


# *How to automate the HR document flow*

Business case  
**CONNEXION**



connexion

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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

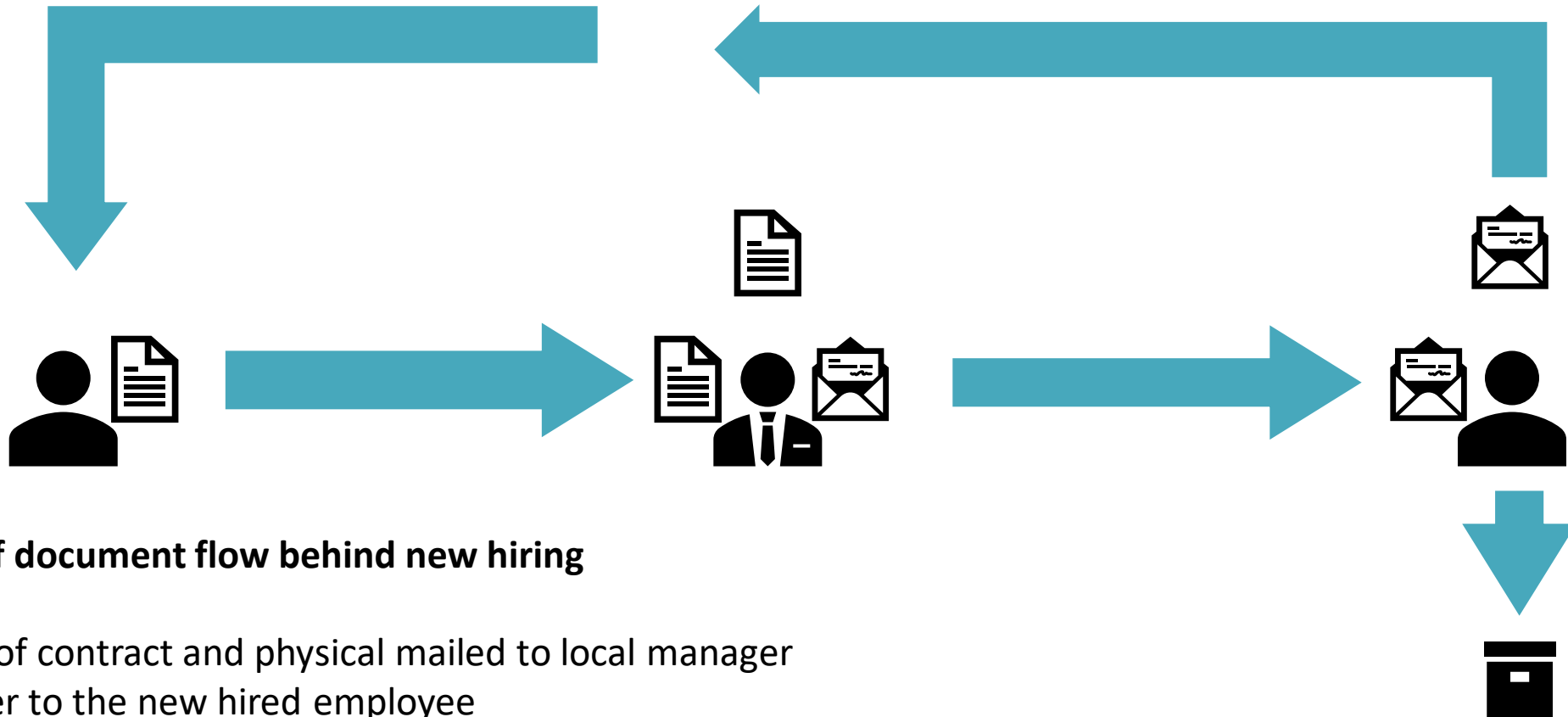
Member of Veolia-Transdev active over 27 countries

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



# 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



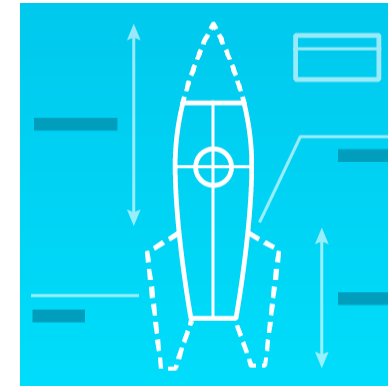
Acceptance of the manual process



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 responsibility
- 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
  
- document category
- Document sub-category



Validation against Connexion 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

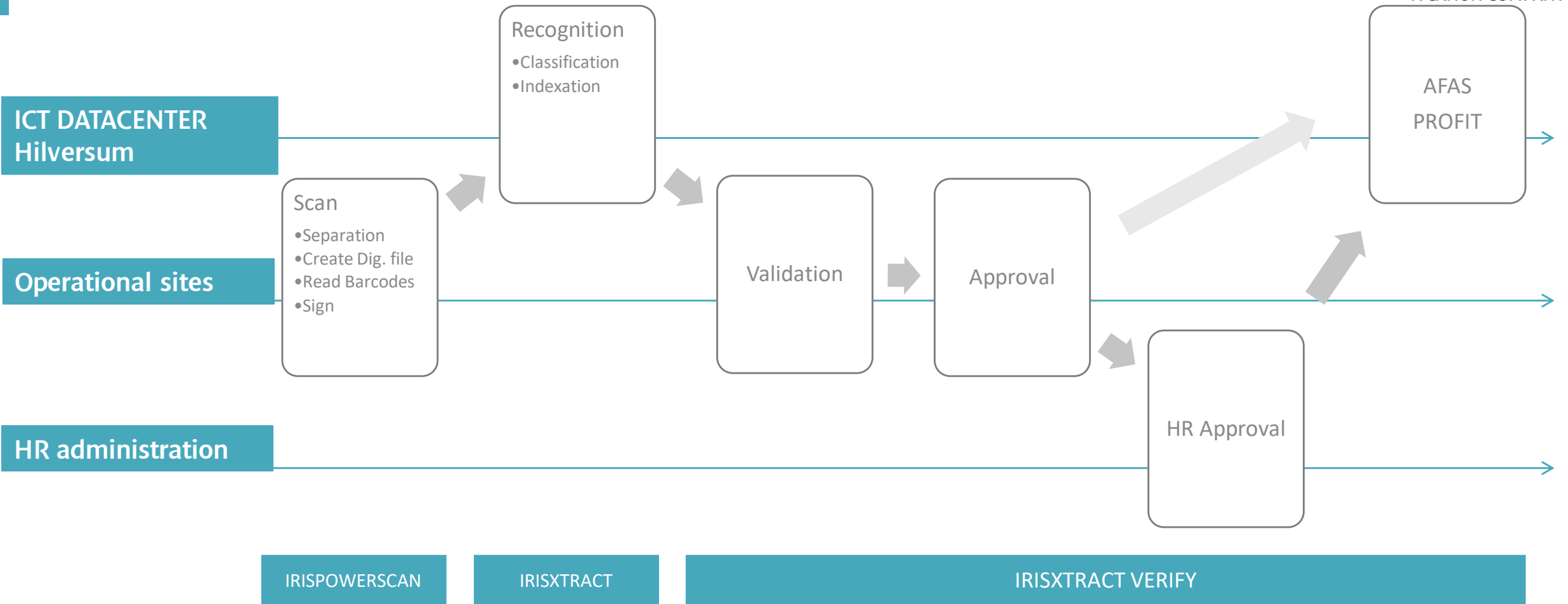
- x% automation
- Y% Manual

Auto Learn

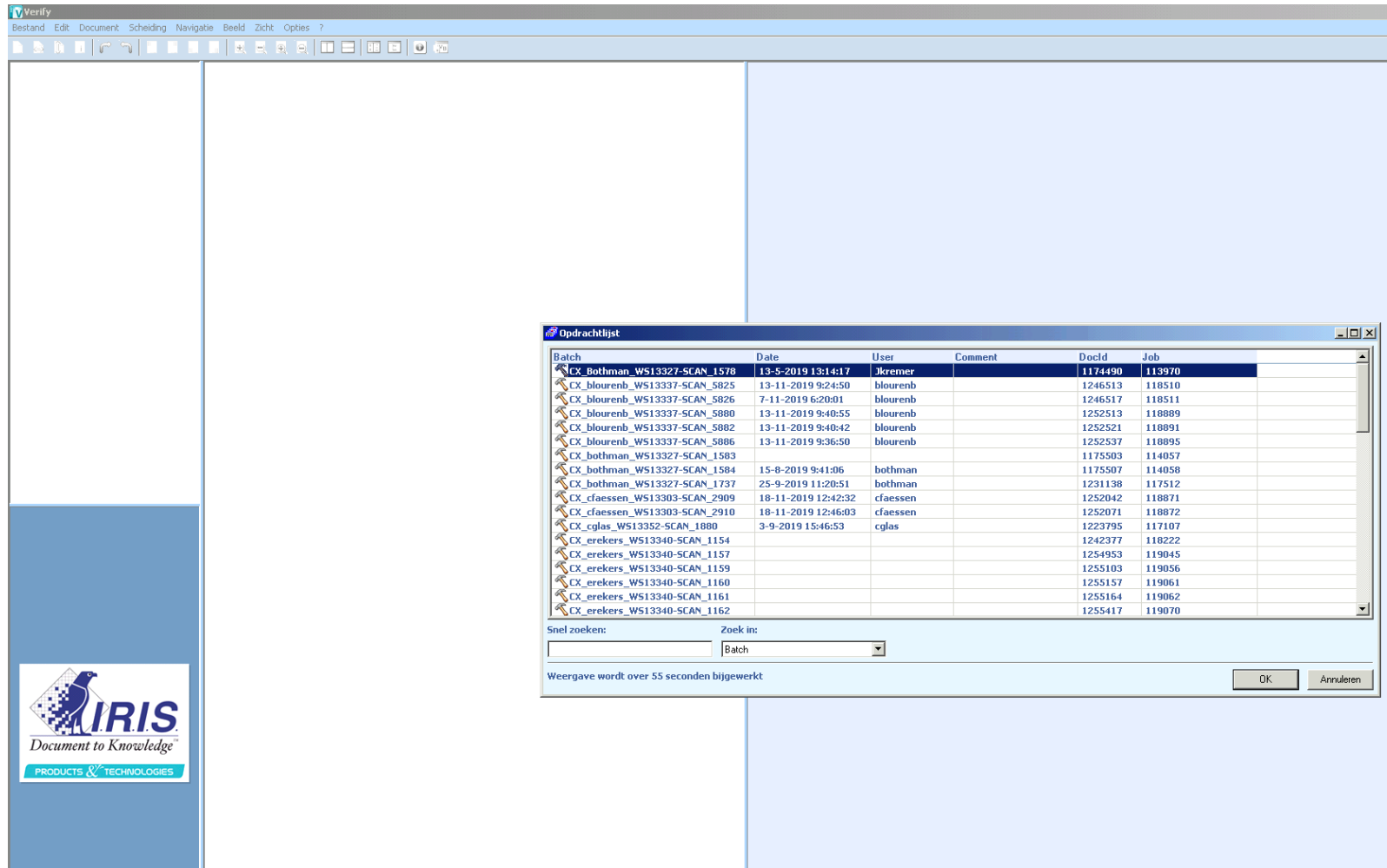


## Finetuning based on rules

# Document flow



# Print screens

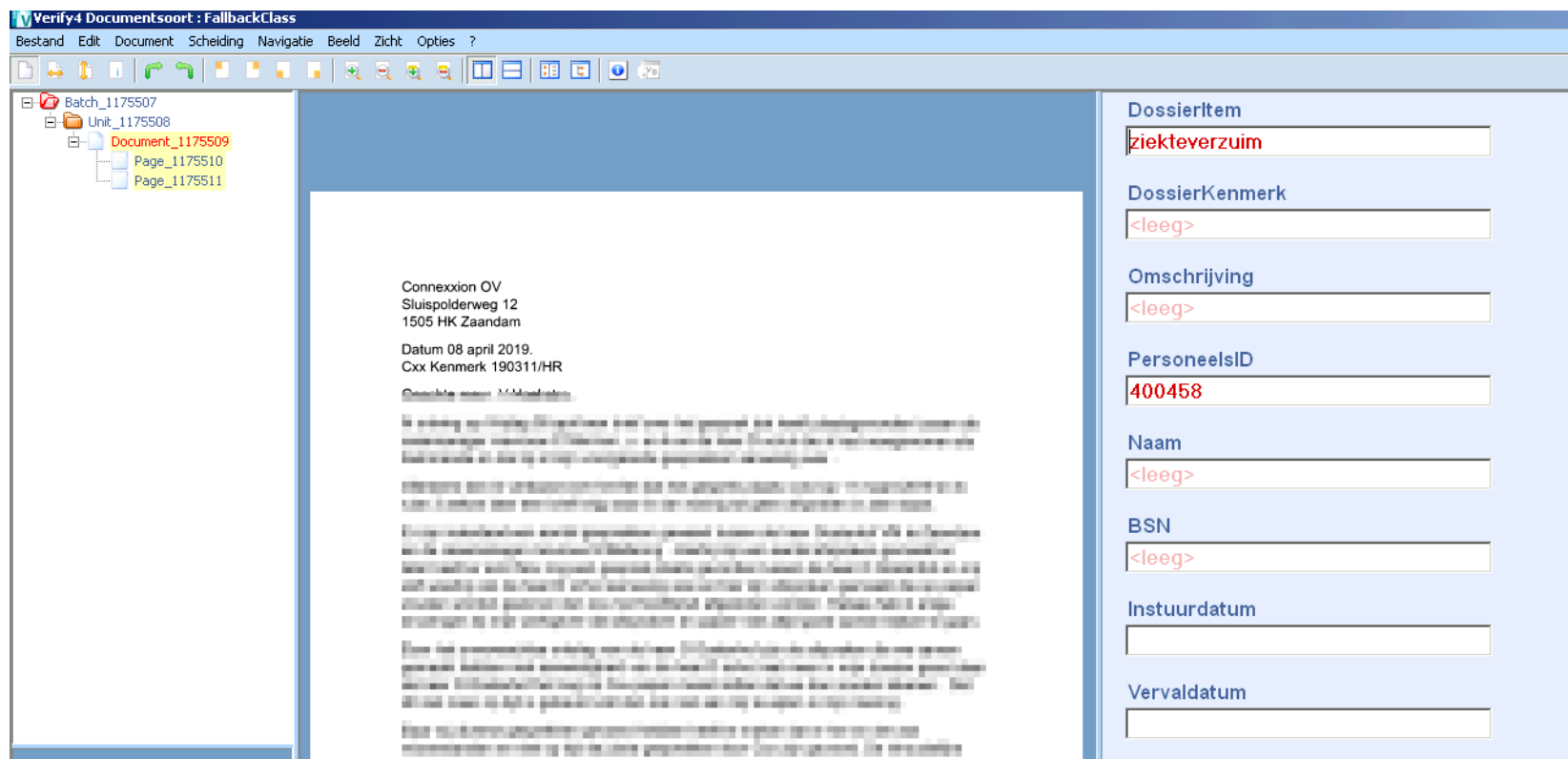


The screenshot displays the Verify software interface. The main window is titled 'Verify' and has a menu bar with 'Bestand', 'Edit', 'Document', 'Scheiding', 'Navigatie', 'Beeld', 'Zicht', and 'Opties'. Below the menu bar is a toolbar with various icons. The main area is mostly empty, with a blue vertical bar on the left side containing the IRIS logo and the text 'Document to Knowledge' and 'PRODUCTS & TECHNOLOGIES'. An 'Opdrachtlst' (Task List) window is open in the foreground, showing a table of tasks.

Batch	Date	User	Comment	Doelid	Job
CX_Bothman_WS13327-SCAN_1578	13-5-2019 13:14:17	Jkremer		1174490	113970
CX_blourenb_WS13337-SCAN_5825	13-11-2019 9:24:50	blourenb		1246513	118510
CX_blourenb_WS13337-SCAN_5826	7-11-2019 6:20:01	blourenb		1246517	118511
CX_blourenb_WS13337-SCAN_5880	13-11-2019 9:40:55	blourenb		1252513	118889
CX_blourenb_WS13337-SCAN_5882	13-11-2019 9:40:42	blourenb		1252521	118891
CX_blourenb_WS13337-SCAN_5886	13-11-2019 9:36:50	blourenb		1252537	118895
CX_bothman_WS13327-SCAN_1583				1175503	114057
CX_bothman_WS13327-SCAN_1584	15-8-2019 9:41:06	bothman		1175507	114058
CX_bothman_WS13327-SCAN_1737	25-9-2019 11:20:51	bothman		1231138	117512
CX_cfaessen_WS13303-SCAN_2909	18-11-2019 12:42:32	cfaessen		1252042	118871
CX_cfaessen_WS13303-SCAN_2910	18-11-2019 12:46:03	cfaessen		1252071	118872
CX_cglaas_WS13352-SCAN_1880	3-9-2019 15:46:53	cglaas		1223795	117107
CX_erekers_WS13340-SCAN_1154				1242377	118222
CX_erekers_WS13340-SCAN_1157				1254953	119045
CX_erekers_WS13340-SCAN_1159				1255103	119056
CX_erekers_WS13340-SCAN_1160				1255157	119061
CX_erekers_WS13340-SCAN_1161				1255164	119062
CX_erekers_WS13340-SCAN_1162				1255417	119070

Below the table, there is a search section with 'Snel zoeken:' and 'Zoek in:' labels. The 'Zoek in:' dropdown menu is set to 'Batch'. At the bottom of the window, there is a status bar that reads 'Weergave wordt over 55 seconden bijgewerkt' and two buttons: 'OK' and 'Annuleren'.

# Printscreens



The screenshot displays the Verify4 software interface. The title bar reads "Verify4 Documentsoort : FallbackClass". The menu bar includes "Bestand", "Edit", "Document", "Scheiding", "Navigatie", "Beeld", "Zicht", and "Opties". The toolbar contains various icons for file operations and viewing. The left sidebar shows a tree view with the following structure:

- Batch\_1175507
  - Unit\_1175508
    - Document\_1175509
      - Page\_1175510
      - Page\_1175511

The main document viewer area displays the following text:

Connexxion OV  
Sluispolderweg 12  
1505 HK Zaandam

Datum 08 april 2019.  
Cxx Kenmerk 190311/HR

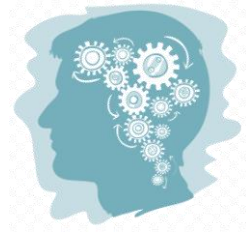
**Omschrijving ziekteverzuim**

*[The following text is mirrored and appears to be a placeholder or a scanning artifact.]*

The right sidebar contains a metadata panel with the following fields:

- DossierItem: ziekteverzuim
- DossierKenmerk: <leeg>
- Omschrijving: <leeg>
- PersoneelsID: 400458
- Naam: <leeg>
- BSN: <leeg>
- Instuurdatum: [empty field]
- Vervaldatum: [empty field]

# 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

A scenic view of a turquoise lake in a mountain valley. In the foreground, a red canoe with two people is on the water. The background features steep, rocky mountains with patches of snow and dense evergreen forests. The sky is clear and blue.

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Thank you