TAKE THE PRESSURE OFF YOUR HR DEPARTMENT
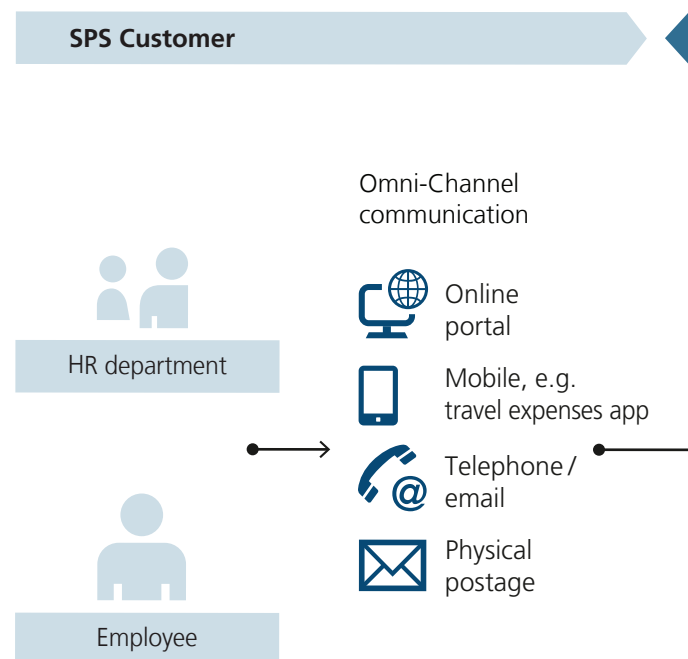## WITH INTEGRATED BUSINESS PROCESS SERVICES

SP S

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OPTIMIZING HR PROCESSES –
FUTURE-PROOFING THROUGH DIGITIZATION

In the age of digitization, there is increasing pressure on HR departments to review their existing processes and bring them into line with future developments. In reality, however, it is evident that there is little standardization in a large number of HR processes to date, that the workflow is characterized by a high degree of discontinuity in systems and a high level of manual input.
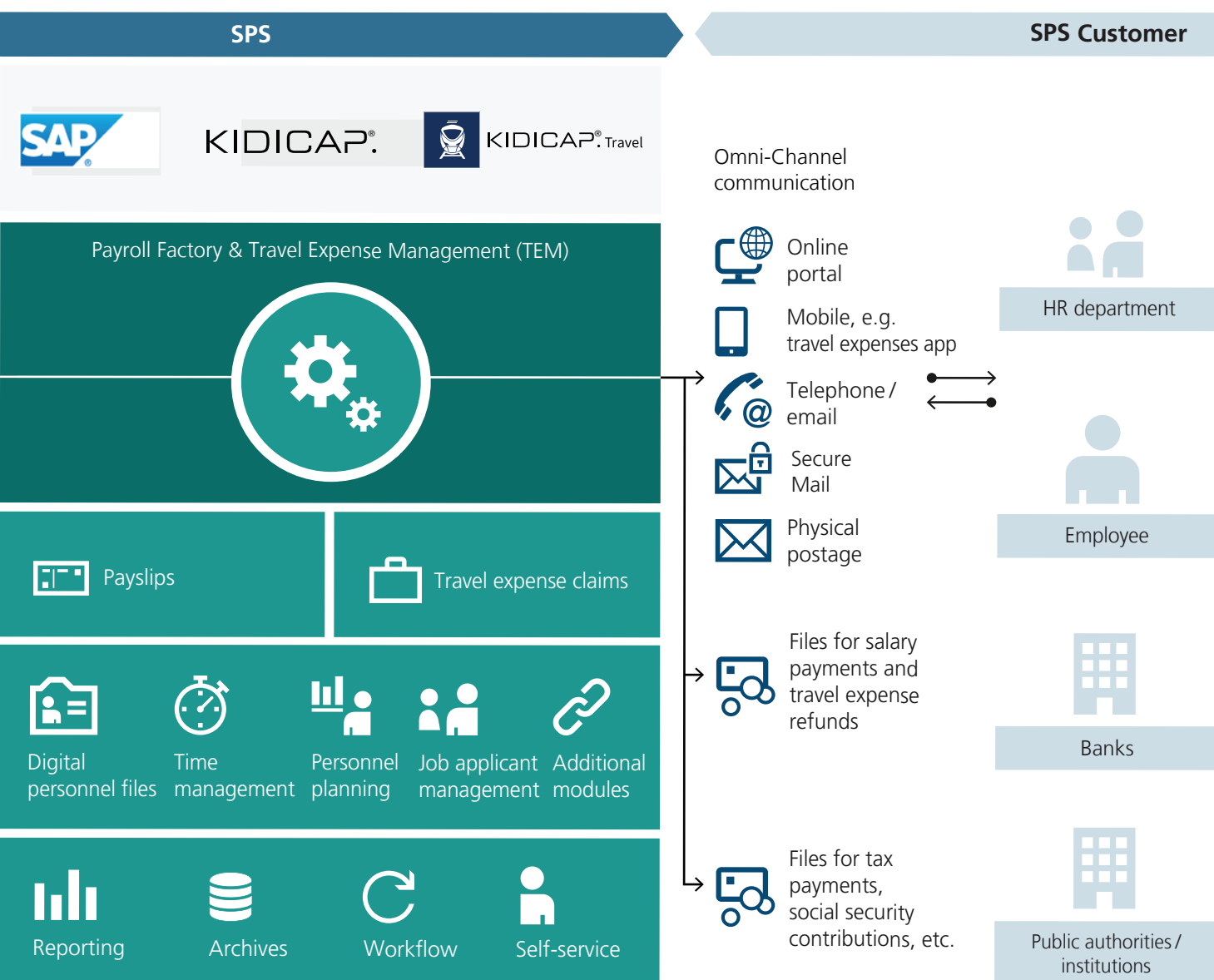
Lack of transparency, complex checking procedures and dissatisfaction among employees due to long processing times are the result. In addition, high security standards are required in the processing of HR matters, and companies are not catering to the needs of their employees with regard to Omni-Channel communication.

A secure and flexible processing system is required in order to relieve the burden on the HR departments and support them in the digital transformation. Only through the introduction of efficient digital processes, a powerful IT infrastructure for highly automated and standardized processes, and the deployment of the right personnel will it be possible for companies of varying sizes and with different pay scale structures to develop future-proof structures and to create transparency, security and optimum access to documents.

SPS Customer

HR department

Employee

Omni-Channel communication

Online portal

Mobile, e.g. travel expenses app

Telephone / email

Physical postage

THE SWISS POST SOLUTIONS PAYROLL FACTORY
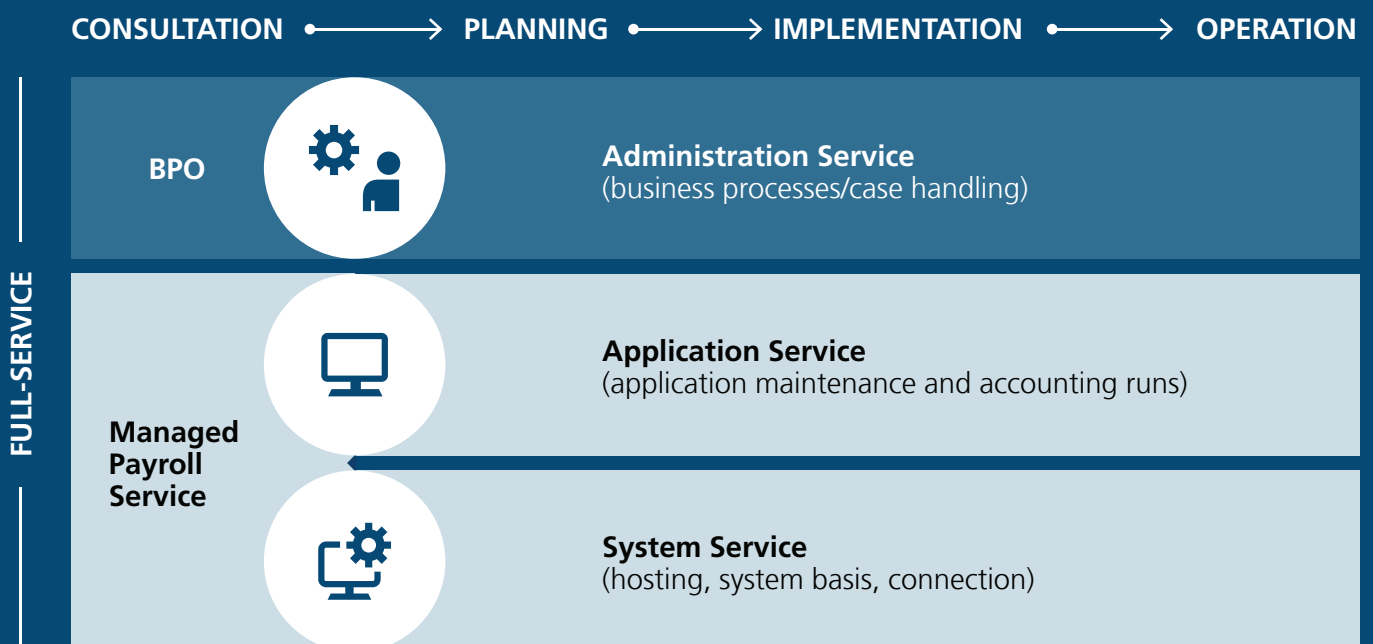## EFFICIENT END-TO-END SERVICES FOR YOUR ADMINISTRATIVE HR MANAGEMENT

SPS	SPS Customer

SAP   **KIDICAP.**   **KIDICAP. Travel**

Payroll Factory & Travel Expense Management (TEM)

Payslips

Travel expense claims

Digital personnel files

Time management

Personnel planning

Job applicant management

Additional modules

Reporting

Archives

Workflow

Self-service

Omni-Channel communication

Online portal

Mobile, e.g. travel expenses app

Telephone / email

Secure Mail

Physical postage

Files for salary payments and travel expense refunds

Files for tax payments, social security contributions, etc.

HR department

Employee

Banks

Public authorities / institutions

CUSTOMIZED HR SERVICE MODELS
INDIVIDUAL SERVICES THROUGH TO FULL PACKAGE OF SERVICES

The modular solution caters to individual requirements and covers different service models, ranging from implementation services, application services and the differentiated outsourcing of specific tasks right through to unbroken end-to-end processing of business cases.
Legal requirements are met in the payroll and travel expense accounting systems and in the processing of other HR documents, and any changes in regulations are implemented or regularly updated free of charge in all modules in order to ensure compliance both in the present and in the future.

CONSULTATION ⟶ PLANNING ⟶ IMPLEMENTATION ⟶ OPERATION

BPO

Administration Service
(business processes/case handling)

FULL-SERVICE

Managed Payroll Service

Application Service
(application maintenance and accounting runs)

System Service
(hosting, system basis, connection)

EFFICIENT INTEGRATED SOLUTION
FOR PAYROLL ACCOUNTING

Payroll Factory

The unique factory approach adopted by Swiss Post Solutions is characterized by a high degree of automation and standardization.
It is based on IT platforms such as SAP HCM for large and medium-sized companies and the human resources management software KIDICAP, which was developed specifically to meet the needs of the public sector.

For market players in Hungary, the software solution Babér is used.
Babér is tailored to the Hungarian legal environment and incorporates continuous updates in the complex tariff plan systems as well as regulations from diverse institutions.

All software solutions meet the highest demands in terms of quality, efficiency and economic viability for companies of all sizes and can be connected to the existing and often complex system landscape. They come with built-in flexibility which enables them to be supplemented by additional applications or adapted to specific requirements.

The applications include extensive evaluation options, digital personnel files with scanning services, modules for time management and job applicant management etc.
Together with specialist partner companies, SPS is the right solution provider both for the development of

new modules and the connection to available and existing applications. The EasyOffice suite, which includes functions for the organization of workflow and for the digitization of processes, is one of a range of products which has been developed for public companies. Another product which is available is EasyReports, with solutions for the optimum planning of resources, the recording of target figures in KIDICAP and extensive evaluation options.

500
companies are already benefiting from the SPS Payroll Factory solutionis

MOBILE AND WEB-BASED APPLICATIONS
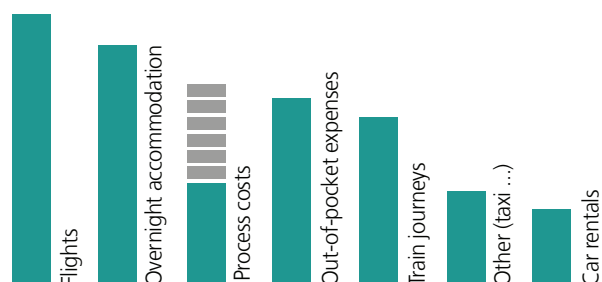## FOR TRAVEL EXPENSE CLAIMS

Travel Expense Management (TEM)
Full package of services for business trip accounts

The processing of travel expense claims involves many skilled employees in companies. The demands in terms of administration are high:

– Checks in compliance with legal requirements and internal travel expense policies
– Correction of mistakes in accounting processes
– Fraud prevention
– Prompt processing

Up to 20%
of all travel expenses are attributable to administrative duties. The process costs are therefore a cost pool which must not be disregarded.

Flights — Overnight accommodation — Process costs — Out-of-pocket expenses — Train journeys — Other (taxi …) — Car rentals

Swiss Post Solutions offers companies the full package of services for travel expense accounting, with end-to-end process reliability, a high degree of automation and powerful software. The SaaS solution (Software as a Service) which is used can be seamlessly integrated into the bookkeeping and payroll systems.
The process starts with the receipt of physical and electronic travel expense claims and progresses to the digitization and collection of travel data right through to detailed checking and processing of cases through to closure, ending with the payment of travel expenses to employees.

KIDICAP.® Travel
Web application for the recording of travel expense claims

Staff-friendly, modern solutions like the mobile travel expense app and the web application KIDICAP.® Travel combine well with the standardized process and automated workflow to ensure quality and speed in the processing of travel expense claims.

Travel expense app
for the professional preparation and optimized processing of travel expense claims

Highlights

Modern
SPS assists you with the digital transformation of your physical business processes.

High-quality
The app is configured and the input is checked in line with internal travel expense policies.
The data quality is significantly improved by means of electronic recording and input control.

Staff-friendly
Employees can submit their travel expense claims individually in electronic or physical form.

Shorter processing times
The claims are processed faster through the transmission of the electronic travel data in real time and the immediate digitization of the incoming physical data.

NOTICEABLE ADDED VALUE
THANKS TO SWISS POST SOLUTIONS

Swiss Post Solutions BPS HR – excellence that differentiates us

Best postal service
Swiss Post has been placed at number one in international rankings by the UPU on repeated occasions

1st place
in rankings of document management BPO providers in Germany and Switzerland

Proven quality
and certified security characterize our solutions

+€ 12 bn
in cash flow is processed in the Payroll Factory

500 customers
in Germany value and trust in our services

Leading
provider on SAP HCM and KIDICAP platforms

+5 m
salary statements and around half a million travel expense claims are processed annually by SPS worldwide

+30 years
of experience in BPS HR and payroll

+400
BPS HR experts in Germany, Austria, Switzerland and Hungary

The outsourcing of HR business processes with Swiss Post Solutions combines business process outsourcing (BPO) and consulting services:

Service excellence
Optimum service structures, standardized processes and active exploitation of potential for improvement all lead to an optimization of costs, turnaround time, transparency and compliance.

Innovation
Release upgrades are included in the services following best practice approaches. We invest continuously in modern systems and technologies like intelligent automation and have the financial strength and structural stability to walk our customers safely through the investment processes on the way to a digital world.

Greater job satisfaction
The pressure is taken off the HR department by more efficient processes and a professional service provider, and the employees reap the benefits of Omni-Channel applications and faster processing of their cases.

Less work and fewer risks
Tried and tested solutions and consistent project and quality management – by various means including an automated internal control system (ICS) – ensure that everything runs smoothly, even during the transition process. Applicable statutory requirements are met and a proactive approach is taken to the implementation of new regulations – high quality standards and security levels facilitate compliance with the audit requirements on the customer side.

Individual
The services offered are geared to the situation of the individual customer in any given case, taking due account of the relevant pay scale policies, operational arrangements and any specific regulations.

Full package of services
All the required service levels are covered by the comprehensive range of BPS HR services.

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