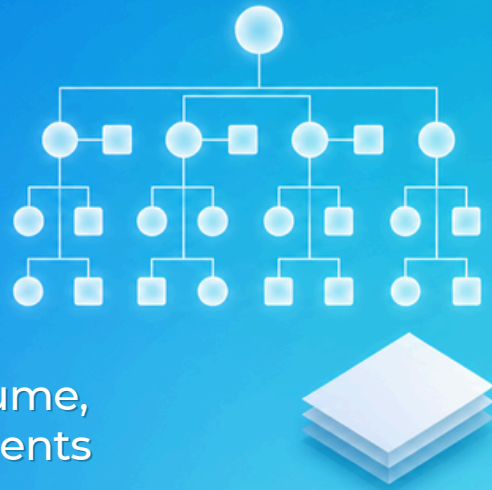


Managing Employee Documentation During Organisational Change

Supporting HR teams through high-volume, time-sensitive documentation requirements



Mergers, acquisitions, restructures, and workforce reductions typically trigger a range of employee documentation requirements across the HR lifecycle.

These may include updated employment contracts, role change communications, policy acknowledgements, severance documentation, and non-disclosure agreements—often delivered under tight timelines and governance requirements.

In SAP SuccessFactors environments, Employee Central is typically used to manage organisational changes, but does not provide native capabilities to generate and manage the required employee documentation.

Operational Reality

Organisations commonly experience:

- High volumes of employee-specific documents generated in short timeframes
- Manual preparation and distribution across HR teams
- Inconsistent messaging across impacted employee groups
- Limited visibility into acknowledgement or completion status
- Documents stored across multiple systems or repositories
- Difficulty reconstructing complete employee records for audit or review

In merger and acquisition scenarios:

- Incoming document repositories follow different formats and naming standards
- Manual restructuring and alignment is often required
- Governance and retention approaches may not be consistent
- Limited visibility into document completeness across acquired entities
- Difficulty validating required documentation for compliance or audit

HR Document Lifecycle

These activities are often managed across disconnected processes, increasing manual effort and reducing visibility.



How Strato Can Support

Strato can be configured to support HR teams across document generation and document management activities:



Document Generation

- Generate personalised documents from employee data
- Apply standardised templates with controlled logic
- Enable high-volume document creation across employee groups
- Align document generation with approval and signature workflows



Distribution and Acknowledgement

- Distribute documents through controlled delivery channels
- Capture acknowledgement and completion status
- Enable follow-up on outstanding actions
- Track document delivery and response visibility



Document Management & Governance

- Store documents within structured digital employee files
- Provide centralised retrieval of employee documents
- Enable advanced search to support audit and compliance
- Identify document completeness, including missing or expired items
- Apply retention and lifecycle rules aligned to organisational policies



Mergers and Acquisitions Support

- Ingest and align incoming employee document repositories
- Apply consistent classification and document structures
- Consolidate documents into unified employee records
- Standardise document governance across merged environments

Typical Use Cases

- Workforce restructuring communications
- Post-merger contract harmonisation
- Policy acknowledgement campaigns
- Workforce reduction documentation
- Audit preparation and file reconstruction

When This Becomes Relevant

- High-volume communications under time pressure
- Acknowledgements tracked outside HR systems
- Documents stored across multiple repositories
- Audit or compliance reconstruction required

Discover how Strato can support employee documentation during organisational change

For more information, please email us at info@stratohcm.com



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