*How to **automate** the **HR document** flow*

Business case
CONNEXXION

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Meet the speaker

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Role	Head of business development (South-West Europe)
Started @ IRIS	2011

Business case CONNEXXION

- Who is Connexxion
- The background of the HR project
- The solution
- The roll out
- Q & A

Who is Connexxion?

Dutch Market leader Passenger transport
Member of Veolia-Transdev active over 27 countries

Turn over:	1,1 billion EURO
Employees:	14.436

4.135 taxi's
3.147 city busses
152 touring cars
82 ambulances
43 trams
27 ferries
6 trains

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The HR document flow

Example of document flow behind new hiring

1 creation of contract and physical mailed to local manager
2 Hand over to the new hired employee
3 Signed contract given back to manager
4 posted back to HR
5 put the document in a box. The personal HR files

The first digital babysteps

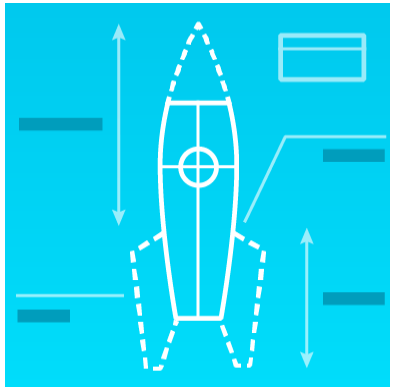
The introduction of the digital HR file

What's next

Acceptance of the manual process

Based on results of an audit.
The creation of a project and RFP

New RFP based on the answers on the first RFP



Second RFP
Very technical, no longer in line with business requirements

Workshop with all involved actors to define final scope

The Challenge

COLLECT 1.000 HR DOCUMENTS /DAY RECEIVED OVER MORE THAN 150 SITES.

- Convert paper documents to PDF/A
- Convert electronic documents to PDF /A
- Document type recognition
- Metadata retrieval
- Approval
- Integration within AFAS Profit

HR Perspective
- < 0.0001 % Document loss
- Local end responsability
- Optional HR Approval
- Audit trail

Business perspective
- Maximum reduction of manual labour
- Easy to handle (fool proof)
- Guarantee confidentiality
- Real Time
- Easy (mobile) retrieval

IT Perspective
- Local deployment
- Central management
- Optimized bandwidth usage
- Platform independent
- Secure end to end
- Usermanagement via AD

The metadata

- Employee ID
- Employee Name
- Employee BSN

- Dates

- doument category
- Document sub-category

Validation against Connexxion HR Database

List of date formats (past – Future)

IRISXtract Classification module

Classification

Internal documents with a barcode.

Documents with always the same layout

Documents with an unknown layout

X-classify

Collect Samples

- Analyze samples on words and Graphical layout
- Create statistical Classification rules

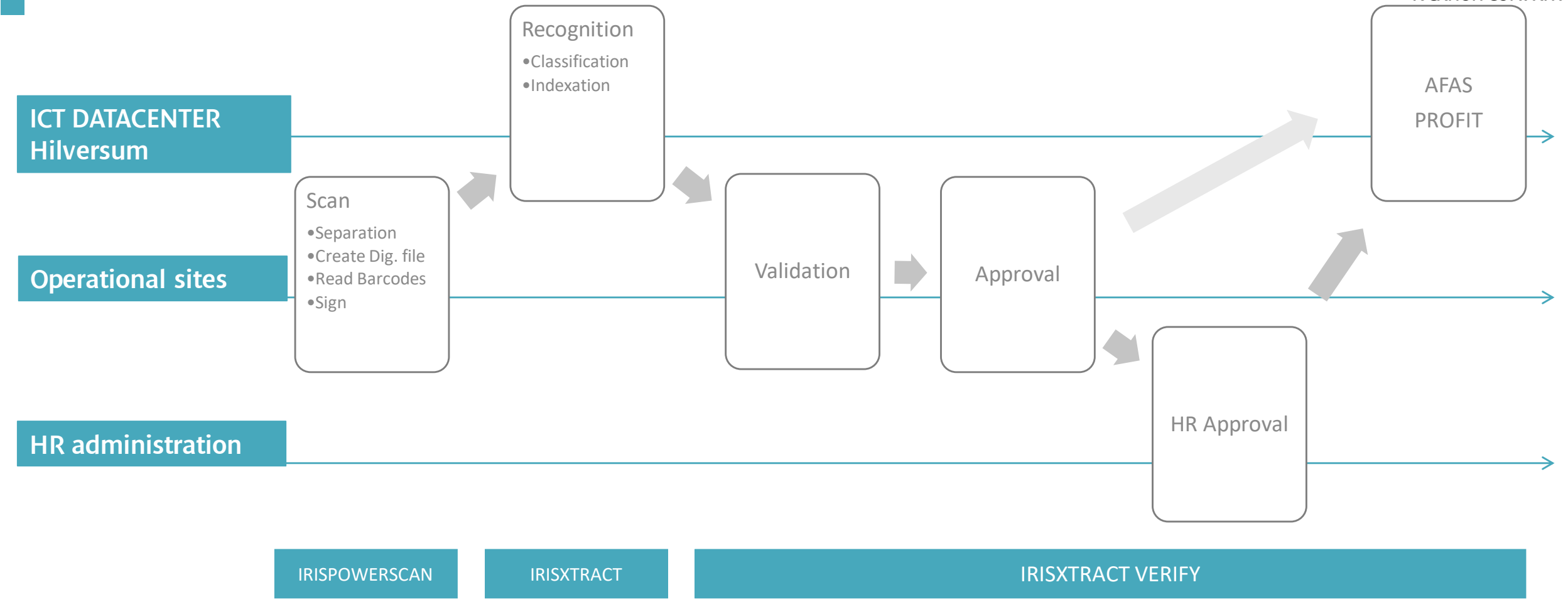
Start production

- x% automation
- Y% Manual

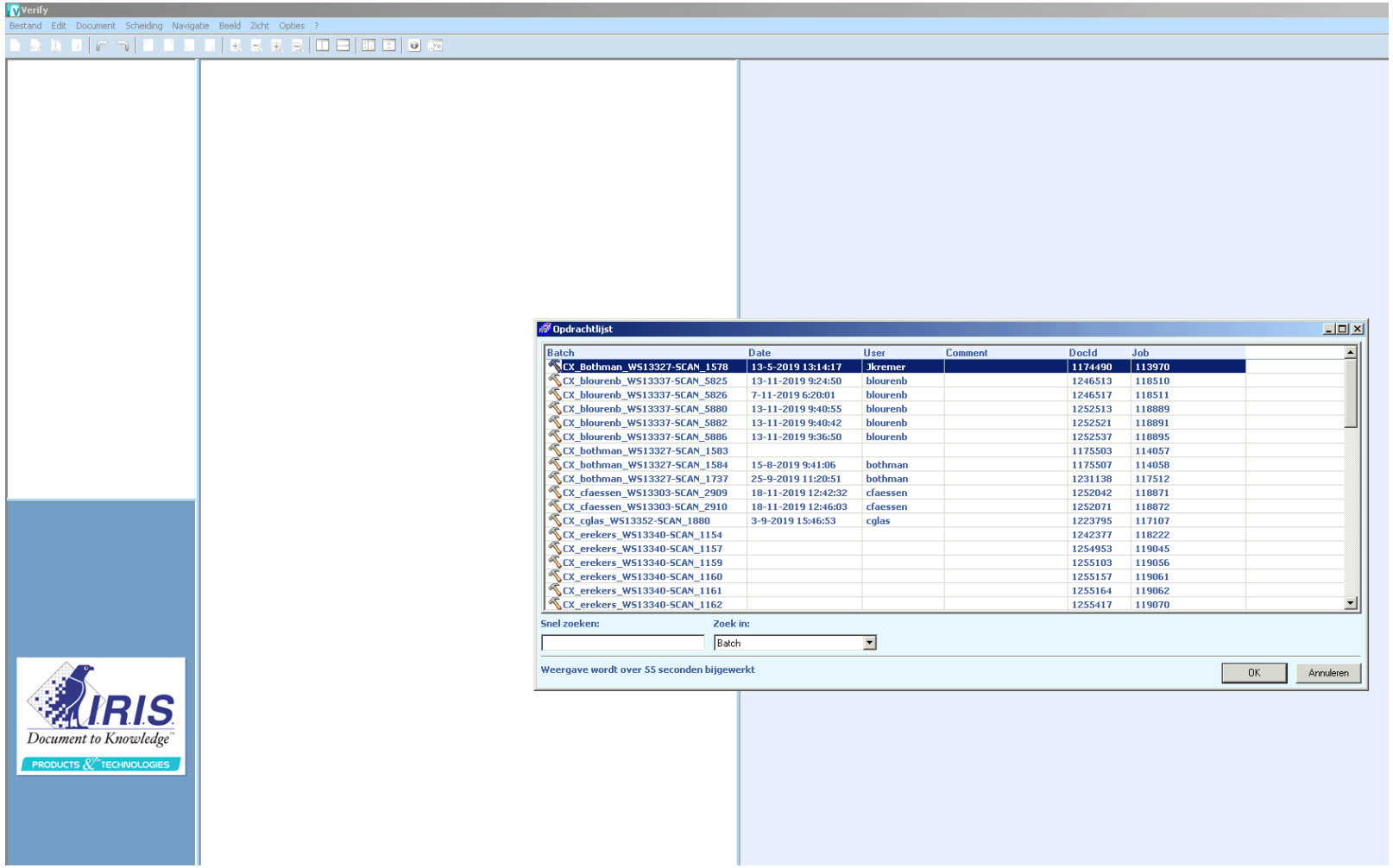
Auto Learn

Finetuning based on rules

Document flow



Print screens



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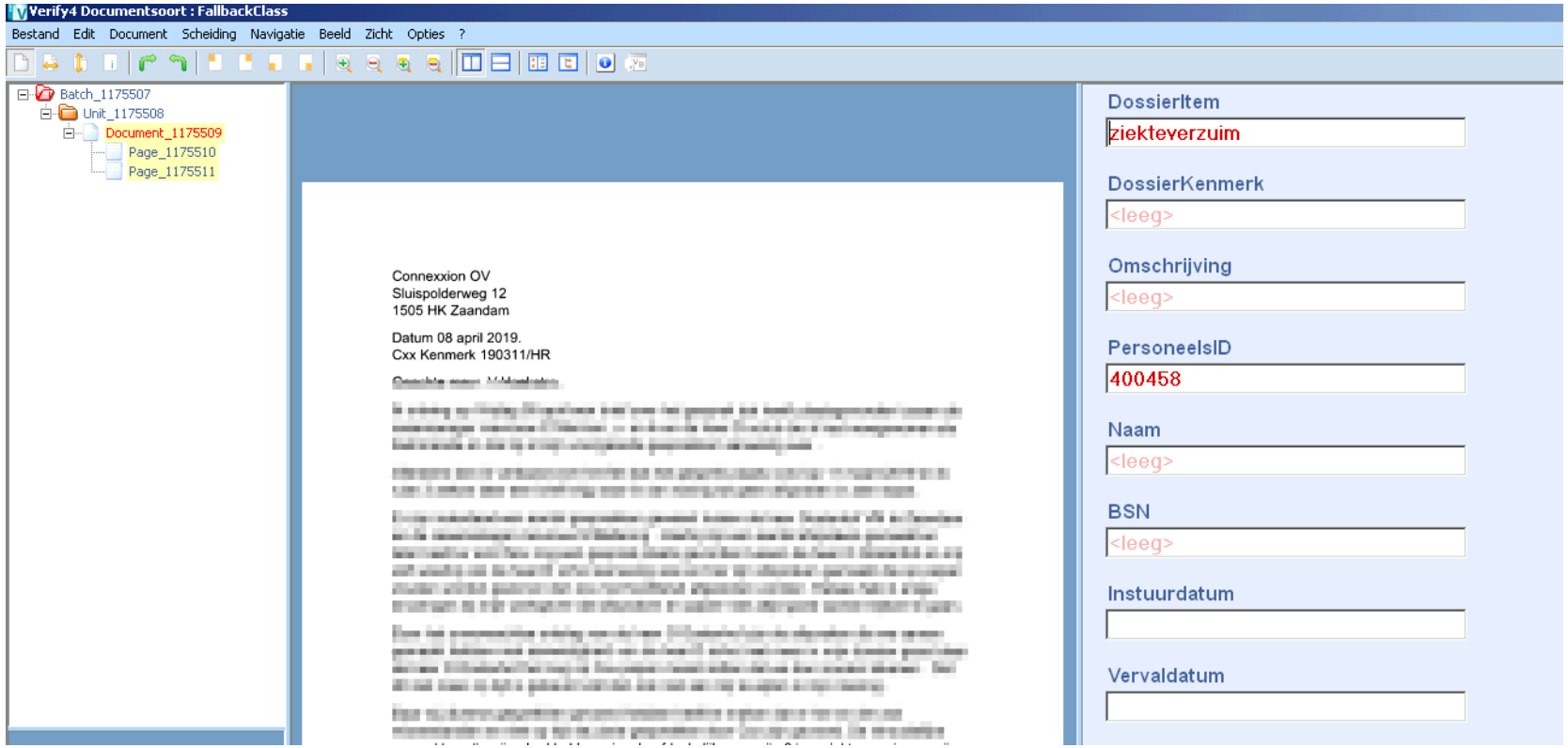
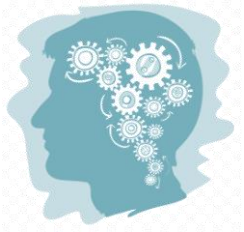


Go to market



Preparation

- Creation of user and support manual
- Pilot case on 2 locations
- Train students as train the trainer.
- The trainers needed to work 1 week with the solution in prod to get experience
-

Logistics

- 150 sites reduced to 60
- 60 new PC's and scanners staged centrally by local IT
- Students used to do the local installation

User onboarding

- User manual
- Training by students
- Half day local support during start-up
- During 2 months dedicated helpdesk

To conclude

- ✓ 0% document loss since prod.
- ✓ Time between received and processed from 1 week to < day
- ✓ Total handling cost reduced with 60%
- ✓ Proven Confidentiality

- ✓ Documents available anytime anywhere

- ✓ No additional workload for IT to support
- ✓ Acceptable bandwidth usage through compression

- ✓ 130 different document types classified automatically

Questions & Answers

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Thank you.