

Automating Employee Documents with Strato

Generate accurate, workflow-connected documents across the employee lifecycle using SAP SuccessFactors Employee Central data



Employee Central manages employee lifecycle data. Strato helps automate the document process around that data.

Employee Central data can support many types of employee documentation. This may include lifecycle change documents, employment verification letters, certificates of employment, certificates of service, offboarding correspondence, policy acknowledgements, employee forms, notifications, contract variations, or full employment contracts.

Some documents are generated after a request or employee action. Others need to be created while an Employee Central workflow is still in progress.

This is where Employee Central document generation becomes more complex. A promotion, transfer, pay change, contract update, assignment change, or termination may require a document to be reviewed, accepted, or signed before the change is complete.

If the document cannot use proposed, pending, or future-dated data, HR may need to wait until the workflow is approved before creating the document. This can delay employee communication, create rework, and increase the risk that payroll or downstream systems are updated before the document process is complete.

Strato Document Generation for SAP SuccessFactors helps organisations generate Employee Central documents using configured SAP SuccessFactors data, controlled templates, workflow automation, e-signature, and governed storage or distribution.

Where Employee Central Document Processes Become Complex

HR teams often need to manage:

- Documents generated from Employee Central data across the employee lifecycle
- Documents required before an Employee Central change is completed
- Pending or future-dated data needed before it becomes final
- Employee self-service requests for approved documents, such as employment verification
- Manager or HR-generated correspondence using controlled templates
- Employees with concurrent employment or multiple assignments

Employee Central Documents in Practice

Three common ways Strato supports document generation across the employee lifecycle

Variation letter using current and proposed data

Generate contract variations before the Employee Central change is final.



July 11, 2026

PRIVATE & CONFIDENTIAL

Jakki Andrina

BY EMAIL: strato-demo-candidate@spinifexit.com

Dear Jakki

EMPLOYMENT AGREEMENT - CHANGE OF TERMS

Further to our recent discussions and as agreed with you, I am pleased to offer you a variation to your employment with **AutomationInc USA** ("the Company").

This letter outlines the agreed changes to your role and employment conditions. These changes will take effect from **July 13, 2026** subject to your acceptance.

Except as outlined below, all other terms and conditions of your employment remain unchanged.

Summary of Variations

The following table provides a summary of the changes to your employment:

Category	Previous Value	Effective July 13, 2026
Position	Digital Expert	Digital Lead
Department	Production US	Production US
Location	New Brunswick	New York
Base Pay	\$7,150.50 USD	\$7,722.54 USD
Hours	40	32

START DATE

This change is effective from **July 13, 2026**.

POSITION CHANGE

The position offered is the appointment to the **Part Time** position of **Digital Lead** in the **Production US** department. In this position you will be responsible to the Production Director.

Current + proposed data | Pending changes | Pre-payroll review

Employee-generated verification letter

Allow employees to generate approved self-service documents where configured.



EMPLOYMENT VERIFICATION LETTER

Generated: 11 July 2026

Verification Statement

This letter confirms that **Geoff Hill** is currently employed by **AutomationInc USA** as **Production Director**.

This document was generated automatically from the company's HR system to verify employment and salary details.

Employee Verification Summary

Employee:	Geoff Hill
Position:	Production Director
Department:	Production US
Employment Start Date:	01 December 2009
Current Employment Status:	Active
Salary:	USD 6,003.60 (Semi-monthly)
Employment Type:	Full-time

Sincerely,

People and Culture
AutomationInc USA

Generated automatically by Strato using SAP SuccessFactors data.

Employee self-service | Approved template | Reduced HR admin

Manager review with controlled editing

Allow managers to review or edit selected sections while approved template content remains controlled.



11 July 2026

Jakki Andrina
Digital Expert
Production US
AutomationInc USA

Subject: Temporary Work Arrangement Confirmation

Dear Jakki,

This letter confirms the temporary flexibility in your working schedule that we discussed.

Beginning **{{Start Date}}**, you may adjust your daily start and finish times as needed. This arrangement will remain in place until **{{End Date}}**, unless we agree to extend or revise it.

During this period, your **overall working hours and responsibilities remain the same**, and you are expected to continue meeting the requirements of your role.

Please keep me informed of any changes to your availability so we can ensure work commitments continue to be met.

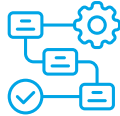
If you have any questions regarding this arrangement, please feel free to contact me.

Manager review | Editable sections | Template governance

What Makes This Possible

Strato connects workflow, data, templates, review, and storage.

Workflow-connected generation



- Trigger document generation from configured Employee Central workflow steps
- Generate documents while the HR transaction is in progress
- Route for review, acceptance, or signature

Pending and Future-Dated Data



- Use proposed changes before they become final
- Show current and proposed values where required
- Support document acceptance before payroll update

Flexible data sources



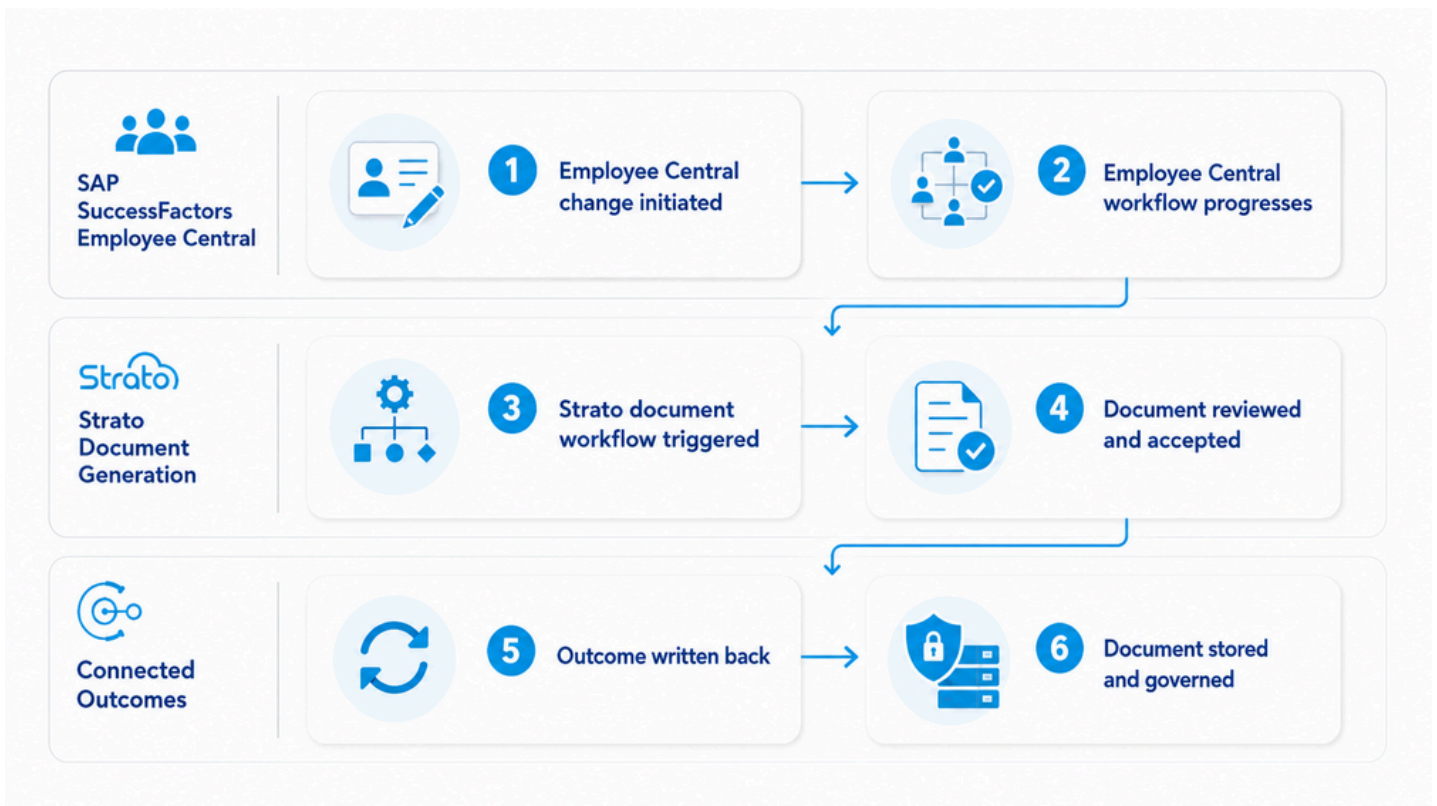
- Use standard and custom Employee Central fields
- Include custom MDF data where configured
- Use approved external sources, such as CSV files or Google Sheets

Governed templates and outcomes



- Apply conditional wording, clauses, and branding
- Allow controlled editing during review
- Write configured outcomes back to Employee Central
- Store final documents with metadata and lifecycle rules

One Employee Central change. One connected document process.



When This Use Case Applies

This use case is especially relevant when:

- Employee Central is the source of truth for lifecycle changes
- Documents need to reflect proposed, pending, or future-dated data
- Approval or signature should occur before payroll or downstream updates
- Managers or employees need to initiate approved document processes
- Final documents need to be stored and governed consistently

Discover how Strato can support connected Employee Central document automation for SAP SuccessFactors.

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



StratoHCM.com



info@stratohcm.com