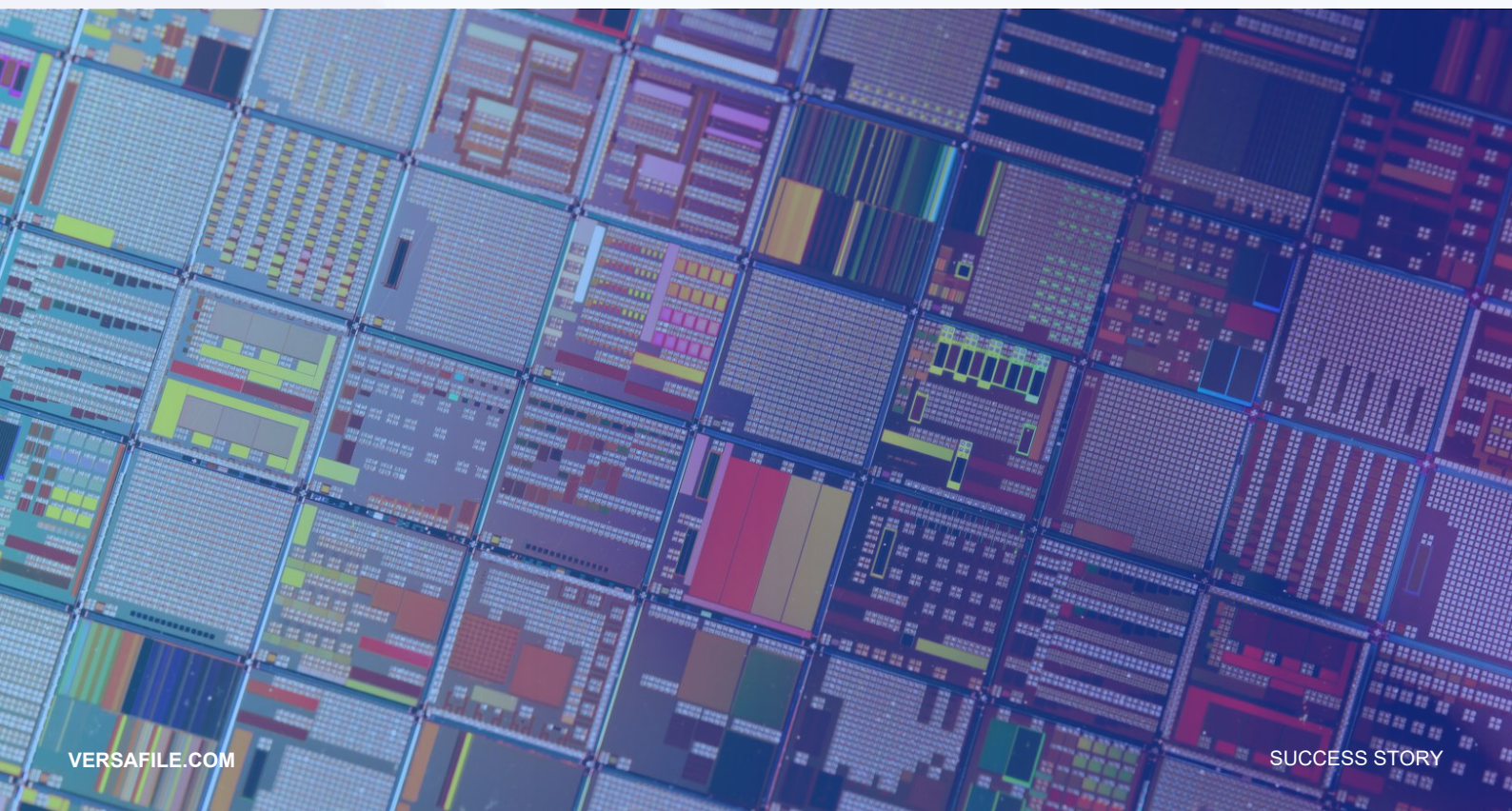
Working with VersaFile, pSemi deployed docuflow for SAP SuccessFactors as an integration layer with its secure content repository. The solution automated folder generation directly from SuccessFactors metadata, routed documents consistently to governed structures, and ensured that high-sensitivity records were automatically filed to access-controlled locations. With the SaaS delivery model, infrastructure updates, monitoring, and patches were all handled centrally, minimizing IT's role and freeing HR to focus on higher-value work.

Implementation Highlights

pSemi's journey was unique in both scale and complexity. Years of ad-hoc HR content in network shares required a detailed classification model and granular security role design. The migration itself involved approximately **35 GB and 80,000 documents**, moved into governed folders under consistent access policies. The program navigated evolving requirements such as the shift from Onboarding 1.0 to 2.0 and pre-implementation validation for enterprise compliance.

Outcomes

Today, pSemi has a **single source of truth** for HR records with audit-ready governance. HR staff gained valuable time as foldering, routing, and archival processes became automated. Sensitive data is now systemically segmented and access-controlled, ensuring compliance while reducing manual work. The managed SaaS model provides long-term sustainability and low IT overhead.





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