

Seamlessly extend OpenText Extended ECM to Workday

For Easy Access and Compliance of
Employee Related Documentation

Overview

OpenText Extended ECM Integration for Workday is a powerful Software-as-a-Service (SaaS) solution that seamlessly extends the functionality of OpenText Extended ECM to integrate with Workday, one of the leading human capital management (HCM) systems. By combining the robust document management and compliance features of OpenText with the comprehensive employee management capabilities of Workday, this integration provides organizations with a single source of truth for all employee-related documentation, ensuring governance, compliance, and enhanced productivity.

Discover how top global HR teams are streamlining document management.

[Click below to watch video.](#)



Benefits

- ④ Streamline HR processes by automating document workflows, reducing manual effort, and improving overall efficiency.
- ④ Ensure data accuracy, consistency, and compliance across employee-related documents.
- ④ Enhance collaboration and communication between HR teams, employees, and other stakeholders.
- ④ Improve employee experience by providing self-service access to relevant documents through the Workday employee portal.
- ④ Increase productivity and reduce administrative burden by centralizing employee document management.
- ④ Mitigate risks by enforcing compliance with industry regulations, privacy laws, and internal policies.
- ④ Gain valuable insights into employee document usage, trends, and compliance metrics.
- ④ Maintain the highest level of data security and privacy for sensitive employee information.
- ④ Scale the solution to meet the evolving needs of your organization, with flexible deployment options.

Key Features



Seamless Integration

ECMConnect seamlessly integrates OpenText ECM Suite (Documentum and Content Suite) with Workday's HCM system, enabling real-time synchronization of employee data and documents between the two platforms without any required customization.



Enhanced Employee Experience

Enable employees to access their own documents, such as contracts, benefits information, and performance reviews, directly through the Workday employee portal. This self-service functionality improves employee engagement, reduces administrative burden, and increases productivity.



Single Source of Truth

Consolidate all employee-related documentation, including contracts, onboarding forms, performance reviews, and more, into a centralized repository within OpenText Extended ECM. This ensures that all relevant documents are easily accessible, up to date, and consistent across the organization.



Advanced Search and Retrieval

Leverage OpenText's powerful search capabilities to quickly locate specific employee documents based on criteria such as employee name, document type, keywords, or custom metadata. Save time and effort by easily retrieving the required information whenever needed.



Robust Document Management

Leverage the powerful document management capabilities of OpenText to create, store, organize, and search for employee-related documents. Apply metadata, version control, and document lifecycle management to ensure document accuracy, integrity, and compliance.



Analytics and Reporting

Gain valuable insights into employee document trends, usage patterns, and compliance metrics through OpenText's powerful reporting and analytics capabilities. Monitor document access, track changes, and generate comprehensive reports for compliance audits and decision-making purposes.



Workday Process Automation

Automate HR processes by seamlessly integrating OpenText Extended ECM with Workday workflows through a streamlined user interface in Workday. Streamline document creation, approval, and distribution processes, reducing manual effort and improving overall efficiency.



Scalability and Security

ECMConnect for Workday is built on a scalable architecture that can accommodate the needs of organizations of all sizes. It ensures the highest level of data security and privacy, employing encryption, access controls, and industry-standard security protocols to protect sensitive employee information.



Compliance and Governance

With OpenText Extended ECM's comprehensive compliance and governance features, organizations can ensure adherence to industry regulations, privacy laws, and internal policies. Implement access controls, retention policies, and audit trails to maintain data integrity and enforce information governance.



Flexible Deployment Options

The solution offers flexible deployment options, including cloud-based or hybrid models, to align with your organization's IT infrastructure and preferences. Benefit from hassle-free updates, maintenance, and scalability without compromising security or performance.

ECMConnect for Workday empowers organizations to achieve a single source of truth for all employee-related documentation, by seamlessly integrating OpenText's robust document management and compliance capabilities with Workday's comprehensive employee management system. By consolidating and streamlining HR processes, ensuring compliance, and enhancing employee experience, this SaaS solution optimizes document governance, improves productivity, and mitigates risks, ultimately driving organizational success.