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Strato Document Management for SAP® SuccessFactors® HCM

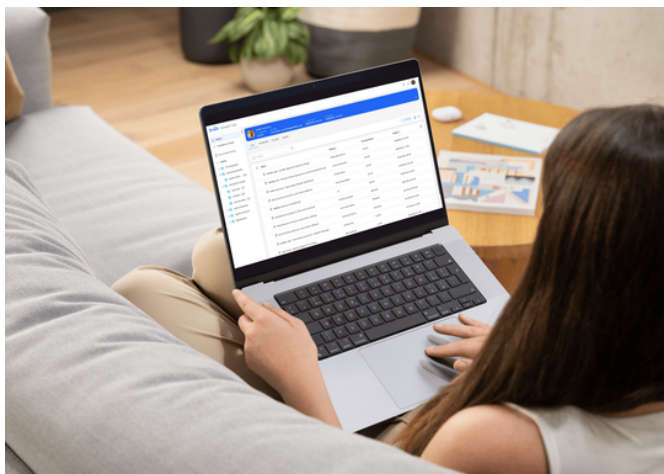
Secure, Simple, and Compliant
Employee Document Management



For employees, every document — from an offer letter to a performance review — tells part of their story. For HR, those same documents carry the responsibility for accuracy, privacy, and compliance.

Strato Document Management for SAP® SuccessFactors® HCM brings both perspectives together — delivering secure, structured, and accessible document management for everyone involved. Designed for use with SAP SuccessFactors HCM, it empowers HR, managers, and employees to find, share, and safeguard documents with confidence — every time.

Simplifying HR Document Management for SAP SuccessFactors



Managing employee documents should be simple — but for many HR and IT teams, it's anything but. Files live across shared drives, emails, and local folders. Approvals take too long. And keeping up with data privacy and retention rules can feel like a full-time job.

Strato Document Management for SAP SuccessFactors HCM was designed to change that. It unifies storage, access, and compliance in one secure digital employee file — so HR, managers, and employees can find exactly what they need, when they need it, without risk or complexity.

Designed for use with SAP SuccessFactors HCM — bringing simplicity, security, and confidence to HR document management.

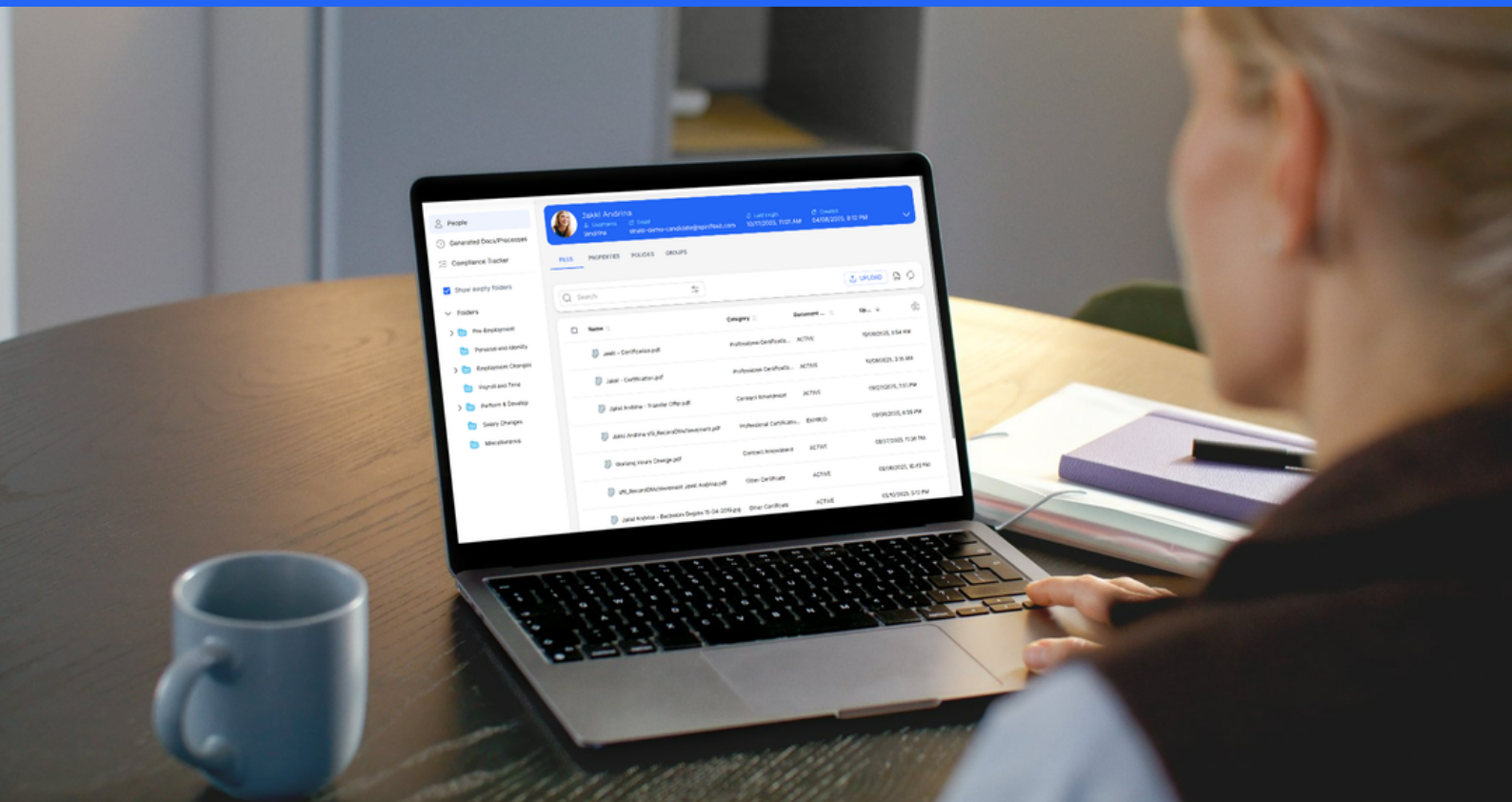


Automated Employee Document Management

Strato Document Management centralizes every employee document in a secure, structured digital file within SAP SuccessFactors.

It automatically classifies, tags, and organizes records the moment they're uploaded or generated — ensuring every file is compliant, audit-ready, and easy to retrieve.

Whether uploading a single file or migrating thousands, Strato keeps everything connected, consistent, and controlled — without disrupting the HR experience.



Key Capabilities

Digital Employee File

Centralize all employee documents in one secure, mobile-ready file with structured folders and role-based access.

Global Retention Rules

Apply region-specific retention and deletion automatically. Manage document statuses — active, expired, archived, or deleted — with built-in compliance controls.

Automated Metadata & Categorisation

Auto-populate metadata from SAP SuccessFactors for accurate filing, faster retrieval, and compliance-ready retention.

Compliance Check

Automatically identifies missing or incomplete documents in employee files using configurable rules linked to employee type, location, or role — keeping every record complete and audit-ready.

AI-Powered Capture & Bulk Import

Email or bulk upload documents; AI automatically classifies and stores them with optional validation. Supports legacy migrations and API integrations.

Security & Compliance Integration

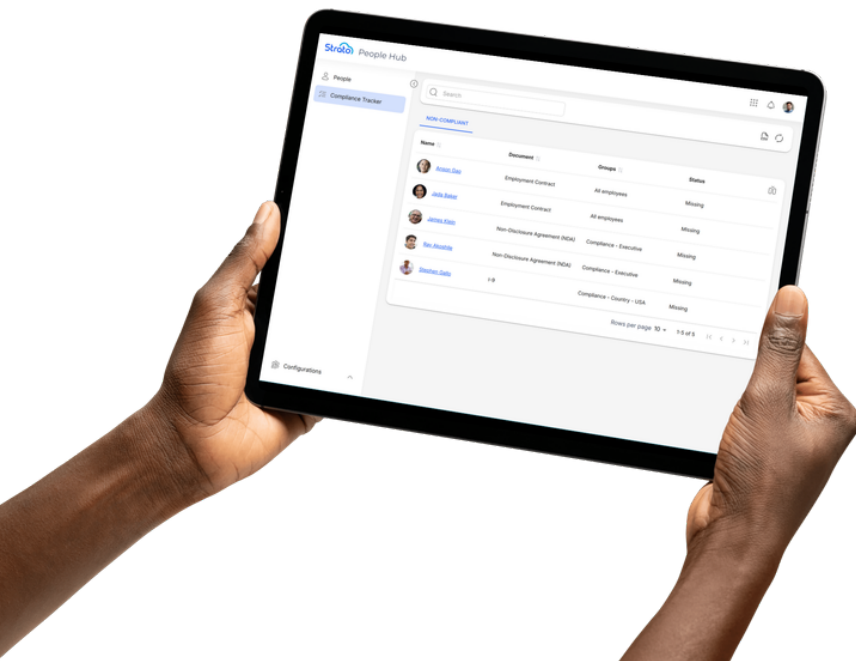
Documents are encrypted in transit and at rest. Built-in audit trails, legal holds, and ISO-certified processes safeguard information across its lifecycle.

Powerful Search & Organisation

Find documents in seconds with OCR search and filters, while metadata and retention rules keep files organised and audit-ready.

Flexible Access & Permissions

Align with SAP SuccessFactors Role-Based Permissions (RBP) to control access by role, team, or location — enabling secure self-service.



The Difference with Strato Document Management

Strato goes beyond basic storage — it delivers intelligent, automated document governance. Each record is stored with purpose, categorised by metadata, governed by retention rules, and protected by enterprise-grade security.

Compliance is automatic — not manual. Legal holds, audit trails, and regional retention policies are embedded, ensuring every document meets internal and external requirements without extra effort.

Meanwhile, role-based access and self-service give HR, managers, and employees a seamless experience — simplifying document retrieval while maintaining complete control.

Strato transforms document management from a compliance burden into a secure, transparent, and user-friendly experience — all within SAP SuccessFactors.



Why HR Teams Choose Strato

Designed for HR and built for SAP SuccessFactors, Strato simplifies document management so teams can work faster, smarter, and with complete confidence.

By combining intelligent automation, easy configuration, and enterprise-grade compliance, Strato enables HR to work with precision, consistency, and confidence at every stage of the employee journey.

Why Strato Stands Out



HR-first simplicity

Manage document folders and permissions directly within Strato — no technical skills required.



Smarter automation

Documents are filed automatically with metadata and retention tags applied instantly.



Truly compliant workflows

Built-in legal holds, audit trails, and global retention ensure documents meet regulatory standards at every step.



Proven results

Customers have reduced retrieval times, consolidated document storage, and strengthened compliance across multiple countries and business units.



Real-world efficiency

Bulk import and AI-driven classification support migrations, acquisitions, and large-scale updates with ease.

Security and Compliance You Can Trust

Strato is built for organisations that prioritise security and privacy. Documents are encrypted in transit and at rest, with continuous monitoring, audit trails, and retention controls. Independent certifications — including ISO 27001, ISO 27701, and SOC 2 — and GDPR support provide confidence that employee records are safeguarded to the highest global standards.



Discover how Strato can simplify your employee document world



StratoHCM.com



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