

ADAMA uses modern
HR processes in SharePoint
and lays foundation for
integrated process optimization.

Standardizing and automating absence management

Crop protection company ADAMA Germany was faced with the challenge of standardizing the management of vacation and sick leave requests across borders and companies, and automating it wherever possible. Since ADAMA recruits all over Europe, its tight integration in an international group of companies creates a significant administrative challenge for HR and enormously increases its staff's workload. Coherent systems and standardization are the key requirements in order to reduce the routine workload of the HR staff with automation and self-service functions.



Being part of an international corporation makes the processes of absence management, which are already highly complex to begin with, even more difficult to handle. For example, an employee in Germany may report to a supervisor in France. He, in turn, may have subordinates in other European countries. Local holidays, working hours, leave regulations and other specifics all add up to a complex set of rules. Processes are being used by an internationally dispersed and multilingual user base across various organizations; they are also subject to different national laws. Despite this, there is a demand for global processes, overviews, reports and calculations.

Challenges in HR

- The shortage of skilled professionals makes Europe-wide recruiting, along with multilingual processes, a necessity
- Absence management needs to be standardized and automated
- A geographically dispersed, international user base requires a multilingual, easy-to-use interface
- The variety of regulations in different countries makes absences even more complex to manage

A central, SharePoint-based process management platform

Tighter budgets and the rising need to reduce operational costs call for the continuous optimization of processes to increase efficiency.

Standardization is the prerequisite for their automatization and streamlining. SAP is ADAMA's central ERP solution, while

Microsoft SharePoint is the company's central platform for collaboration with internal, as well as external, partners. In the medium term, all conventional file repositories located on file servers are supposed to move to a central SharePoint platform. That's why ADAMA was looking for a powerful central platform

to manage and automate processes in SharePoint.

In the future, ADAMA plans to map all workflows onto this central platform and to present a homogenous environment to all employees; the company expects further synergies and benefits from the integration of

Challenges from IT's point of view

- Small, but highly efficient organization running a business of significant volume
- Budgets are getting tighter
- Rising need to reduce operational costs
- IT to improve standardization and automatization
- A lean IT environment with SAP and SharePoint as central application components
- Demand for a powerful workflow-platform in SharePoint for process automatization
- Integration of workflow-based applications, file and document management and collaboration



workflow-based applications into the possibilities for collaboration in SharePoint, which are already in widespread use. This way, both ADAMA Germany's international affiliate companies and its numerous external partners are to be connected with each other. The processes involved in registering new substances are highly complex and subject to strict regulatory requirements. In the medium term, ADAMA intends to move these processes to SharePoint and the new workflow platform as well. This also calls for an integrative approach, combining the secure provision of project documents, modern forms of online collaboration and workflow-based processes.

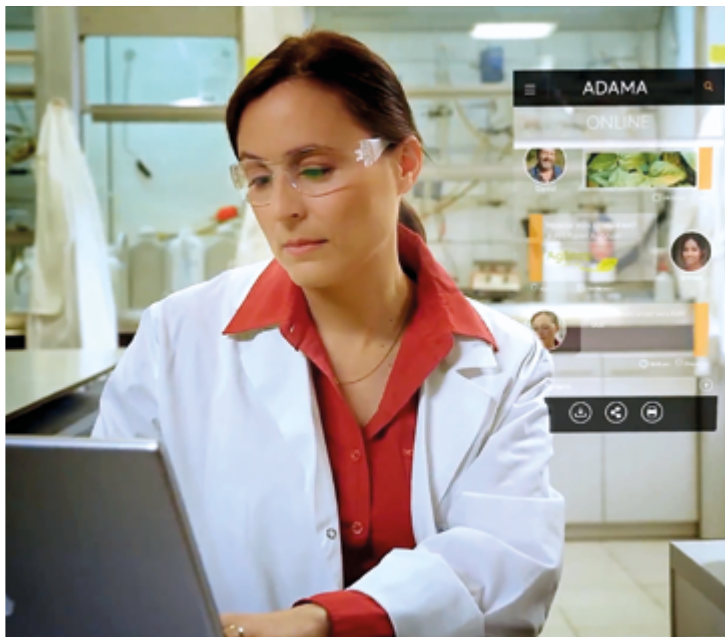
Using the solution template for absence management

ADAMA decided to implement WEBCON BPS as its workflow platform, along with Net at Work's solution template for absence management. A solution template is a predefined application pattern that can easily be adapted to the customer's individual requirements. Net at Work already offered about 80 per cent of the functionality that ADAMA required out of the box; the remaining 20 per cent were custom-made. As the solution is highly flexible and configurable, many requests could easily be implemented without any programming, just by checking a few boxes in the configuration. Not only does this template-based approach allow for a faster implementation; it also offers

better quality than any solution custom-made from scratch. This also reveals another strength of WEBCON BPS's technological approach: Changes in the business logic of the application can be implemented in SharePoint even while it is live. Thus, modifications to the template can be tested with minimum effort.

” Net at Work's solution template for managing absences can be implemented very quickly. We had set ourselves a very tight schedule, but Net at Work managed to exceed even our ambitious expectations.

Bernd Biertümpfel, Head of Controlling and IT, ADAMA Germany



Characterized by its ease of use, the solution has made ADAMA's absence management processes more efficient and transparent. Many useful details, such as the automatic calculation of days

off or the approval of leave applications directly inside an e-mail, make it even more convenient to use.

Benefits for ADAMA Germany

- Efficient and transparent absence management, even across companies and countries
- HR is relieved of routine tasks
- Mastering the increased internationalization of processes
- First steps taken into the further optimization and standardization of processes
- Establishment of a new platform for any future applications, based on the tried-and-tested and widely accepted SharePoint
- Strong integration of workflow-based processes, management of files and documents, and collaboration creates synergies and allows for new forms of cooperation
- SharePoint becomes even more future-proof

A uniform application environment in SharePoint

With WEBCON BPS, all applications in SharePoint follow a consistent design that users easily recognize. This massively reduces the required amount of training; a huge advantage considering ADAMA's dispersed user base.

ADAMA needs to extend or modify processes rapidly. This is where WEBCON BPS really comes into its own. Not being based on SharePoint's native workflow components makes it significantly more flexible and

robust in day-to-day operations. Changes can be made while the SharePoint form is up and running, and multilingual forms – a very important feature for ADAMA – can be created with ease. Going forward, Microsoft SharePoint and WEBCON BPS will become the strategic platform for applications and process optimization at ADAMA, and will be enhanced even further.

“ We feel that Net at Work are giving us excellent support and we appreciate their straightforward and sincere style of communicating. For us, honest feedback and clear communication is what really sets Net at Work apart. Also, their support regarding the organizational aspects of implementing the solution has been extremely valuable to us.

Stefanie Hugo, HR department,
ADAMA Deutschland



About ADAMA Germany

ADAMA Deutschland GmbH is part of ADAMA Agricultural Solutions Ltd., a global player in crop protection with more than 6,600 employees in more than 100 countries. ADAMA Germany develops, registers and distributes crop protection agents in Germany, Austria, and Switzerland. Using unprecedented formulations, it creates new, innovative products and solutions from tried and tested ingredients that impress with their high quality and economic efficiency. What makes ADAMA unique is its long track-record of innovation, its farmer-centered approach to developing herbicides, fungicides, insecticides, growth regulators, and seed treatment chemicals, as well as its adherence to strict standards in environmental protection and quality control. ADAMA thus provides solutions for all needs, for all important crop cultures and for all markets.

www.adama.com/deutschland/



As SharePoint partners from day one, Net at Work's certified teams of specialist consultants and developers know all about the versatile application options SharePoint offers, including the best ways to integrate it into business processes. This can make the collaboration of users across the entire organization more transparent, efficient and productive.

www.netatwork.de/kompetenz/professionelle-microsoft-sharepoint-beratung

WEBCON BPS is a highly efficient workflow engine allowing for a high degree of process automatization. WEBCON's workflow solutions achieve a high level of user acceptance by embedding workflows in a familiar SharePoint environment. The engine's architecture is flexible, which gives it a high level of scalability and means it can be implemented and put into operation in stages.

Net at Work is a leading Partner for WEBCON BPS in the German-speaking region. For more information, please visit us online at

www.netatwork.de/kompetenz/geschaeftsprozesse-mit-sharepoint-und-webcon-business-process-suite/

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